

HOW CLOSELY IS THE JOB CONTROLLED?	Yes	No
1. Does a University representative tell the worker when to work? Does your organization have the right to require compliance with the timing, in completing the work being done?		
2. Does a University representative tell the worker where to work? Does your organization have the right to require compliance with the place in completing the work being done?		
3. Does a University representative tell the worker how to work? Does your organization have the right to require compliance with the method used in completing the work being done?		
4. Does a University representative train the worker? Will your organization apprentice, train or instruct in the details of work, or correspond in any way the manner or method in which the work is to be performed?		
5. Does the University exercise control over the sequence of work performed? Will your organization have the right to require that the work be performed in a specific order, routine or sequence?		
WHAT ARE THE TERMS AND CONDITIONS OF THE WORK?		
1. Are the worker's services integrated into the University's general business operations? Will the work be done in such close proximity and involvement so as to cause your organization's success or continuation of business to be dependent on those performing the work?		
2. Is there a requirement that services be rendered personally? Will the work be done personally?		
3. Does a University representative have responsibility for hiring, supervising or paying assistants? Will your organization hire, supervise or pay any assistants to aid those performing the work?		
4. Are work hours set by the University? Will your organization dictate the hours during which the work will be performed?		
5. Must the worker submit reports to the University representative for whom the work is performed? Will your organization require regular written reports from those performing the work?		
6. Are payments made regularly? (e.g., weekly?) Will your organization pay those performing the work on an hourly, weekly or monthly schedule other than as a convenient payment of an agreed upon lump-sum cost of the work?		
7. Is compensation made for business and/or travel expenses? Will your organization pay for the business and/or traveling expenses of those performing the work?		
8. Are necessary tools and/or materials provided by the University? Will your organization furnish the tools, equipment or materials necessary to complete the work performed?		
9. Does the University have the right to terminate the contract?		
10. Does the University have the right to discharge the worker? Will your organization have the right to discharge those performing the work prior to the completion of the work?		
11. Can the worker end the employment relationship without incurring liability? Will those performing the work have the right to stop working for your organization at any time without incurring legal liability?		
DOES THE WORKER HAVE A RISK OF FINANCIAL GAIN OR LOSS?		
1. Does the worker have an investment in facilities and/or materials? Will those performing the work invest, or have they invested, in facilities (offices, factories, etc.) That employees ordinarily are not required to have?		
2. Does the worker have a direct interest or share in the profit of the work accomplished? Will those performing the work stand to realize a profit above the ordinary compensation for services or a loss as a result of the work performed?		
DOES THE WORKER PROVIDE SERVICES TO THE GENERAL PUBLIC?		
1. Are similar services performed for more than one firm at a time? Will those performing the work be performing work for other organizations unrelated to your organization?		
2. Does the worker have a continuing relationship with the University? Does your organization expect that those performing the work will continue in the same function or another function for the foreseeable future, although not necessarily continuously or at frequent intervals?		
3. Does the worker devote full time to the business of the University? Will those performing the work devote substantially full-time to it? (Implies the inability to perform other work of the same character for other organizations.)		
4. Are the worker's services available to the general public? Will those performing the work continue to make their services available to the general public?		
WHERE IS THE WORKER'S PRINCIPAL PLACE OF BUSINESS?		
1. Is the work performed on University premises? Will the work be performed on your premises or at a location required by your organization?		

*Note: Four or more answers in the shaded blocks indicate a possible employee/employer relationship. Contact HRM regarding employment options.