

Molloy College Employee/Independent Contractor Checklist

Name: _____

Approximate Duration of Assignment: _____

Please attach a brief description of the nature of the services being requested.

	Yes	No
Does the person offer services principally or exclusively to the college?		
Has the individual been a college employee during the current calendar year?		
Does the college have the right to control how the work results are achieved?		
Is the person providing a service to the college that is similar in nature to that of a current employee of the college?		
Are the person's services regularly available to the general public?		
Is the person's work recurring in nature?		
Will the college provide training to this person?		
Is the person expected to attend department/division meetings on a regular basis?		
Is there a signed agreement or contract between the college and the individual? (please attach)		

Please explain any "Yes" answers here:

Classified as Employee

Independent Contractor

Department Head Signature: _____

Date: _____

Human Resources Signature: _____

Date: _____