

# CHECKLIST: EMPLOYMENT CONTRACT OR NOT?

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1

## **What does the contract say?**

*Does your contract point to employment or to freelancing?  
Why?*

2

## **Core business or auxiliary service?**

*Does the work agreed to point to employment or to  
freelancing? Why?*

3

## **Similar to or different from employees?**

*Do the tasks, duties, benefits, etc. point to employment or to  
freelancing? Why?*

4

## **Integrated or passer-by?**

*Do your office and team arrangements point to employment  
or to freelancing? Why?*

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## **What are the fees or wages?**

*Do your arrangements for payment point to employment or to freelancing? Why?*

6

## **What are the working hours?**

*Do your arrangements for working hours point to employment or to freelancing? Why?*

7

## **Who pays for equipment, courses, etc.?**

*Do your arrangements for purchase of equipment and for training point to employment or to freelancing? Why?*

8

## **Other clients?**

*Does the back-end of the person you want to work with point to employment or to freelancing? Why?*

Look at all your findings to see what elements are stronger:  
employment or freelancing?

Adjust the contract and arrangements accordingly.