

**DECISION TREE SAMPLE  
EMPLOYEE VS. CONSULTANT**

Date: October 17, 2019

<b>Legend for Table Completion:</b>		
“+” = positive	“-” = negative	“0” = “N/A”
Applies to Both Employee and Consultant	Applies to Consultant Only (N/A for Employee)	Applies to Employee Only (N/A for Consultant)
Consideration	Employee	Consultant
<b>Advertising/Marketing</b>	<b>0</b>	<b>-1</b>
<b>Benefits</b>	<b>+1</b>	<b>0</b>
401(k) Match		
Paid Federal Holidays		
Incentives/Bonuses		
Insurance		
Dental		
Disability (short- and -long term)		
Medical		
Life		
Children		
Self		
Spouse		
Leave Accrual		
Holiday		
PTO/Sick/Vacation		
<b>Commute</b>	<b>-1</b>	<b>+1</b>
Parking Fees		
Covered Parking		
Time To/From Work Location		
<b>Family Impact</b>	<b>+1</b>	<b>-1</b>
Childcare		
Meals		
Petcare		
Other [insert]		
<b>Financial Management/Business Acumen</b>	<b>0</b>	<b>-1</b>
Banking (separate checking, credit card, etc.)		
Bookkeeping/Time Tracking/Invoicing		
Business License		
Business-Related Travel (tax deductible)		
Consulting Agreement Template		
Consulting Contracts Reviews		
Professional Liability Insurance (\$500k)		
Service(s) Rate Sheet		
Social Media Postings (LinkedIn, Indeed, etc.)		
State Laws (Business Plan, etc.)		
Subcontractor Agreement Template		

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Consideration	Employee	Consultant
Quarterly Taxes		
Web Site		
<b>Job Security</b>	+1	0
<b>Paid Overtime</b>	0	+1
<b>Position Title (company standing)</b>	+1	0
<b>Professional Development/Continuing Education</b>	+1	0
<b>Professional Networking/Client Contacts</b>	0	-1
Direct Personal Contacts		
Staffing Agencies		
<b>Salary</b>	+2	0
<b>Resources</b>	+1	0
Adobe Pro (optional)		
Email Account		
Headphones (noise cancelling)		
Internet		
IT Support		
Laptop		
Monitor		
Printer		
Scanner		
<b>Salary</b>	+1	0
<b>Security Clearance Transfer</b>	+1	0
<b>Social Impact</b> (self-esteem, satisfaction with work, volunteer vs. assigned work)	+1	-1
<b>Staffing</b>	0	-1
<b>Support Structure</b>	+1	+1
Capture (FedBizOps, GovWin, etc.)		
Contracts/Pricing		
Desktop Publishing		
Graphics		
Production/Delivery		
<b>Workspace</b> (office, cubicle, WAR room)	+1	-2
<b>Work Schedule (flexibility)</b>	-1	+1
Daily		
Evenings		
Weekends		
<b>OTHER</b>		
<b>SCORE</b>	+ = 13 - = 2	+ = 4 - = 8