

**DECISION TREE SAMPLE
EMPLOYEE VS. CONSULTANT**

Date: October 17, 2019

Legend for Table Completion:		
“+” = 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
Advertising/Marketing	0	-1
Benefits	+1	0
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		
Commute	-1	+1
Parking Fees		
Covered Parking		
Time To/From Work Location		
Family Impact	+1	-1
Childcare		
Meals		
Petcare		
Other [insert]		
Financial Management/Business Acumen	0	-1
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		
Job Security	+1	0
Paid Overtime	0	+1
Position Title (company standing)	+1	0
Professional Development/Continuing Education	+1	0
Professional Networking/Client Contacts	0	-1
Direct Personal Contacts		
Staffing Agencies		
Salary	+2	0
Resources	+1	0
Adobe Pro (optional)		
Email Account		
Headphones (noise cancelling)		
Internet		
IT Support		
Laptop		
Monitor		
Printer		
Scanner		
Salary	+1	0
Security Clearance Transfer	+1	0
Social Impact (self-esteem, satisfaction with work, volunteer vs. assigned work)	+1	-1
Staffing	0	-1
Support Structure	+1	+1
Capture (FedBizOps, GovWin, etc.)		
Contracts/Pricing		
Desktop Publishing		
Graphics		
Production/Delivery		
Workspace (office, cubicle, WAR room)	+1	-2
Work Schedule (flexibility)	-1	+1
Daily		
Evenings		
Weekends		
OTHER		
SCORE	+ = 13 - = 2	+ = 4 - = 8