THE UNIVERSITY OF BRITISH COLUMBIA

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UBC HR Fast Track Assessment Form

Please fill in the form to complete the HR Fast Track Assessment

COMPLETED BY THE HIRING MANAGER

Contractor Name: | Start Date:

Scope of Work: | End Date:

If you have any uncertainties related to the HR Fast Track Assessment questions below, please find your HR Advisory or Faculty Relations Contact

Central HR Advisory Services | Faculty Relations Representative

		Accepted answer to proceed as an Independent Contractor	Your Answer
1	Is person an active or past employee within the past 24 months? (If previous employment needs to be verified and the information is not readily available, it may be obtained from HR Advisory Services or Faculty Relations.)	No	Yes ☐ No ☐
2	Is this work normally performed by UBC employees?	No	Yes ☐ No ☐
3	Is there currently or will there be an agreement in place that documents the scope of work, deliverables, compensation, duration and location? If yes, please include the draft or finalized copy.	Yes	Yes ☐ No ☐
4	Is payment dependent on the completion of the services to be outlined in the Agreement?	Yes	Yes ☐ No ☐

Hiring Manager Name: | Email:

Department | Date:

POST-ASSESSMENT INSTRUCTIONS

Outcome #1

You have answered "Yes" to Question #1– assessment indicates **Employee**

Next step – ensure the Employee Declaration for Services form (for active employees only), and the Agreement are all included in an email to Central HR Advisory Services or your Faculty Relations Representative, who will provide further guidance.

Note: If the person was a past employee and is no longer working for UBC, an Employee Declaration for Services from is not required.)

Outcome #2

You have answered any of Question #2, #3 or #4 differently than the "Accepted answer to proceed as an Independent Contractor"

- assessment indicates **Employee**

Next step – ensure this form, and the agreement are both included in an email to Central HR Advisory Services or your Faculty Relations Representative, who will initiate a further review.

Outcome #3

You have answered all of Questions #1, #2, #3 and #4 exactly as outlined in "Accepted answer to proceed as an Independent Contractor"

Next step – proceed to follow the process for procuring an Independent Contractor. Include this form as supporting documentation when you start your request to hire the individual as an Independent Contractor.

If HR has completed their assessment and has agreed an individual can be hired to perform work as an independent contractor, please proceed to hire the individual. Additionally:

- If HR has completed their assessment and has agreed the **employee** can be hired to perform work as an independent contractor. Please attach the completed and signed Employee Declaration for Services form as supporting documentation with the procurement or payment requisition.
- If HR has completed their assessment and has agreed the **non-employee** can be hired to perform work as an independent contractor. Please attach the results of your HR Fast Track Assessment and include a copy of an email approval from Central HR or Faculty Relations as supporting documentation with the procurement or payment requisition.

For further information regarding the assessment to determine whether an individual can provide services as an Independent Contractor or Employee, please refer to the HR Website.

Last Update: December 2, 2020