



SHE Qualified Employee Checklist

If you are unsure whether or not an individual that is working at your company qualifies as an “employee” under the SHE Program*, please use the checklist below to determine eligibility. You must answer “Yes” to all questions listed below for the individual to qualify as an employee. If you answer “No” to any questions, that individual will not be eligible.

	YES	NO
Does the individual have a company email address?		
Does (or will) the individual receive a W-2 form from the company?		
Must the individual take instructions from a boss/the company regarding when, where, and how work is to be done?		
Is there a continuing relationship between your company and the individual?		
Do you supply the individual with any needed tools or materials required to do their work? (e.g. software, applications, subscriptions, equipment)		
Are the services rendered by the individual an impactful part of the company's revenue potential and/or business operation?		
Are income taxes, Social Security and Medicare taxes withheld from the paycheck of the individual?		

**This checklist is not mandatory for all individuals submitted as “employees” on your application for consideration under the SHE Program. If an individual is a “full-time employee” under the IRS definition (as laid out in the [SHE Program](#) and [FAQs](#)), they must be included in your application.*