

International Staffing Questionnaire (ISQ)

* Required

International Staffing Questionnaire

If you or someone in your department is considering employing or engaging individuals to carry out activities in non-U.S. locations, this form is one of the first steps in the process. Before completing this form, please review the International Staffing Policy here (<https://policies.dartmouth.edu/policy/international-staffing-policy>). Additionally, if you have questions while completing the form, please reach out to Cleston Murray at clestonm@dartmouth.edu

Department Contact Information

1. Department requesting work outside the US: *

2. Requestor *

3. Requestor's email: *

4. Requestor's position title:

5. Primary contact (if different than requestor):

6. Primary contact email:

7. Worker's supervisor (if different than requestor): *

Divisional Support for Request

8. Was divisional support obtained?

Yes

No

9. Name of person in support this request:

10. Title of person in support this request:

Request Type

11. Who will be completing the work? *

- Current or Pending Dartmouth Employee
- Current or pending Dartmouth student
- Neither

12. If current or pending employee or student are they (check one):

- Travelling
- On sabbatical
- Beginning work outside the US then coming to the US
- Being hired to work completely outside the US
- Working outside the US for an extended period of time and then returning to the US
- Other

13. If they are not an employee or student are they (check one):

- Performing a single task
- Performing intermittent or irregular work
- Working a consistent or set schedule

14. Is there a Dartmouth business reason for the work location?

- Yes
- No

15. What is the business reason?

16. Please provide justification for Dartmouth to permit remote work outside the US (not required for faculty sabbaticals or students):

17. Expected total duration of work outside the US *

- Time limited
- Indefinite or Unknown

18. Time-limited *(Include both working and non-working days during trip/engagement)*

- 1-29 days
- 30-89 days
- 90-179 days
- 180+ days

19. Indefinite or Unknown *(Include both working and non-working days during trip/engagement)*

- Indefinite but short-term
- Ongoing
- Unknown

20. Have you already considered any of the following payment mechanisms?

- Employment by partner org
- Paying a company the person operates
- PEO / employer-of-record service
- No
- None of these options work

21. Outcome or status of alternate payment mechanisms (if applicable):

Non-U.S. Locations and Dates

22. Physical location(s) of the work (city and country): *

23. Who owns, rents, or otherwise controls the specific work location (check all that apply):

Worker or worker's affiliate

Dartmouth

Other

24. Proposed start and end dates of work:

*Provide separate dates for each country, if more than one
Please provide the dates in mm/dd/yy format **

25. Might this work be extended?

- Yes, likely
- Yes, but not likely
- No

Work Activities

26. Describe the duties / activities to be performed outside of the U.S. The provided description should be the same as the Statement of Work, Scope of Work , or Job Description. If you do not have a Statement of Work, Scope of Work, or Job Description prepared, please provide as much detail as possible. If applicable, please include the program name. *

27. While outside the U.S., will the worker do any of the following (check all that apply):

- Receive or transport scientific materials, equipment, or technology
- Work with human subjects (provide IRB protocol number below)
- Collect personal information
- Access or use personal information
- Make, copy, or collect pictures of identifiable individuals (e.g. photos, videos)
- Create intellectual property (e.g. articles, translations, inventions, computer code)
- Perform work requiring a professional license (e.g. medical care)
- Represent Dartmouth in contract negotiations, fundraising, or revenue generation
- Use Dartmouth equipment or resources

28. IRB protocol number (*if applicable*):

29. Please briefly explain the items checked above:

30. How does the work relate to the country where the work is performed?
(check all that apply) *

- No significant connection to the host country,
- Language is the only connection
- Interaction with collaborators and/or partner organizations in the host country
- Use of particular facilities or field sites
- In-person research or teaching
- Work is partly or wholly about the host country or its people/environment as a topic
- Other

31. Does the program (or will the person in this role) work with partner organizations or collaborators in the host country?

- Yes
- Not yet but expected
- No

32. Please identify each organization and its role:

33. What funding will be used for this work, including salaries and other costs (check all that apply):

- Federal sponsored – agencies/programs:
- Non-federal sponsored – sponsors/programs:
- Restricted funds (gifts and/or endowment funds) – names:
- Dartmouth startup funds
- Subvention
- Other

34. Please list the funding sources:

*Please include all funding agency names, donor names, Dartmouth GL chart strings, and other descriptions of the funding source as they apply **

35. Does this program/project have (or expect to have) other workers outside the US?

- Yes, all submitted to ISC
- Yes, others expected in next 12 months
- Not expected

36. Please summarize other current / expected workers (if applicable):

Worker Information

37. Has the individual been identified?

*

Yes

No

38. Please indicate recruitment plan. *(check all that apply)*

Dartmouth employee

Dartmouth student

Local hire

U.S. / expatriate hire

39. Worker's name (and Legal name if different):

*

40. Worker's Email Address: *

41. Worker's Physical Address:

42. Dartmouth status:

- Current faculty
- Current staff
- Current student
- Former employee
- Current/past contractor
- No Dartmouth affiliation

43. NetID:

44. Nationality (check all that apply):

- Citizen of the country where work will be performed
- US citizen or permanent resident
- Citizen of another country:
- Has work permit in country where work will be performed (provide details below)

45. What country is the worker a citizen of?

46. Please provide details on the work permit that the worker has allowing them to work in the country:

47. Visa plan or existing status in the country where work will be performed:

- Existing work authorization – details/sponsor:
- Planned/pending work authorization – details/sponsor:
- Non-work visa – type:
- Visa-free travel

48. Residence of the worker:

- U.S. (ongoing)
- Moving to U.S.
- Moving from U.S. to the country where work will be performed
- Country where work will be performed
- Other

49. Has the worker worked for Dartmouth outside the U.S. in the previous 12 months?

- Yes
- No

Hours and Pay for International Work

50. Is this a Dartmouth employee or student employee who will have the same pay rate and time status while overseas?

Yes

No

51. Time status (check one):

Full-time

Consistent part-time

Other

52. Average hours per week:

53. Estimated total hours

54. How will payment amounts be decided?

- Paid by the hour
- Paid by the day
- Paid per week
- Paid per month
- Paid by deliverables
- Single fee or installments

55. Pay rate / fees breakdown:

Specify currency if not USD

56. Total expected pay/fees:

57. Other costs/expenses, if any:

Independent Contractor Factors

58. Would you like for this worker to be considered for Independent Contractor Status?

- Yes
- No
- Maybe

59. Does Dartmouth make decisions as to when, where, and how the work is to be performed?

- Yes
- No

60. Does the worker have responsibilities to Dartmouth other than deliverables?

- Yes
- No

61. Is the worker required to follow Dartmouth policies?

Yes

No

62. Does the worker use Dartmouth facilities, equipment, or resources?

Yes

No

63. Is the worker paid based on working time, unrelated to deliverables?

Yes

No

64. Will Dartmouth be the worker's primary source of income?

Yes

No

65. Do Dartmouth employees perform similar work?

Yes

No

Contractor's Business

66. Does the worker operate their own business, which does this type of work?

Yes

No

67. *Business name:*

68. *Host-country tax ID (if applicable):*

69. Does the worker have a full-time job with another employer?

Yes

No

70. Employer: (if applicable)

71. Does the worker regularly perform similar work for other clients?

Yes

No

72. Does the worker have significant expenses, such that there is potential for profit or loss?

Yes

No

73. Is the worker providing expertise or skills not otherwise available to the Dartmouth program?

Yes

No

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