HOW TO CHOOSE A PACKAGE FOR YOUR ONLINE BACKGROUND CHECK

Important: It is critical to select the proper package to avoid delays and additional charges. For questions or concerns, please call the HR Service Center at **(919) 843-2300** and request the background check office.

Step 1: Refer to Table A for <u>Employee</u> appointment types or Table B for <u>Non-Employee</u> appointment types.

Table A: EMPLOYEE		SHRA Permanent EHRA NF Permanent Faculty Adjunct Faculty SHRA Temporary				EHRA NF Temporary Post Doc Post Doc ABD (all but dissertation) UNC-CH Student-Resident Advisor Other UNC Employee			
Step 2: Determine if additional checks are needed based on the work that will be performed:	<u>Background Check</u>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	<u>Motor Vehicle (DMV):</u> Is driving an essential function of the position/appointment?	No	No	No	No	Yes	Yes	Yes	Yes
	<u>Degree Verification:</u> Is a degree required for the position/appointment?	No	Yes	No	Yes	No	Yes	No	Yes
	<u>Professional License Verification:</u> Does this position/appointment require a professional license?	No	No	Yes	Yes	No	No	Yes	Yes
Step 3: Select the appropriate package based on your answers to steps 1 and 2:	**Packages**	Employee No DMV	Employee No DMV + Degree	Employee No DMV + License	Employee No DMV +Degree + License	Employee + DMV	Employee DMV + Degree	Employee DMV + License	Employee DMV + Degree + License

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Step 1: Refer to Table A for <u>Employee</u> appointment types or Table B for <u>Non-Employee</u> appointment types.

Table B: NON-EMPLOYEE		Unpaid Intern / Unpaid Volunteer / Unpaid Visiting Scholar / UNC-CH Independent Contractor / Other Non-UNC Employee				SPECIAL PACKAGES Employees and Non-Employees		
Step 2: Determine if additional checks are needed based on the work that will be performed:	<u>Background Check</u>	Yes	Yes	Yes	Yes	No	No	No
	<u>Motor Vehicle (DMV):</u> Is driving an essential function of the position/appointment?	No	No	Yes	Yes	Yes	No	No
	<u>Degree Verification:</u> Is a degree required for the position/appointment?	No	Yes	No	Yes	No	Yes	No
	<u>Professional License Verification:</u> Does this position/appointment require a professional license?	No	No	No	No	No	No	Yes
Step 3: Select the appropriate package based on your answers to steps 1 and 2:	**Packages**	Non-Employee No DMV	Non-Employee No DMV + Degree	Non-Employee DMV	Non-Employee DMV + Degree	MVR Only (Driving Check Only)	Education Verification Only	Professional License Only