**Step 1:** Select either “Employee” or “Non-Employee” based on the applicable appointment type and refer to the appropriate table.

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| **EMPLOYEE**  | SHRA PermanentSHRA TemporaryEHRA Non-Faculty PermanentEHRA Non-Faculty TemporaryResident/Clinical Fellow  | FacultyAdjunct Faculty Intent to PayPost Doc Post Doc ABD (all but dissertation)UNC-CH Student-Resident AdvisorOther UNC Employee |
| **Step 2:**Determine if additional checks are needed based on the work that will be performed: | **Background Check** | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| **Motor Vehicle (DMV):** **Is driving an essential function of the position/appointment**? | No | No | No | No | Yes | Yes | Yes | Yes |
| **Degree Verification:** **Is a degree required for the position/appointment**? | No | Yes | No | Yes | No | Yes | No | Yes |
| **Professional License Verification:****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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| **NON-EMPLOYEE** | Adjunct Faculty with no Intent to PayUnpaid InternUnpaid VolunteerUnpaid Visiting ScholarUNC-CH Independent Contractor Other Non-UNC Employee | **SPECIAL PACKAGES** |
| **Step 2:**Determine if additional checks are needed based on the work that will be performed: | **Background Check**  | Yes | Yes | Yes | Yes | Yes  | Yes  | No | No | No |
| **Motor Vehicle (DMV):** **Is driving an essential function of the position/appointment**? | No | No | No | Yes | Yes | Yes | Yes  | No | No |
| **Degree Verification:** **Is a degree required for the position/appointment**? | No | Yes | No | No | Yes | Yes | No | Yes  | No  |
| **Professional License Verification:** **Does this position/appointment require a professional license**? | No | No | Yes | No | No | Yes | 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 No DMV + License** | **Non-Employee + DMV** | **Non-Employee DMV + Degree** | **Non-Employee DMV + License** | **MVR/DMV Only**  | **Degree Verification Only** | **Professional License Only**  |