**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 Permanent  SHRA Temporary  EHRA Non-Faculty Permanent  EHRA Non-Faculty Temporary  Resident/Clinical Fellow | | | | Faculty  Adjunct Faculty Intent to Pay  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: | **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 Pay  Unpaid Intern  Unpaid Volunteer  Unpaid Visiting Scholar  UNC-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** |