JACOBSON

Candidate Instructions for Background Checks

As part of the pre-employment process, Jacobson will be performing a background check. These instructions will show you how to complete this process through our background check vendor, Talentwise/Sterling. You will receive email notices for each action item. The Jacobson Talentwise Portal can be accessed on any computer or mobile device with access to the internet.

If you have questions about how to use the Talentwise system, you can reach out to them at (866) 338-6739 or call Jacobson directly and ask to speak to someone in HR at (312) 726-1578.

Step 1: Receive a Login Email from Talentwise
After Jacobson begins the background check process, you will receive a login email from Talentwise to your **Jacobson Talentwise Portal**. The subject line will be "REQUEST FOR PRE-EMPLOYMENT SCREENING – THE JACOBSON GROUP." You are able to access the portal by clicking the link, or by copying and pasting the link into the browser bar.

New users will receive a temporary password to use for your first login. Do not delete this email - the link provided is your personal access into the Jacobson Talentwise Portal. If you do not receive an email, check your spam/junk folder.

Step 2: Login to Your Unique Jacobson Talentwise Portal
Once you log into the portal, you will see messages in your inbox with tasks that you will need to complete. Click "Launch Task" to begin.

Step 3: Sign Electronic Consent Forms
The next screen you will see is the "Consent and Notice Regarding Electronic Signature." This will allow you to put your electronic signature on the documents. You will review three notices:
- Disclosure for Background Check
- Notice Regarding Background Checks per California Law
- Authorization for Background Check

This page contains a box to check if you would like to receive a copy of your report. Choose the look of your digital signature and continue on to the next page. You will receive a copy of the signed notices via email for your records.

Step 4: Complete the Candidate Profile Page
Next, you will submit personal information needed to run the background checks. If your position requires a drug screen, you will see it listed at the bottom of the screen before you continue. You will have one last screen to confirm your personal information before you complete the assigned task by selecting "Submit."