

JACOBSON

Candidate Instructions for Drug Screens

As part of the pre-employment process, Jacobson will be performing a background check, which may include a drug screening (you will be notified of this by your recruiter). 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 on how to use the Talentwise system, they can be reached at (866) 338-6739 or call Jacobson directly and ask to speak to someone in HR at (312) 726-1578.

NOTE: A printed copy of your OHS Drug Screen Passport (provided after successful scheduling of your drug test) must be presented at the testing facility. Some facilities may accept a mobile version of your OHS Drug Screen Passport, but Talentwise recommends a printed copy.

Step 1: Receive Drug Screen Scheduling Email from Talentwise

Before you begin this step, you must complete the “Complete and Sign Consent Forms” task on your Jacobson Talentwise Portal. You will receive another email alerting you that the “Schedule Drug Screening” task is now available.

Step 2: Login to the Candidate Portal and Launch the “Schedule Drug Screening” Task

Step 3: Select Your Collection Site

Once you launch the drug screen task, you will be guided to choose a testing location. You may enter an alternative address if you are traveling or away from home. If you have difficulty scheduling the screen or finding a location, contact the Talentwise Customer Service Center at 877-893-1664 with the case number listed at the top of your screen.

Step 4: Select Your Testing Date

Next, choose the date you will complete the test. You have 48 hours to complete the drug screen. If you cannot complete the test within this timeframe, please contact Jacobson.

Step 5: Print Your Donor Passport

The final screen will show your electronic OHS Drug Screen Passport. You will also receive it via email. Please print the passport to take it to the facility you selected in step 3.

Step 7: Take the Printed OHS Passport and a Government Issued Photo ID to Your Test

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