

# How To: SterlingONE Background Screening



# Email Notification

- You will receive an email from SterlingONE with a request for Pre-Employment background screening
- If you do not see this email, check your spam/junk folder

☐ ☆ Candidate Portal

Inbox Subject: REQUEST FOR PRE-EMPLOYMENT SCREENING -- All Web Leads - Leads or Sterling Talent Solutions at 1.877.982.9888. This email has been automatically ge...

PDF A Summary of ...



Subject: REQUEST FOR PRE-EMPLOYMENT SCREENING – All Web Leads

Candidate Portal <DoNotReply@talentwise.com>  
to me

# Email Notification

Dear [REDACTED]

Your Email Address for Sign-In: [REDACTED]  
Your Temporary Password: [REDACTED]

As part of your application with All Web Leads, we will be conducting a pre-employment screening on you.

So that we can expedite your application, please do the following:

- 1) Review your rights under the Fair Credit Reporting Act by visiting [https://www.talentwise.com/fcra/files/FCRA\\_Summary\\_of\\_Rights.pdf](https://www.talentwise.com/fcra/files/FCRA_Summary_of_Rights.pdf)
- 2) Visit the URL below to access the Applicant Certification and Authorization form and proceed to the pre-employment screening. All information must be filled in to process your pre-employment screening. <https://portal.talentwise.com/e3823b2e08/ptl/dashboard.php?&Sender=16740830&Email=kile14%40gmail.com&OverrideCandidateID=35544422>
- 3) In order to expedite this process, please be sure to include:  
3 of your past employers within 7 year history (If you do not have 3 employers then please mention this in the "additional information" section.)  
(Please note, if we do not receive this information when you submit the request, it will slow down the process to review your information and potentially delay your start date.)

If you have any questions regarding this screening, please contact All Web Leads or **Sterling Talent Solutions** at 1.877.982.9888.

This email has been automatically generated. Please do not reply to this message.

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The email will contain your login information here (you will need this to begin the screening)

Click on the link under item 2 to access your screening



# Access Your Employment Screening

- Login with your email and temporary password (found at the top of your email from SterlingONE)
- A new window will pop up and ask you to create a password. Be sure to write this password down, you may need it to provide additional employment history information.

### Portal Password Update

#### Change Password

New Password

Re-Type Password

[Change](#)

### Portal User

Please update your temporary password. Your new password must:

- Be at least 8 characters long
- Be different from the last 10 passwords
- Contain at least one character
- Contain at least one number
- Contain one of the following characters: ! # \$ % - \_ = . +



# Disclosure for Background Check

Once logged into the portal,  
select “Launch Task”

Welcome to the TalentWise Candidate Portal. Any active assigned tasks will be displayed in your inbox below.

**i You have a new task!**

Click the Launch Task button to begin. Each time you have a new task, it will appear in your “My Tasks” inbox. You also have a “My Tasks” dropdown in the upper right corner that can be accessed from anywhere in your portal.

Close this Note

**My Inbox**

Task	Due Date	Status	
Complete and Sign Consent Forms	N/A	NEW	<a href="#">Launch Task</a>

**My Documents**

There are currently no documents

Read through the consent notice  
and agree to continue the screening

## CONSENT AND NOTICE REGARDING ELECTRONIC SIGNATURE

By clicking the “I Agree to Use an Electronic Signature” button, you agree to electronically sign the following Disclosure and Authorization forms for Background Check purposes. You agree your electronic signature is the legal equivalent of your manual signature. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar indication, constitutes your signature as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your electronic signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your electronic signature.

In order to access, fulfill and retain the following Electronic Disclosure and Authorization forms, your computer must be equipped and compatible with the most common operating systems and internet browsers:

- Windows, Mac OS X, Linux, Apple iOS, and other major operating systems.
- Microsoft Internet Explorer – version 7 and later, Mozilla Firefox – latest version, Safari – latest version + tablet versions, Chrome – latest desktop version.

If you decline to use an electronic signature by clicking the “I Decline to Use an Electronic Signature” button, we will notify your potential employer and you will be contacted by your potential employer to obtain your written signature.

After authorizing the use of your electronic signature you may still withdraw your consent. To do so you must contact the employer for their withdrawal procedures, and to understand any consequences or fees which may apply.

You will receive a copy of the following Electronic Disclosure and Authorization forms.

[I Agree to Use an Electronic Signature](#)

[I Decline to Use an Electronic Signature](#)



# Personal Information

Provide your personal information.

Be sure to read and complete the bottom two boxes!

The following information is being collected to conduct the background check. It is kept safe and secure and will not be used for any other purpose.

### Personal Information

First Name \*  Full Middle Name  Last Name \*

Date of Birth \*    Email Address \*

Social Security Number \*

### Address

Country/Region \*

Street Address \*  City \*  State \*  Postal Code

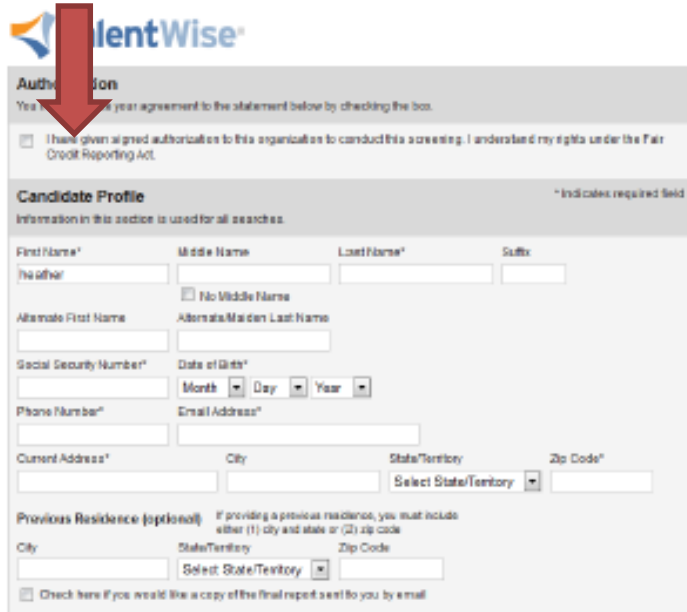
I have carefully read and understand this notice and authorization form.

CALIFORNIA, MASSACHUSETTS, MINNESOTA, NEW JERSEY, and OKLAHOMA applicants or residents: You have a right to request a free copy of your report. Please check here if you would like All Web Leads to provide you with a copy of your report.



# Authorization and Employment Verification

Make sure you check the box authorizing the screening.



**Authorization**

You agree to the year agreement to the statement below by checking the box.

I have given agreed authorization to this organization to conduct this screening. I understand my rights under the Fair Credit Reporting Act.

**Candidate Profile** \* Indicates required field

Information in this section is used for all searches.

First Name\* Middle Name Last Name\* Suffix

(No other)  No Middle Name

Alternate First Name Alternate/Maiden Last Name

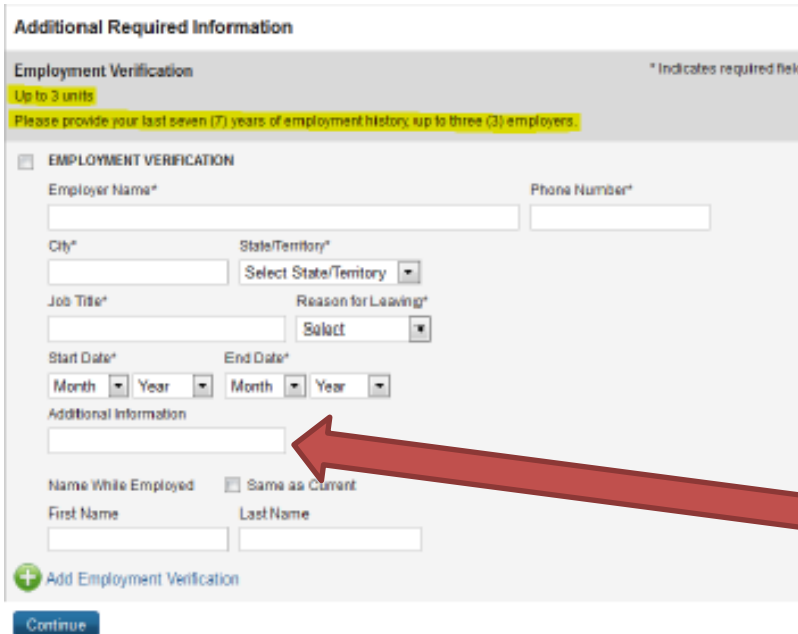
Social Security Number\* Date of Birth\*  
Month Day Year

Phone Number\* Email Address\*

Current Address\* City State/Territory Zip Code\*  
Select State/Territory

Previous Residence (optional) If providing a previous residence, you must include either (1) city and state or (2) zip code.  
City State/Territory Zip Code  
Select State/Territory

Check here if you would like a copy of the final report sent to you by email.



**Additional Required Information**

**Employment Verification** \* Indicates required field

Up to 3 units

Please provide your last seven (7) years of employment history, up to three (3) employers.

**EMPLOYMENT VERIFICATION**

Employer Name\* Phone Number\*

City\* State/Territory\*  
Select State/Territory

Job Title\* Reason for Leaving\*  
Select

Start Date\* End Date\*  
Month Year Month Year

Additional Information

Name While Employed  Same as Current

First Name Last Name

+ Add Employment Verification

Continue

Provide your employment history for the last 7 years (up to 3 employers)

NOTE: If you did not have 3 employers or had a lapse in employment, mention this in the “additional information section” here



# You are done when you see THIS PAGE



## Review Information

Please review the package details below. To submit your screening, click the **Submit** button. To change any information, use the **edit** links.

### Candidate Profile [edit](#)

Name: Heather  
Social Security Number: xxx-xx-  
Date of Birth: 12/4/  
Phone Number: (512)  
Email Address: @gmail.com  
Address: TX  
Previous Residence: Not Provided

Submit

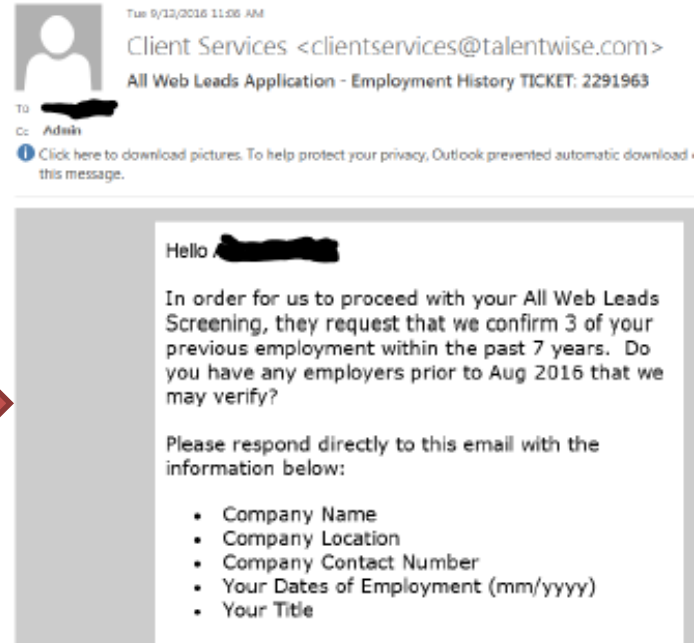
**If you don't see  
this page, you  
are not done!**





# Additional Information May Be Needed

- You may receive follow up emails from SterlingONE, make sure you respond right away.
- If you did not provide enough employment history information, you may see an email like this

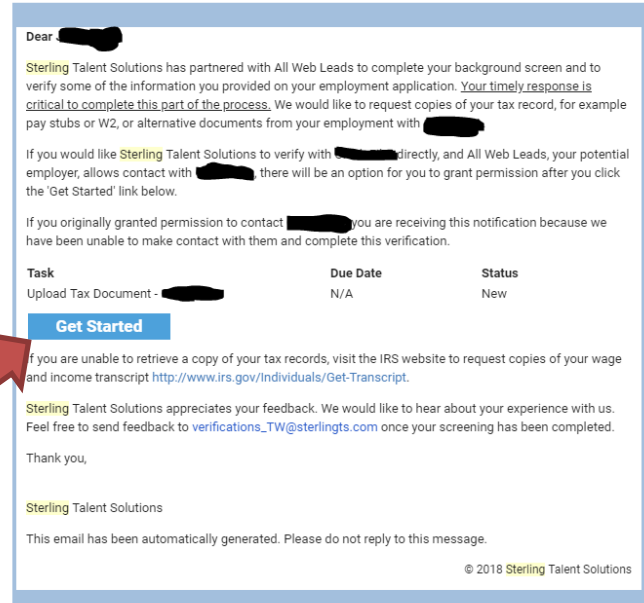


# Request for Tax Records

- If SterlingONE is unable to contact your former employer, they may request your tax records to verify your employment history.
- If you do not have your tax records or do not feel comfortable releasing them, reply to the email and let them know
- If you do have your tax records and would like to upload them, select “get started’ to upload your documents.

Request for TAX records - All Web Leads requires your immediate attention

Candidate Portal <DoNotReply@talentwise.com>  
to me ▾



Dear [REDACTED]

Sterling Talent Solutions has partnered with All Web Leads to complete your background screen and to verify some of the information you provided on your employment application. Your timely response is critical to complete this part of the process. We would like to request copies of your tax record, for example pay stubs or W2, or alternative documents from your employment with [REDACTED].

If you would like Sterling Talent Solutions to verify with [REDACTED] directly, and All Web Leads, your potential employer, allows contact with [REDACTED], there will be an option for you to grant permission after you click the 'Get Started' link below.

If you originally granted permission to contact [REDACTED] you are receiving this notification because we have been unable to make contact with them and complete this verification.

Task	Due Date	Status
Upload Tax Document - [REDACTED]	N/A	New

[Get Started](#)

If you are unable to retrieve a copy of your tax records, visit the IRS website to request copies of your wage and income transcript <http://www.irs.gov/Individuals/Get-Transcript>.

Sterling Talent Solutions appreciates your feedback. We would like to hear about your experience with us. Feel free to send feedback to [verifications\\_TW@sterlingts.com](mailto:verifications_TW@sterlingts.com) once your screening has been completed.

Thank you,

Sterling Talent Solutions

This email has been automatically generated. Please do not reply to this message.

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