

Tips for Completing Your Pre-Employment Background Check and Drug Test

Congratulations on your offer of employment with Eaton! Once you accept your offer, you will then proceed to our pre-employment screening process which is managed by our screening partner, TalentWise. Outlined below are some tips for you as you complete the required background check and drug testing; following these steps will help ensure the most efficient completion of your screening and onboarding process.

Providing Background Check Information:

- Once you accept your offer, monitor your email address for the screening initiation email from TalentWise. Note: the email address that you used when you applied for the position on the Eaton Careers site is the one that will be used for all communications from TalentWise
- When you receive your screening email, click on the hyperlink included to proceed to TalentWise's system to provide your consent and enter your information
- The information submitted in your Eaton application will populate within the TalentWise system where you will be able to complete missing information or update any information
- When entering your information, below are some key reminders to ensure your information is entered as accurately as possible:
 - Prior Employment:
 - Provide full names and contact information for former employers
 - If you worked at this employer as a temporary employee through an agency, list only the temporary staffing agency that employed you, not the company where you were on assignment
 - Provide accurate dates of employment; do not leave dates blank or estimate dates
 - Education:
 - Provide accurate names and contact information for educational institutions
 - Only list your highest level of education that was fully completed (for example, if you have a High School diploma and took some college courses but did not graduate, list only your High School diploma)
 - Provide accurate dates of attendance
 - Provide accurate major for college-level education
- Once you complete all of the required information, you will receive a confirmation message

Completing Drug Testing Requirements:

- Within 2 hours of completing the required background check information within the TalentWise system, you will then receive a separate email regarding your required drug test
 - Your drug test must be completed within 48 hours of clicking on the scheduling link, so it is critical that you monitor your email
- Click on the scheduling link within this email to schedule your drug testing appointment
- Once you schedule your appointment, you will need to print the electronic passport and take it with you to the testing facility
 - If you do not have access to a printer, you can contact TalentWise's Occupational Health Services team at 1-877-893-1664 who can fax your passport to the testing facility
- If you have any issues locating a testing facility, you can also contact the TalentWise Occupational Health Services team at 1-877-893-1664 for assistance

Contacting TalentWise:

As TalentWise completes your pre-employment screening, they may require additional information. If so, they will contact you via email or telephone, therefore it is critical that you monitor your accounts and respond to any information requests in a timely manner. Failure to do so may result in screening delays and/or the overall result of the screening being scored as a fail.

If you have any questions regarding your screenings, please contact TalentWise directly at 1-866-357-4358.