

# Notification Settings for Employers

## WisCaregiver Connections powered by Handshake

Finding the CNA job that's right for you is easy! If you have any questions, please contact [wicaregivercna@uwgb.edu](mailto:wicaregivercna@uwgb.edu)

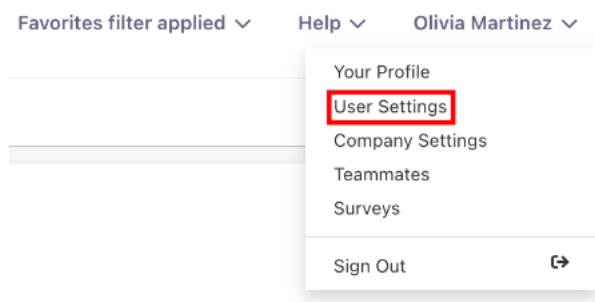
When you sign up for a Handshake account, some notifications are enabled by default so you don't miss any key information.

Emails generated from schools, such as information about upcoming career fairs, events, interview schedule availability, invoices, etc., are sent regardless of preference in Handshake.

If you'd like to adjust your Handshake notification preferences, you may do so at any time.

### 1. Access your notification preferences

To begin, click on your name in the top-right corner of any page, then select **User Settings** from the dropdown.



From the menu on the left of the page, click **Notification Preferences**.

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Notification Preferences Profile Account Calendar

Account Information  
**Notification Preferences**  
Status Messaging Preferences  
Bulk Messaging Preferences  
Create Notes from Email  
Calendar Sync

### Instructions

Handshake allows you to receive notifications when various activities occur that you are interested in knowing about. Choose what and how you want to be notified for the various activities below.

| General                                                                   | Email | Notification |
|---------------------------------------------------------------------------|-------|--------------|
| Marketing messages including promotions and special offers from Handshake | ✓     | ⊘            |

| Events                                                               | Email | Notification |
|----------------------------------------------------------------------|-------|--------------|
| An event is created by a coworker at one of the schools I recruit at |       |              |
| An event that I joined is updated                                    |       |              |
| An event posting that I created is approved                          | ✓     |              |
| An event posting that I created is declined                          | ✓     |              |
| Upcoming events I've joined                                          |       |              |
| Someone comments on an event that I organize                         |       |              |

## Edit your notification preferences

When your account is created, items with a green check are enabled by default. To edit your notification preferences, check or uncheck items for each activity as desired. Changes are saved immediately.

**Note:** the notification preference for items with a circle-backslash icon cannot be updated.

You may opt to receive notifications through either email, Handshake, or both.

- **Email:** an email will be sent to the email address associated with your account to notify you of the information.
- **Notification:** a notification will appear in Handshake to inform you of the information. You can access the notification by clicking on the globe icon located in the top-right corner of the page.

You can edit your notification preferences for the following activities:

- **General**

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- **Events**
- **Interview Schedules**
- **Jobs**
- **Applications**
- **Employers**
- **Notes**
- **Messages**
- **Schools**
- **Career Fairs**
- **Job Reviews**
- **Questions and Answers**
- **Candidate Matches**
- **Analytics**

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| General                                                                   | Email | Notification |
|---------------------------------------------------------------------------|-------|--------------|
| Marketing messages including promotions and special offers from Handshake | ✓     | ✗            |
| Events                                                                    | Email | Notification |
| An event is created by a coworker at one of the schools I recruit at      |       |              |
| An event that I joined is updated                                         |       |              |
| An event posting that I created is approved                               | ✓     |              |
| An event posting that I created is declined                               | ✓     |              |
| Upcoming events I've joined                                               |       |              |
| Someone comments on an event that I organize                              |       |              |
| Interview Schedules                                                       | Email | Notification |
| An interview schedule I created is updated                                |       |              |
| A student checks into an interview slot I am assigned to                  | ✓     | ✓            |
| An interview schedule I created is approved                               | ✓     | ✓            |
| An interview schedule I created is declined                               | ✓     | ✓            |
| A student takes an interview slot I am assigned to                        |       |              |
| A student leaves an interview slot I am assigned to                       |       |              |
| Someone comments on one of my interview schedules                         | ✓     | ✓            |
| The time changes on an interview slot I am assigned to                    |       |              |
| The date changes on an interview slot I am assigned to                    |       |              |
| Jobs                                                                      | Email | Notification |
| Your job is about to expire                                               | ✓     | ✓            |
| A coworker posts a job to a school I recruit at                           |       |              |
| A school declines my job posting                                          | ✗     | ✓            |
| Someone comments on one of my postings                                    | ✓     | ✓            |

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