

New Employer Handshake Instructions:

WisCaregiver Connections powered by Handshake is the CDCP program's online job listing and candidate management system. WisCaregiver Connections powered by Handshake is the CDCP program's online job listing and candidate management system.

There are three major steps to completing your employer profile:

- 1) Set up your personal account as the employer's representative
- 2) Set up your company account
- 3) Connect to UW-Green Bay, DHS' educational partner for the CDCP program

Step 1. Setting up your personal account:

Visit https://app.joinhandshake.com/employer_registrations/new and enter the following information and click the blue "Sign Up" button:

Sign up as an Employer

Email Address (use your work email)

Password

Confirm Password

Sign Up

One Trusted, Integrated Network

Recruit top students from over 2,000 colleges, universities, and community colleges.

EMORY UNIVERSITY, FOOTHILL COLLEGE, HARVEY MUDD COLLEGE, HOFSTRA UNIVERSITY, LTU, MIDDLE TENNESSEE STATE UNIVERSITY, MILLS, POMONA COLLEGE, PITZER COLLEGE, PRINCETON UNIVERSITY

2. Click the blue button **Sign Up**, and on the next page, enter the following information:

- **First Name**
- **Last Name**
- **Phone Number**
 - A phone number is required to provide a point of contact for career centers. This information isn't visible to students.
- **Job Title**
 - Enter your personal job title, and **not** the job that you are recruiting for.
- **Country**

- This information is collected to ensure that Handshake can observe all relevant practices in your country.
- **Tell us the types of candidates you would like to find**
 - Check the box next to the major categories you'd like to source from.
 - **Note:** while there isn't a way to add categories to this list, you may choose from additional major categories in the **Preferences** tab of your job posting.

Click **Save and continue**. A popup will appear with Handshake Employer Guidelines, which includes our Terms of Service and Privacy Policy.

- It's important that you review the guidelines and linked resources before you proceed.

Handshake Employer Guidelines

Millions of students place their trust in Handshake and the companies on our platform. To maintain that trust, all employers on Handshake must agree to the following general guidelines, in addition to our [Terms of Service](#):

 **Be Accurate and Trustworthy:** Tell the truth about your company, your team and the jobs available. If your opportunities require upfront costs, disclose that in your company description and job postings.

 **Be Fair:** Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.

 **Keep Your Commitments:** When you make a commitment to a school or student, keep it. If you can't, work to provide a fair and equitable path for affected students.

 **Keep Student Info Confidential:** Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.

In addition, most career service centers require employers to abide by the full [NACE Principles for Employment Professionals](#).

Are you a 3rd party recruiter working on behalf of another company?

Yes
No

Our guidelines require third-party recruiters to identify their Handshake account as such.

According to Handshake, a third-party recruiter is the following:

1. An employer who is hiring or posting jobs for a company other than the one they work for.
2. An employer who is hiring or posting jobs, but the pay/salary is provided by another company.
3. An employer who is hiring or posting jobs for *both* the company they work for and another company.

Below the guidelines listed, you're prompted to answer the question "Are you a 3rd party recruiter working on behalf of another company?"

- If you are a third-party recruiter, click the button **Yes**, then review our third-party recruiting policies, and check the box for "I agree and comply with the above third-party recruiting policies."
- If you're not a third-party recruiter, click the button **No**.

Are you a 3rd party recruiter working on behalf of another company?

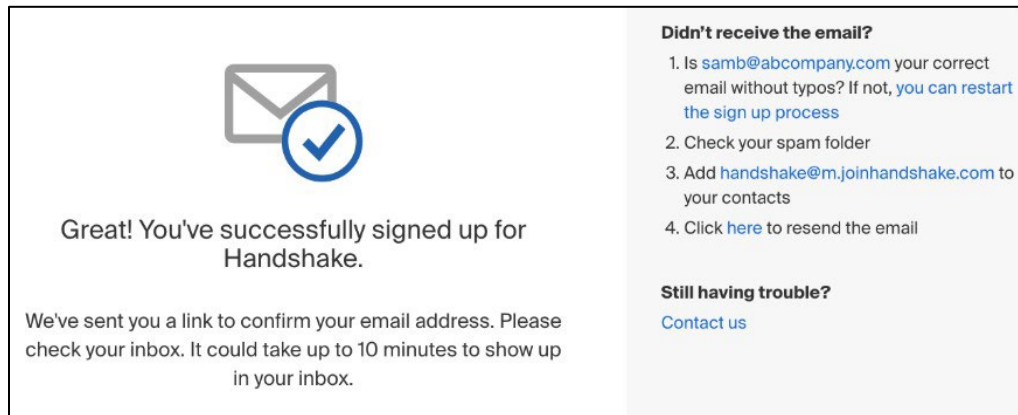
Yes
No

Job postings created by third parties must be for a single company. The description of the job posting must clearly state both the company name as well as the fact that you represent a third party firm recruiting on behalf of the company. You may not disclose any student information to another party without the written consent of the student.

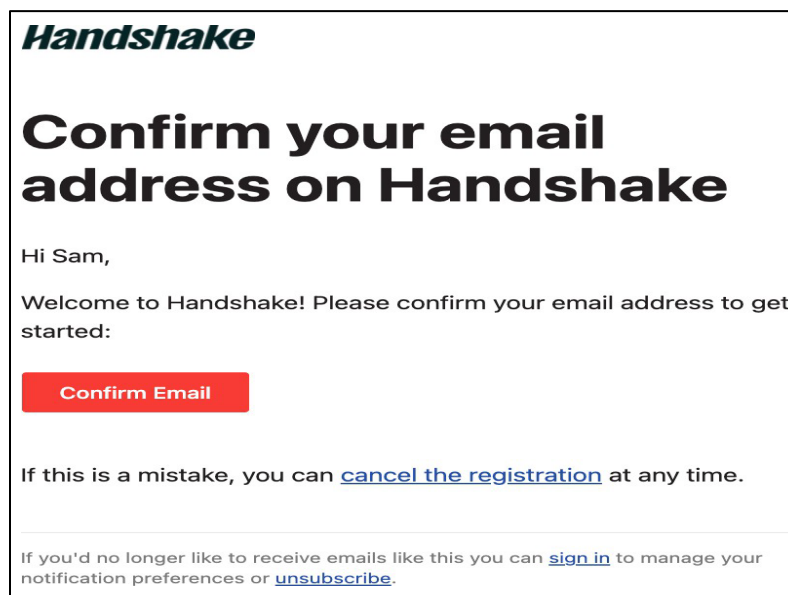
☐ I agree and comply with the above third-party recruiting policies.

Click the box for "I agree to the Terms of Service and Privacy Policy" to move forward, and "I agree to receive marketing messages including promotions and special offers from Handshake" if desired.

Click **Save and continue**. The next page contains instructions on how to verify your account via the email address you used to sign-up. The email should arrive within 10 minutes with a link to confirm your account.



When the email arrives, click the red button **Confirm Email** in the email to verify your account. Email verification links are active for 12 hours after they are sent.



Step 2: Adding Your Company:

From here, you'll be redirected to Handshake to create a new company profile.

- The page will display a list of company profiles associated with your email domain. If there is more than one, review the details for each profile. Click the blue button **Request** to select that company profile.
- If you've accidentally requested to connect with the wrong company profile, click the gray button **Requested** to undo the action.

Click on the button **Create New Company** located to the right of the page.

Find and join your company

Search for your company Search

1 — 2 — 3

Search & request **Connect** **Approval**

Search for your company then request to join Connect to schools to recruit from Get approved by the schools or the company's staff

Are you a part of a division within this company?
No problem. First join this company, and then you'll be able to set up your division within it.

Can't find your company?
Create New Company

From here, you are prompted to fill out a form with information about your company.

PLEASE NOTE: IN ORDER TO BE REGISTERED IN HANDSHAKE AS AN EMPLOYER, YOU MUST FOLLOW THE NEXT STEPS EXACTLY.

The following fields are required:

- **Company Name**
 - **Enter your company name followed by CDCP: ABC Home Health CDCP**
- **Industry**
- **Website**
- **Location**
 - Handshake uses a third-party company called MapBox for locations. If you are unable to locate your company's specific address, simply enter the city and state.
- **Description**
- **Company size**

The following fields are optional:

- **Employer Identification Number (EIN)**
- **Public email**
- **Public phone**

While your company's public email address and phone number are not required, we highly recommend providing the information, so the UW-Green Bay CDCP Program Specialists can contact you with any questions.

We recommend completing this form as thoroughly and accurately as possible.

Adding your company logo and branding images:

Company Logo

The company logo is a unique and easily recognizable graphic symbol or image that identifies your company.

1. Click **Add a logo**.
2. Click **Upload New Image**.
3. Select the logo image you'd like to use from your computer files.
 - Keep in mind that your logo should be at least 150 pixels wide and 150 pixels high. The maximum size is 400 pixels wide and 400 pixels high.
4. Click **Select image**. Adjust the image size if desired by using the widgets in the toolbar.
5. Click **Save**.

Branding Image

The branding image should be distinct from your logo. Usually, the branding image will be similar to that of a banner, displaying the company logo, tagline, or a call-to-action message.

1. Click **Add a branding image**.
2. Click **Upload New Image**.
3. Select the branding logo image you'd like to use from your computer files.
 - A ratio of 4:1 to 5:1 is best for branding images. The minimum size is 1200x300 and the maximum size is 2000x500.
4. Click **Select image**. Adjust the image size if desired by using the widgets in the toolbar.
5. Click **Save**.

Finish creating your company profile

Once all the information is added, click **Create New Company** in the lower right corner of the page. From here, your account will be manually reviewed and validated by our Trust and Safety team, and a message will display during your session on Handshake stating "We're reviewing your account". **Please note: It may take up to 7 business days for your account to be verified.**

Once verified, you will be able to log in and select which schools you'd like to connect with.

Step 3: Connecting to UWGB:

After your employer account is validated, and you've connected to your company profile, you can request schools.

To begin, click **Schools** from the left navigation bar, then click **More Schools on Handshake**.

UW-Green Bay is the educational partner of DHS for the CDCP program.

Click the gray button **Request** to the far right of UW-Green Bay to request.

School Network Management

Favorites

Your Employer's Schools

More Schools on Handshake

Search

Approval Status

Location

Community and Technical Colleges

Ranking

Size

Region

School Name

Date Joined



Northern Michigan University

#1 Regional Universities (North)

Marquette

8/4/17

Request



Laconia University

Fond du Lac

8/6/17

Request



Southwest University

Arizona City

8/6/17

Request



Northeast University

New York City

8/7/17

Request



Midwest University

Milwaukee

8/7/17

Request



Rutgers University

New Brunswick

8/7/17

Request

If you have questions, contact UW-Green Bay at cdcp@uwgb.edu

6