

# Search for CDCPs

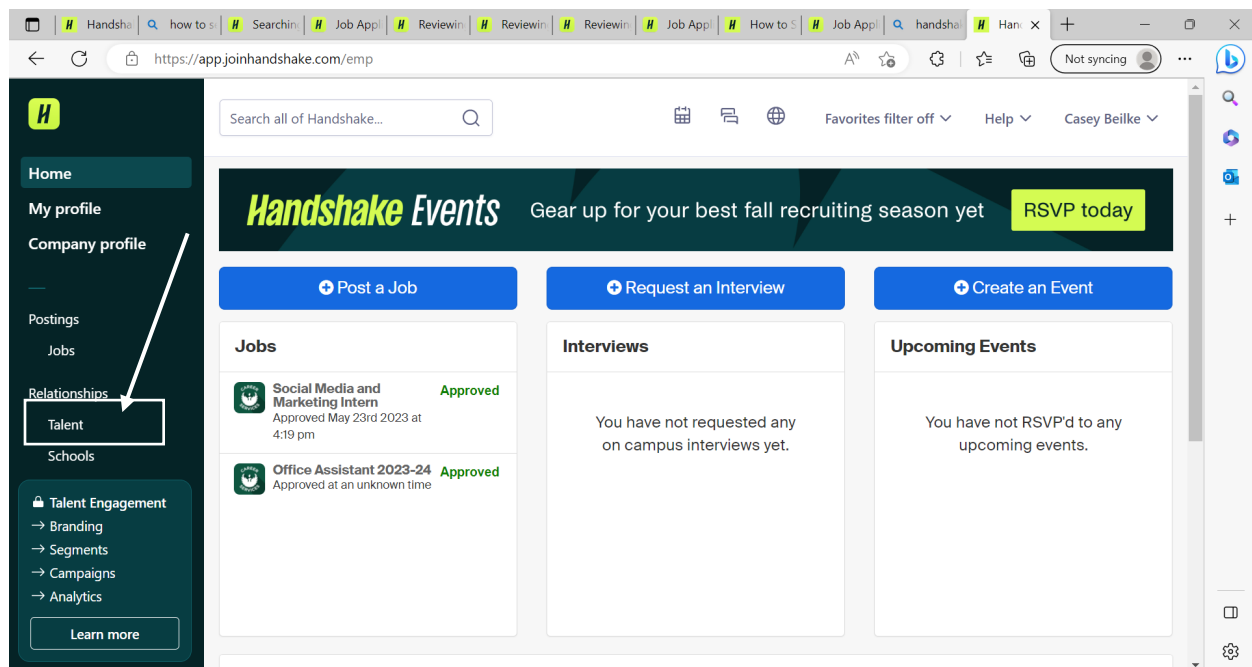
## WisCaregiver Connections powered by Handshake

Instructions for setting up your access to our certified direct care professional (CDCP) online job listing and candidate management system.

## CDCP Search Instructions for Employers

Now that your employer account has been validated with UWGB, you can begin searching for certified direct care professionals. To do this, you will need to follow the specific search criteria below.

**STEP ONE:** From your Handshake homepage, click on “Talent” on the left-hand side of the screen under the heading “Relationships:”



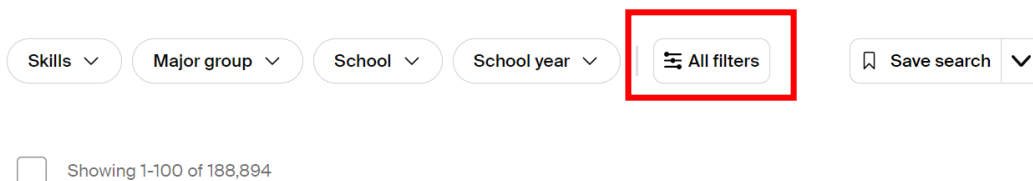
# Search for CDCPs

## WisCaregiver Connections powered by Handshake

Instructions for setting up your access to our certified direct care professional (CDCP) online job listing and candidate management system.

**STEP TWO:** You will be taken to the talent management page. On this page click “All Filters”:

### Talent



The screenshot shows a search interface with several filter buttons: Skills, Major group, School, School year, All filters, and Save search. The 'All filters' button is highlighted with a red box. Below the filters, there is a checkbox and the text 'Showing 1-100 of 188,894'.

You will have two options to search here:

1. You can find CDCP’s in your geographical region
- or**
2. You can search all trainees statewide

### Searching CDCP’s in your **geographical region:**

In the box titled “**Major keywords,**” you will search by your county, or multiple counties near you.

CDCP’s are categorized with the following formula: CountyNameWICDCP. To find a CDCP in Brown County, you would type BrownWICDCP and hit “Enter.” Then Click “**Apply filters**”

**Note:** You can enter as few or as many counties as you would like. There is **no** limit on your filters.

In the box titled “**Major keywords,**” type CDCP and hit enter to add. Then Click “**Apply filters**”

# Search for CDCPs

## WisCaregiver Connections powered by Handshake

Instructions for setting up your access to our certified direct care professional (CDCP) online job listing and candidate management system.

 **Filters**

[Reset all](#)

[Apply filters](#)

### Experience

#### Skills

### Education

#### Major group

#### Major keywords

Hit enter to add

**BrownWICDCP** 

#### School

#### School year

#### Graduation date

Earliest

Latest

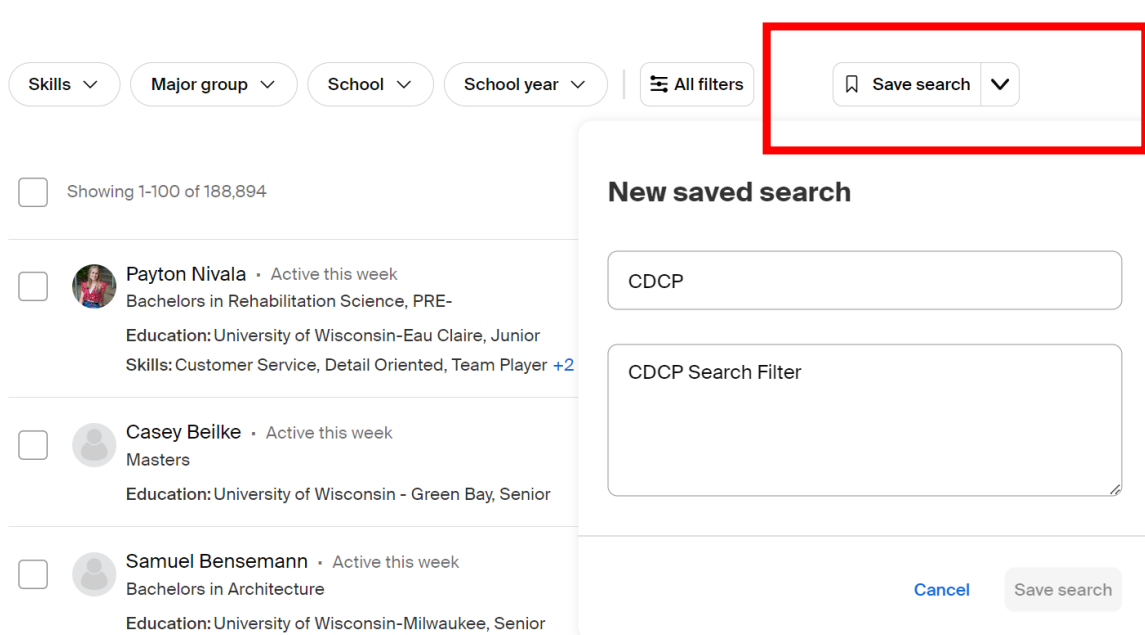
# Search for CDCPs

## WisCaregiver Connections powered by Handshake

Instructions for setting up your access to our certified direct care professional (CDCP) online job listing and candidate management system.

**STEP THREE:** Once you have applied your CDCP filter, you can save the search for future use:

\*Please note – you will need to change the name and description to something you specifically pick – otherwise the filter will not save. Some examples are CDCP-My Search, CDCP – Search Field, CDCP – IRIS Search. \*



The screenshot displays the search interface with several filter buttons: Skills, Major group, School, School year, and All filters. A red box highlights the 'Save search' button with a dropdown arrow. Below the filters, a list of search results is shown, including profiles for Payton Nivala, Casey Beilke, and Samuel Bensemman. On the right, a 'New saved search' dialog box is open, containing two text input fields: the first contains 'CDCP' and the second contains 'CDCP Search Filter'. At the bottom of the dialog are 'Cancel' and 'Save search' buttons.