

CLTS Participant Setup

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.



1 Set up your personal account

Visit app.joinhandshake.com/employer_registrations/new, enter your email address, create a password, and click **Sign Up**.

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.



2 Enter additional details

- First Name
- Last Name
- Phone Number (required to provide a point of contact for career centers, not visible to job candidates)
- Job Title – enter CLTS Participant
- Country
- Check the types of candidates you would like to find

Click **Save and continue**.

3 Review Guidelines and Identify Your Third-Party Status

A popup will appear with Handshake Employer Guidelines, which includes the Terms of Service and Privacy Policy. Be sure to 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.



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.



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



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. A third-party recruiter is:

- Hiring or posting jobs for a company other than the one they work for.
- Hiring or posting jobs, but the pay/salary is provided by another company.
- Hiring or posting jobs for both the company they work for and another company.

As an CLTS participant recruiting workers for yourself, you would click **No**.

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

Yes

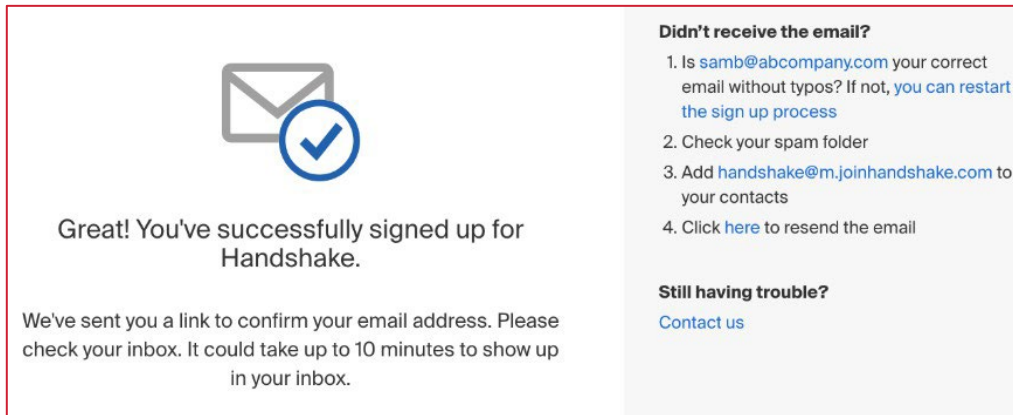
No

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.

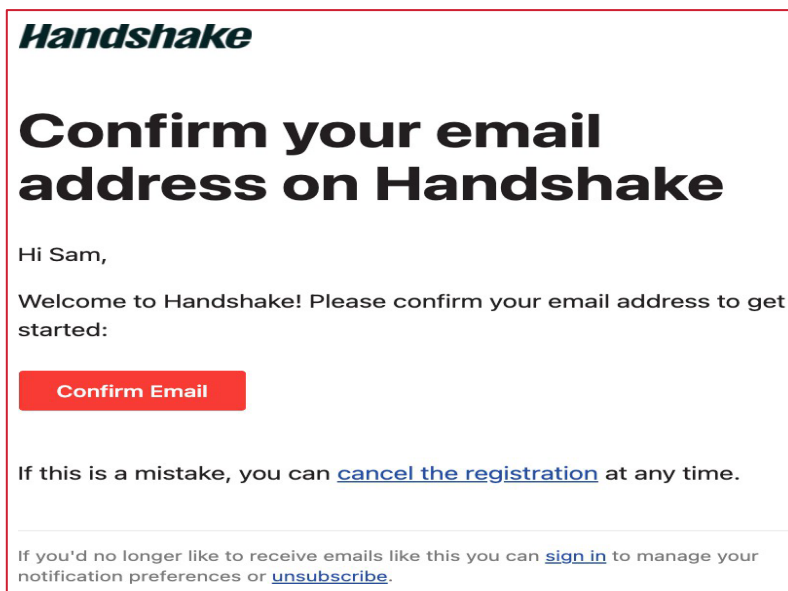
☐ I agree and comply with the above third-party recruiting policies.

4 Verify your account

After you've signed up, you will get an email within 10 minutes with a link to confirm your account.



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



5 Set up your company profile

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

Click **Create New Company** and fill out a form with information about your company.

Find and join your company

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?

Note: to be registered in Handshake as an employer, you must follow the next steps exactly.

Fill out all required fields. The email and phone number fields are optional, but we strongly suggest you complete them so UW-Green Bay CDCP Program Specialists can contact you with any questions.

The following fields are required:

- **Company Name**
 - You have two options for entering a company name. You can **enter your first and last name or the child's first and last name as the employer, followed by CDCP**. If you choose to use your first and last name, it is important to understand that you are identifying yourself as an CLTS participant for those who use Handshake.
 - **Example: First Name Last Name CDCP or John Smith CDCP**
 - If you don't want potential workers to see your name, you can use a special code to identify yourself. In this case, in the company name field you would enter **the last four digits of your phone number, your zip code, and CDCP**.
 - **Example: 123454115CDCP**
- **Legal Company Name**
 - **Same as Company Name**
- **Industry**
 - **Health care**
- **Website**
 - **Please enter the following as your website:**
<https://www.dhs.wisconsin.gov/clts/index.htm>
- **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.
- **Country**
- **Description**
- **Company Size**
- **Government ID (choose one)**
 - I have a government-issued photo ID (e.g., driver's license, passport, visa)

- I do not have a government-issued ID

The following fields are optional:

- **Employer Identification Number (EIN)**
- **Business Registration Number (BRN)**
 - If a country outside the United States is selected, this field will display instead of EIN.
- **Public Email**
- **Public Phone**

6 Add your company logo and branding

Company Logo

You can add a personal photo or icon, or skip adding a logo.

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

Employers have the option to upload a branding image, but as a CLTS Participant, you are able to skip ahead to finish your company profile.

7 Finish your company profile

Once all the information is added, click **Create New Company**. 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". It may take up to seven business days for your account to be verified.

8 Connect to UWGB

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. To connect with CDCPs in your area, use the search bar to locate UW-Green Bay.

Click the **Request** button.

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	8/8/17	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