Employer Setup

Instructions for setting up your access to our certified nurse aide (CNA) trainee online job listing and candidate management system.

❶Set up your personal account:

Sign up as an Employer | Handshake (joinhandshake.com)

Enter your work email address, create a password, and click **Sign Up:**

❷ 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 (this is your personal job title, not the job that you are recruiting for)
- Country

Employer Setup

Instructions for setting up your access to our certified nurse aide (CNA) trainee online job listing and candidate management system.

- Check the types of candidates you would like to find

Click **Save and continue**.

❸ 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.

Please note: Handshake, the platform which powers WisCaregiver Connections, refers to job candidates as "students" and makes references to "schools" because of its focus on college recruiting. Please ignore these references and know that you are accessing an exclusive database of job seekers who have registered with WisCaregiver Careers due their interest in becoming a CNA.

Employer Setup

Instructions for setting up your access to our certified nurse aide (CNA) trainee online job listing and candidate management system.

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.

If you are a third-party recruiter, click **Yes** when asked and accept the third-party recruiting policies by also clicking **Yes**. Click **Save and continue**.

Employer Setup

Instructions for setting up your access to our certified nurse aide (CNA) trainee online job listing and candidate management system.

(4) **Verify your account**

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

click

verification links are active for 12 hours after they are sent.

When the email arrives, the **Confirm Email** button in the email to verify your account. Email

(5) **Set up your company profile**

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.

Employer Setup

Instructions for setting up your access to our certified nurse aide (CNA) trainee online job listing and candidate management system.

- If you've accidentally requested to connect with the wrong company profile, click the gray button **Requested** to undo the action.

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

company.

Fill out all required fields.

The email and phone number fields are optional, but we strongly suggest you complete them so WisCaregiver Connections Program Specialists can contact you with any questions.

6 Add your company logo and branding

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.

Employer Setup

Instructions for setting up your access to our certified nurse aide (CNA) trainee online job listing and candidate management system.

- 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**.

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 foyour account to be verified.

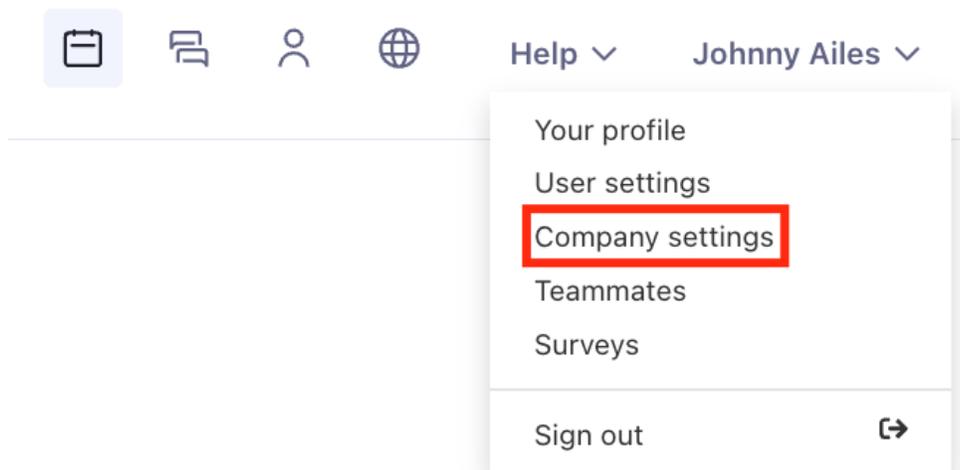**8** **Add all Aliases to your Company Profile**

Employer Setup

Instructions for setting up your access to our certified nurse aide (CNA) trainee online job listing and candidate management system.

We understand that many companies have corporate entities with several locations throughout their geographical region. You can now add each location under your corporate entity using the following instructions. This change eliminates the need for you to create a profile under every location and allows you to manage all your hiring needs in one place.

- **To update your company settings – you must be the owner of the employer page in Handshake.**

Click on your name in the upper-right corner of any page in Handshake, then select **Company settings** from the dropdown.

From this page, you can navigate through the menu on the left to edit your company **details** and locate **Aliases.**

Employer Setup

Instructions for setting up your access to our certified nurse aide (CNA) trainee online job listing and candidate management system.

**Aliases are other names your company may be known by. These help students search for you.**

Under the alias field you will want to include all other aliases for your company – you will want to type in the name and/or names of the facility that are tied to your Handshake account. If you have more than one, you will have to add them each individually.

Once you have completed the change under Aliases – you will click the black Update Employer button on the bottom.

Employer Setup

Instructions for setting up your access to our certified nurse aide (CNA) trainee online job listing and candidate management system.
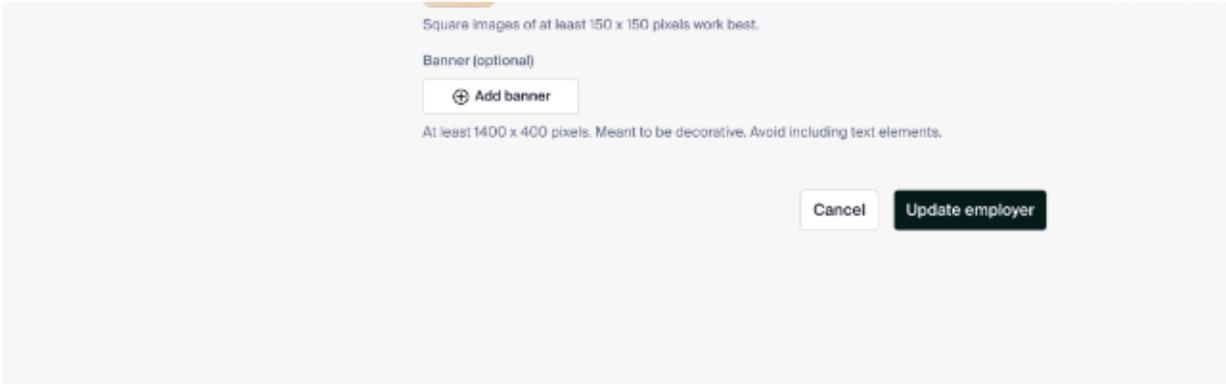
⑨ Connect to UWGB

UW-Green Bay is the educational partner of DHS for WisCaregiver Connections. To connect with CNA trainee candidates in your area, you must add UW-Green Bay to your School Network.

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

Use the search bar to locate UW-Green Bay.

Click the **Request** button.