

CareerShift Cheat Sheet

What is CareerShift?

CareerShift is an online portal for students to find and organize jobs/internships, find new contacts, and search companies. CareerShift is not a Newhouse, Syracuse University, or alumni tool, but a resource that helps you search all publicly available information on the Internet.

How to Sign Up for a CareerShift Account

1. Go to newhouse.careershift.com.
2. Follow the prompts on this page to sign up and be sure to use your **PERSONAL email** address and **access code newhousecdc**.
3. Watch your personal inbox for an email from CareerShift.
4. Follow the instructions in the email to activate your account. You should be able to use your account immediately.

If you run into any issues when following these steps, email nhcdc@syr.edu for assistance!

Searching for Companies

1. Just like finding a job, you can search for companies and follow a similar process of finding companies.
 - b. If you cannot find the specific person you are seeking, reference the email formatting of other employees to get an idea of what the person's email might be.
2. Turn on "Search by Area" and "Advanced" for a more detailed search.

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3. After filling information out and pressing Search, you can learn about:

- a. Company Jobs
- b. Company Contacts
- c. Company Details
- d. Save the Company

Searching for Contacts

1. The Contacts tab allows you to search for alumni and/or people in different companies/industries.
2. You can follow the same steps as finding a job to find contacts.
3. Turn on “Search by Area” and “Advanced” tabs for more detailed findings.
4. After filling information out and pressing search, you can save:
 - a. Contact Details
 - b. Company Details
 - c. Company Jobs
 - d. Or save the entire search for later

Navigating CareerShift

Searching for a Job/Internship:

1. After logging into your account, you will be directed to your dashboard page.

The screenshot shows the careershift dashboard. On the left, there is a sidebar with a search bar, a 'Create New Folder' button, and a 'Manage Folders' section. Below these are links for 'My Jobs', 'My Contacts', 'My Companies', 'My Documents', and 'My Campaigns'. The main content area has a 'Dashboard' section with a 'Jobs' icon (0), 'Contacts' icon (0), 'Companies' icon (0), 'Documents' icon (0), 'Campaigns' icon (0), and a 'Calendar' icon (0). Below this is a 'WELCOME TO CAREERSHIFT' message from 'Syracuse University Newhouse' with a logo for 'Newhouse School'. To the right is a video player with the text 'WELCOME TO YOUR CAREERSHIFT ACCOUNT'.

2. Click on “Jobs Section” under “Dashboard”

- A drop-down menu with different options will show. Pick “Search” and you will be directed to a new page.

The screenshot shows the 'SEARCH JOB LISTINGS' page. The left sidebar is identical to the previous dashboard screenshot. The main page has a title 'SEARCH JOB LISTINGS' with a search bar for 'Keywords' and 'Company Name'. It includes radio buttons for 'ALL KEYWORDS' and 'ANY KEYWORDS', a checkbox for 'HIGHLIGHT SEARCH RESULTS', and buttons for 'Search By Area' and 'Advanced'. The 'Advanced' button is currently selected. Below this is an 'Area Criteria' section with dropdowns for 'Country' (United Kingdom), 'State/Province', 'City/Metro Region', and a 'Location (optional)' field. There is also a checkbox for 'Search Remote and Work From Home Jobs'.

3. After being presented with the “Search Job Listings” page make sure to turn On, “Advanced Search” & “Search By Area” Tabs.

- You can fill out any criteria to tailor your search.
- In the “Advanced Criteria” under “Job Type” you can select “Internship” or “Full Time.”

4. After filling out the criteria you want, press “Search.”

- Clicking “Save Search” to save the search under the “Jobs” tab
- Under each job listing you can:
 - “Find Contacts” – contacts can be saved under the contact tab
 - “Share Job” – allows you to share to external links
 - “Save for Later” – can create/pick a folder to put information in

Now that you're a CareerShift pro, check out this advanced feature:

<https://youtu.be/BuCVuvkGY94>

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