

# 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](http://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](mailto: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.

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

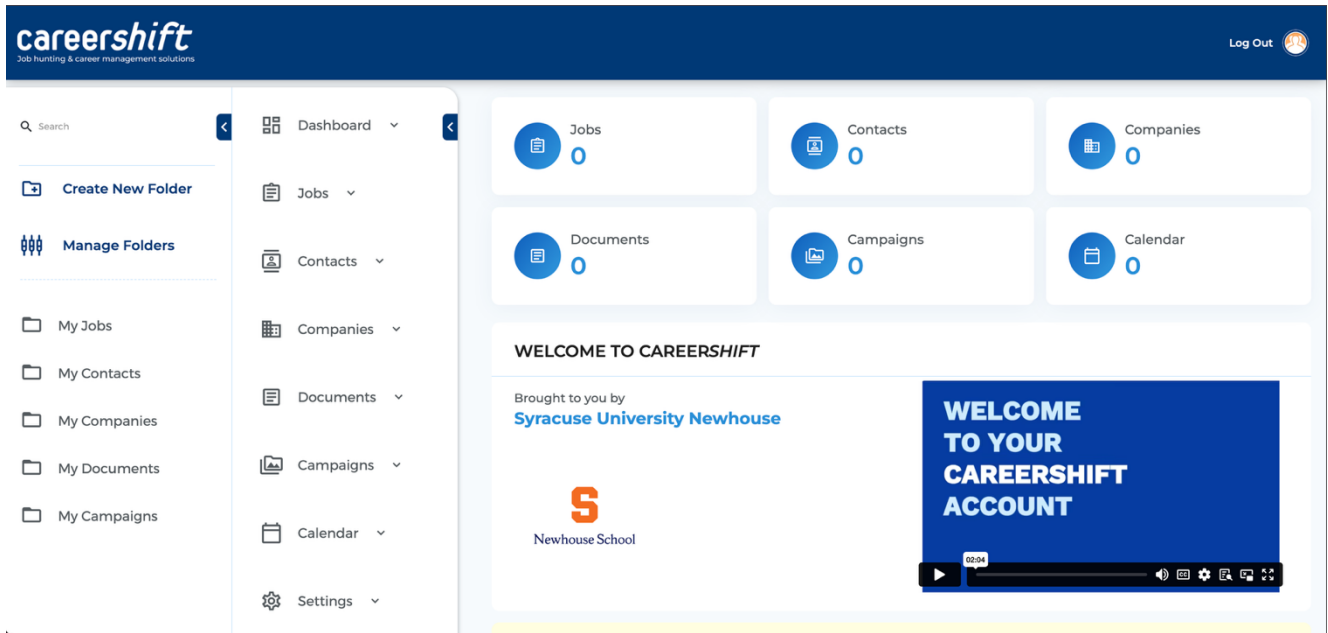
### **Searching for Contacts**

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

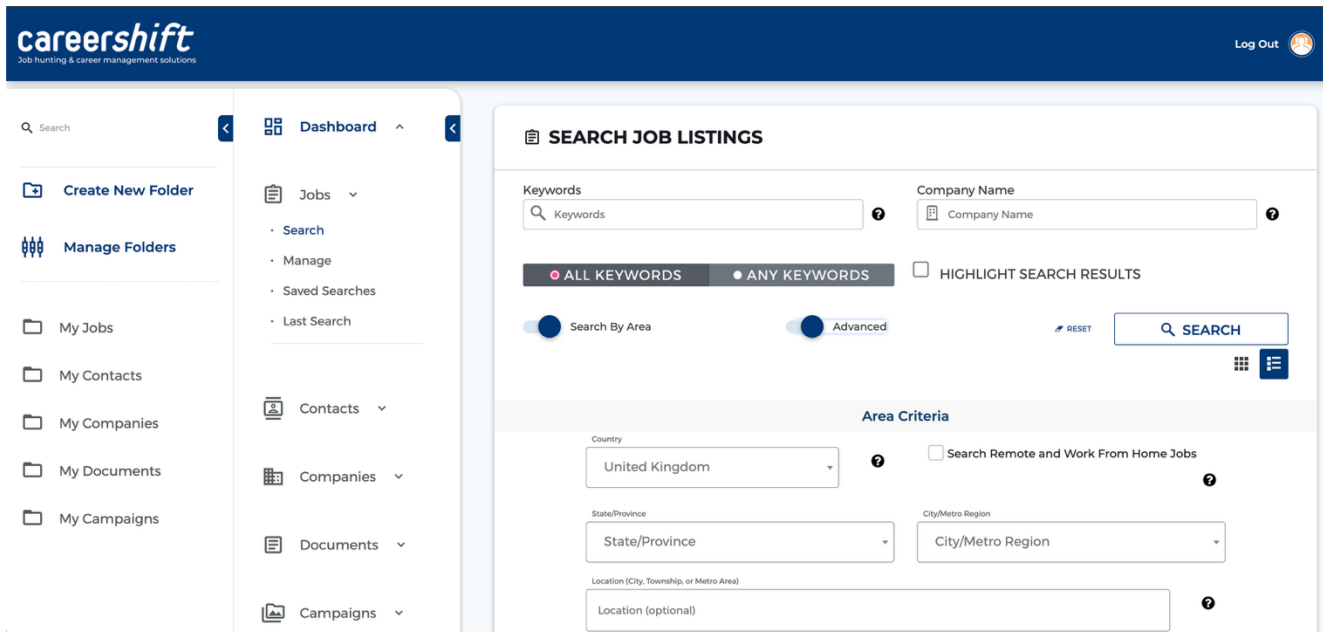
### **Navigating CareerShift**

#### Searching for a Job/Internship:

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



2. Click on “Jobs Section” under “Dashboard”
  - a. A drop-down menu with different options will show. Pick “Search” and you will be directed to a new page.



3. After being presented with the “Search Job Listings” page make sure to turn On, “Advanced Search” & “Search By Area” Tabs.
  - a. You can fill out any criteria to tailor your search.
  - b. In the “Advanced Criteria” under “Job Type” you can select “Internship” or “Full Time.”

careershift  
Job Hunting & Career Management Solutions

Log Out

Search

Dashboard

Create New Folder

Manage Folders

My Jobs

My Contacts

My Companies

My Documents

My Campaigns

Jobs

Search

Manage

Saved Searches

Last Search

Contacts

Companies

Documents

Campaigns

Calendar

Settings

Help

SEARCH JOB LISTINGS

Keywords

Company Name

ALL KEYWORDS

ANY KEYWORDS

HIGHLIGHT SEARCH RESULTS

Search By Area

Advanced

RESET

SEARCH

Area Criteria

Country

United Kingdom

Search Remote and Work From Home Jobs

State/Province

City/Metro Region

Location (City, Township, or Metro Area)

Location (optional)

Postal/Zip Code

Zip Radius

Advanced Criteria

Job Type

Full-Time

Salary Estimate

Job Source

Experience Level

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

a. Clicking “Save Search” to save the search under the “Jobs” tab

b. 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>