CareerShift is used for job hunting and career management.

Signing Up

The link to sign-up is included on the "Cadets" tab of the VMI Career Services website.

Note: you will need to use your vmi.edu email address.

Online Career Resources   −

Career Services offers several online career resources accessible to cadets 24 hours a day. If you have questions, stop by our office in 311 Carroll Hall or email us at careerservices@vmi.edu.

Handshake is an e-recruiting resource for searching jobs, internships, career fairs, and on-Post employer recruiting visits. For assistance, review the Handshake Student Help Center for resources to help get the most out of Handshake.

FOCUS 2 is an online, self-guided program that identifies your work values, skills, personality preferences, and natural strengths to help you make decisions about your future career goals.

CareerShift is an easy to use job search and networking tool. With CareerShift, you can search multiple company and job board listings through one location, find inside contact information for millions of companies, and create and store your job search documents.

VAULT is acareer information center with a wide array of online career information guides regarding numerous topics including resumes, interviews, and job-search advice. Also available are organizational profiles for over 10,000 potential employers in over 180 industries and a searchable list of specific employment opportunities.

VMI Office of Career Services LinkedIn is a Career Networking Group for VMI cadets, alumni, faculty, and staff. The purpose of this group is to provide a supportive environment where members can get direction and support, solve problems, post internships, and learn skills to improve their job search and career.
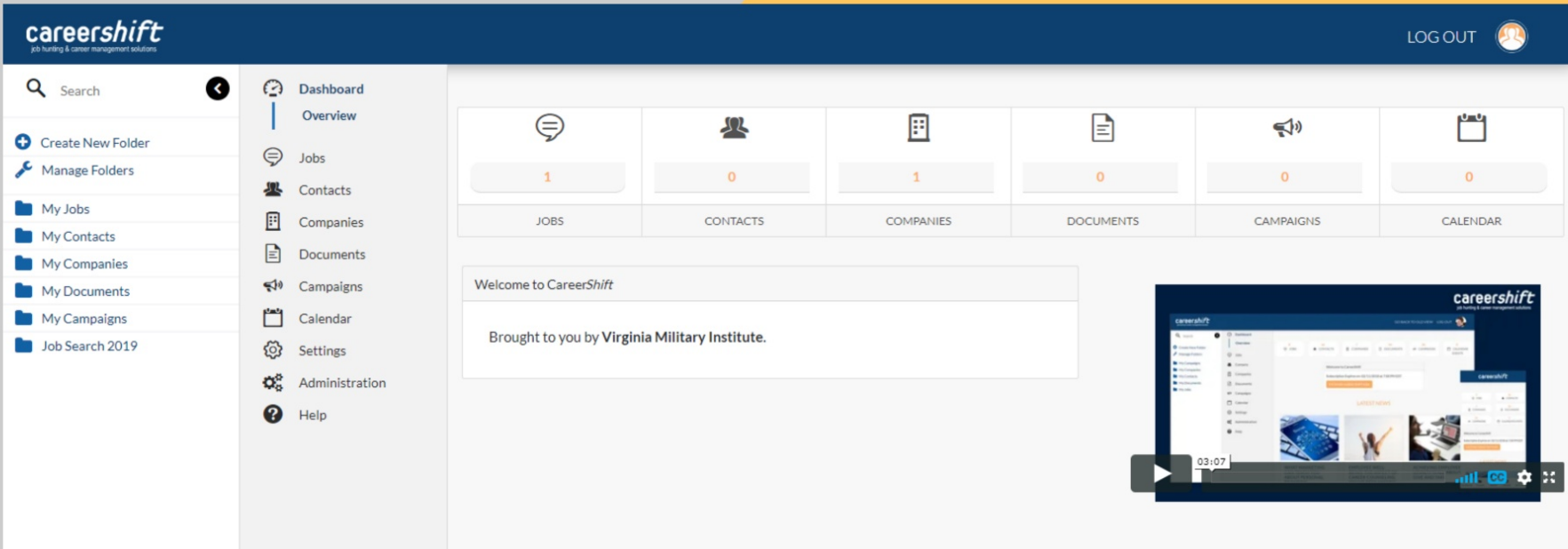
The Dashboard is an overview of everything included with CareerShift.

Folders

You can organize and manage your information for your job search, contacts, companies, and documents here.

The search tab allows you to search for jobs based on the provided parameters.

Manage

The manage tab allows you to view and edit your saved jobs.

Saved Searches

Dashboard	**Saved Job Search Results**
Jobs	
Search	Job Search 2019
Manage	7/29/2019 12:47:44 PM
Saved Searches	technology in or near Charlottesville, VA
Last Search	▶ RUN THIS SEARCH 🗑 DELETE
Contacts	
Companies	
Documents	
Campaigns	
Calendar	
Settings	
Administration	
Help	

When you search for jobs, searches can be be saved and filed under the saved searches tab, so you do not have to reenter the search information every time you do a job search.

Last Search

If you forget to save your search, your most recent job search is saved under the last search tab.

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Campaigns

The contacts section is similar to the jobs section, allowing you to search for and manage contacts.

Export

It also includes a tab to export contacts into folders if you would like to further organize your contacts based on college, company, industry, etc.

The companies tab allows you to research companies you may be interested in working for.

The documents section allows you to create and save documents related to your job search.

Campaigns allow you to contact multiple contacts at once using documents saved on CareerShift.

Two Campaign Options

Both options allow you to mail merge contact information, but one is set-up for email, while the other is available for print.

Choose a Wizard

To learn more and decide which campaign method to use, click on each of the two choices below. Once you have selected which campaign to use, click "Save" at the bottom of that page to continue.

You should have stored at least one contact and one document before beginning a Campaign. To find a contact, use My Contacts. To create a document such as a resume, use My Documents

Send Email

This option allows you to send your documents by email. If you select a document which uses variable fields, such as a cover letter, contact information will be merged in each document for you. You can preview your campaign by sending an email to yourself as a test, before sending emails to your contacts.

Print Myself

This option will send your selected documents to your email, as attachments. You then print the documents on your own printer. If you select a document which has variables such as a "last name", in a cover letter for instance, each document will be "mail merged" for you, with each contacts' specific information.

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