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**CareerShift is used for job
hunting and career
management.**



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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 a career 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.



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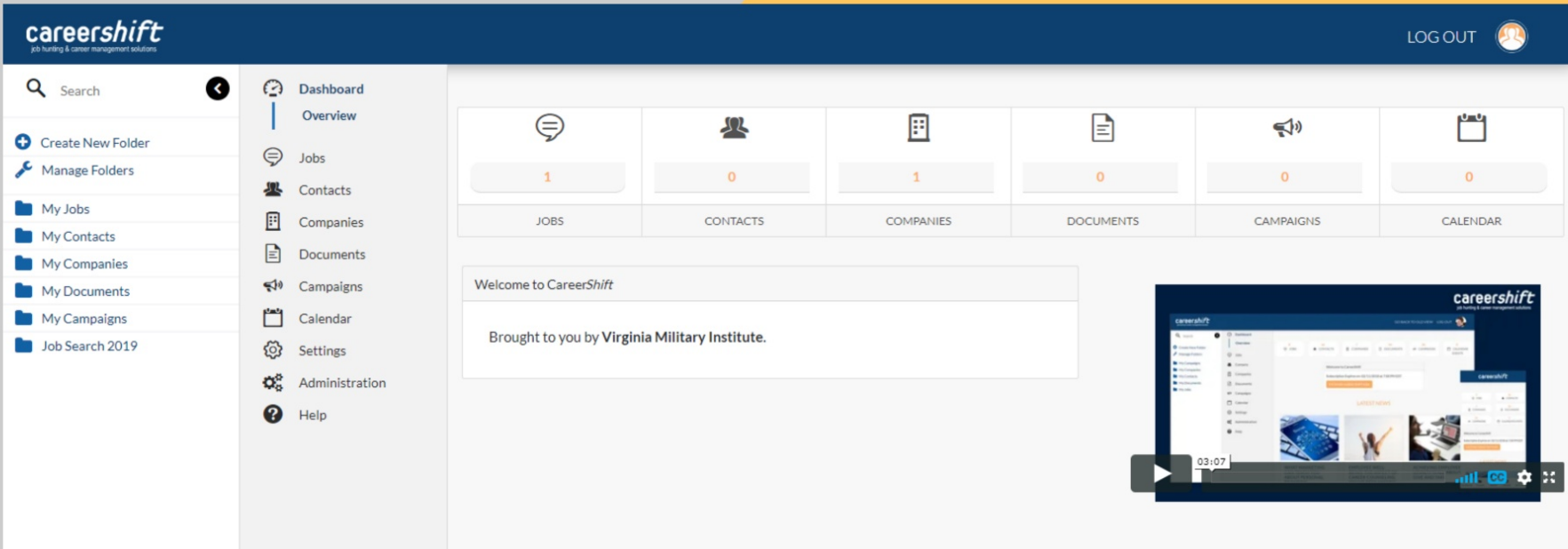
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The Dashboard is an overview of everything included with CareerShift.

Folders

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



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

Manage

The screenshot displays a web application interface for job management. On the left is a vertical navigation menu with icons and labels for: Dashboard, Jobs, Search, Manage (highlighted with an orange bar), Saved Searches, Last Search, Contacts, Companies, Documents, Campaigns, Calendar, Settings, and Administration. The main content area has a dark blue header with a 'Quick Find' search bar, a magnifying glass icon, a '+ NEW' button, and a grid icon. Below the header, the page title is 'Saved Jobs' with a subtitle 'Page 1 of 1 | 1 Jobs'. The main job listing is for 'Inventory Control Technician - Base Support' by 'Dynamic Aviation | Bridgewater, VA'. It features a blue speech bubble icon, a 5-star rating, and a 'JOB STATUS' dropdown menu. The source is 'Dynamic Aviation' and the post date is '07/02/2019 04:58:44 PM'. The job is saved in a folder named 'Job Search 2019'. The description states: 'Efficient at Data Entry. Whether modifying aircraft to help protect our service members overseas, performing geographical mapping for scientific research, or working to suppress large wild fires on the West Coast, we serve with integrity and excellence. The Inventory Control Technician - Base Support oversees logistics and receiving activities to internal customers at company bases....'. At the bottom of the listing are several action buttons: 'FIND CONTACTS', 'SHARE JOB' (with a share icon), 'LOCATE JOB' (with a location pin icon), 'MOVE' (with a folder icon), 'EDIT' (with a pencil icon), and 'DELETE' (with a trash icon).

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



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Saved Job Search Results

Job Search 2019

7/29/2019 12:47:44 PM

technology in or near Charlottesville, VA

▶ RUN THIS SEARCH ■ DELETE

When you search for jobs, searches can 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**

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Search Job Listings

Keywords:

Company Name:

ALL KEYWORDS ANY KEYWORDS HIGHLIGHT SEARCH RESULTS

SEARCH BY AREA ADVANCED SEARCH

Area Criteria

Country: United States

Location (city, state, province, area, region, etc.): Charlottesville, VA

State/Province: Virginia

City/Metro Region: City/Metro Region

Postal/Zip Code: Postal/Zip Code

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



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Contact Search

First Name

Last Name

School Attended

Company Name

Industry

Last Updated

SEARCH BY AREA

BY POSITION

RESET

SEARCH

Export

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

Search

Create New Folder

Manage Folders

My Jobs

My Contacts

My Companies

My Documents

My Campaigns

Job Search 2019

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Export Contacts

Use the folder and contact list on the left in order to find the contacts you wish to export. Simply click the ► link next to any folder in order to include all contacts in that folder, OR, next to an individual contact in order to link that contact.

In order to remove a contact from the export list click the ⊖ link next to that contact in the list on the right-hand side.

You are limited to exporting up to 100 contacts at a time.

My Saved Contacts

Search

Selected Contacts 0

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.



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Company Search

Keywords: Keyword/Description

Company Name: Company Name/Web Domain

Industry: Any Industry

ON SEARCH BY AREA

OFF BY COMPANY SIZE

RESET

SEARCH

Location/Area Criteria

Country: United States

Location (city, state, province, area, region, etc.): Location (city, state, province, area, metro region, etc.)

State/Province: State/Province

City/Metro Region: City/Metro Region

Postal Zip Code: Postal/Zip Code

Zip Radius: Zip Radius

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



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Quick Find

+ NEW

Documents

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Resume 2019.pdf
Created: 7/29/2019 9:47:47 AM | Updated: 7/29/2019 9:47:47 AM
Current Version: v1
Saved in: Job Search 2019
EDIT | DOWNLOAD | MOVE | DELETE

Cover Letter 2019.pdf
Created: 7/29/2019 9:48:21 AM | Updated: 7/29/2019 9:48:21 AM
Current Version: v1
Saved in: Job Search 2019
EDIT | DOWNLOAD | MOVE | DELETE

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



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Incomplete Campaigns

Technology Job 2019 Email Campaign

Email campaign, ""

Created On: 7/29/2019 1:53:27 PM | Attachments: Resume 2019.pdf

Saved in: Job Search 2019 > Email Campaign 2019

EDIT SEND PREVIEW SEND EMAIL MOVE DELETE

Page 1 of 1 | 1 Campaigns

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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