



## CAREERSHIFT.com User's Guide

### Why CareerShift?

- Find/connect with alumni, obtain alumni employment data, target & save searches
- Find job opportunities based on your interests
- Can organize and save contacts searched with their company details.
- Targeted search results which can be saved.
- Organized job search which allows to find job opportunities directly linked to your interest.

### Create your CareerShift account.

- Go to "[careershift.com](https://careershift.com)"
- Read through this page to the bottom, note and save the STUDENT ALUMNI ACCESS CODE: 2115. You will use this code on a future page to create your account.
- Click on [SIGN UP NOW](#) Your Journey Starts Here! To access the registration page.
- Complete the account registration page, proceed to the bottom, click [NEXT](#).
- Another form appears where you select your affiliation to MCPHS and your program.
- Use the Student Alumni Access Code: 2115 to authorize your account
- *Watch the 3-minute orientation video below the dashboard, and check out the tips below*

### This is how the dashboard looks.

WELCOME TO CAREERSHIFT

Brought to you by

**Massachusetts College of Pharmacy and Health Sciences**

CAREER DEVELOPMENT CENTER

MASSACHUSETTS COLLEGE of PHARMACY  
and HEALTH SCIENCES





## Use CareerShift for Networking, Company Research & Job Search

### Step 1: Contacts

- Click on the Contacts option and explore what are the available links you have.
- Start with “Search”
- At the school attended use *both* MCPHS University and Massachusetts College of Pharmacy and Health Sciences to return all possibilities.
- If you are trying to find someone specific you can type the First and Last name. Do remember this doesn't give you an expanded result but narrow downs your search.
- The results will include everyone is an alum of MCPHS University. If you want to narrow down your search and know your industry select it from the dropdown box.
- Pro Tip: if you are trying to find someone from a specific company and are looking at an individual who has recently been employed in that company then select Last Updated and chose the time period of your interest. You can connect with contacts on LinkedIn and express interest in the position or company.
- Once you have identified contacts you want to save, select Save For Later. You can organize contact in folders.
- You can also save the whole search and name the folder you save them as and rerun the search in the future.
- To see contacts you saved, go to dashboard: Contacts > Manage.

### Step 2: Companies

- Use CareerShift to research company information: size, location, annual revenue, leadership contacts, and job posts. All searches can be saved and organized in folders.
- Pro Tip: Use company information to create a target list of companies, identify contacts on LinkedIn, and follow on social media to learn, connect with organizations of interest.

### Step 3: Job Search

- Click on **Jobs** and identify jobs by entering Location, Keywords (i.e., healthcare) and Company
  - CareerShift aggregates job listings from various online platforms
  - International Students: To see H-1B sponsoring companies and jobs, if any:
    - Switch on **Advanced Search** for detailed criteria, including **Filter H-1B Visa Sponsorships**
    - Check box to **Filter H-1B Visa Sponsorships**, near bottom of box, then *Click* on **Find H-1B Visa Sponsorship Companies** at the right



### Advanced Criteria

<p>Job Type</p> <p>Job Type <span style="float: right;">▼</span></p> <p>Job Source</p> <p>Job Source <span style="float: right;">▼ ?</span></p> <p>Sort By</p> <p>Sort By <span style="float: right;">▼ ?</span></p> <p><input checked="" type="checkbox"/> Check to Filter H-1B Visa Sponsorships <span style="float: right;">?</span></p>	<p>Salary Estimate</p> <p>Salary Estimate <span style="float: right;">?</span></p> <p>Experience Level</p> <p>Experience Level <span style="float: right;">▼ ?</span></p> <p>Published Within</p> <p>30 days <span style="float: right;">x ▼</span></p> <p>Find H-1B Visa Sponsorship Companies <span style="float: right;">?</span></p>
---	--

SEARCH

- A list of companies that have sponsored H-1B visas in the past will pop up in a separate window.

### Find H1B Sponsoring Organizations

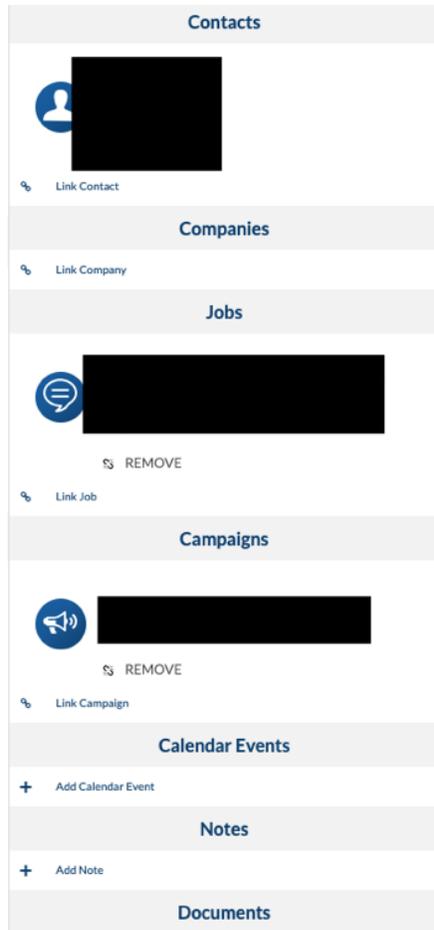
Use the search function and company listings below to find companies that had sponsored H-1B Visas in 2019, sorted by number of sponsorships, and click the company name link to automatically insert that into the company filter. Then, click search to see if they have any current H-1B opportunities. Results are updated quarterly from the Office of Foreign Labor Certification (OFLC).

Company or Organization Name	Location		H-1B Visas		Salary
	State	City	Local	Total	Average
<a href="#">Amazon</a>	WA	Seattle	3,732	5,444	\$104,232
<a href="#">Google</a>	CA	Mountain View	3,560	7,199	\$115,733
<a href="#">Microsoft</a>	WA	Redmond	1,977	3,061	\$112,356
<a href="#">Google</a>	CA	Sunnyvale	1,323	7,199	\$116,412

- Click on a company Name and CareerShift will automatically place the company name into the search filter. Click Search for sponsored listings from that company.
  - Uncheck [Filter H-1B Visa Sponsorship](#) to see non-sponsored listings
- Save search results and job search query/criteria same way contacts are saved
    - If desired, click on **Send Me Alerts for This Search** and select Frequency
    - Queries are saved under Jobs section > Saved Searches
  - When viewing a job query result:
    - Click on the link for the job and apply directly
    - Select **Find Contacts** under job listing; view employees associated with that organization
  - Once applied for jobs:
    - Use **Manage** feature to update the status of the job application, date applied, initial contact, offer, accepted etc.



### Step 4: Documents



- You can upload your documents such as CV and resume (multiple drafts of it on CareerShift).
- Once document is uploaded click on the file and open.
- You can link the file you uploaded (being CV or cover letter) to contacts, jobs, companies and campaigns)
- This feature keeps track of what you sent to whom or what you should send. It is an organizing tool which is very useful for recollecting tasks done in past.

### Step 5: Calendar

- Update this for upcoming events including interviews, follow ups, weekly action items, monthly contact check-ins

There are many more features in CareerShift which will be extremely useful in managing your job search successful. We suggest you investigate the options and explore the possibilities.

#### For more guidance you can:

- Check out their YouTube page [CareersShift-Youtube](#).
- Schedule an appointment with a Career Services staff member for assistance.