



# What is CareerShift?

CareerShift is an all in one job posting aggregator, company directory, and job management system

### Who can use it?

The service is provided FREE for UAlbany students

#### Where can I find it?

Go to the Office of Career and Professional Development's webpage (albany.edu/career) and look for the purple logo on the right side of the page

# How does it work?

- 1. Follow the link
- 2. Register for an account using your UAlbany ID
- 3. Select "Jobs" to begin your search

### Why should I use CareerShift?

CareerShift offers many features that are above and beyond most search boards. For instance, you can:

- 1. Save jobs that you find interesting by clicking the "Save for Later" button beneath a posting a. Saved jobs can be found in the "My Jobs" tab on the left-hand side of the interface
  - b. Save searches by clicking the "Save Search" icon below your search
  - c. Advance search by clicking the slider, which will allow you to sort results by job type, experience level, salary, visa sponsorship, and more
- 2. Explore potential careers using the "Companies" tab
  - a. Search "By Company" to see what positions are available, and what the requirements are
  - b. Search by "Industry" to see which organizations are in your field
  - c. Search by "Size" to find organizations that fit your needs
- 3. Search, import, and export contacts to grow your professional network with the "Contacts" tab

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