# CareerShift Worksheet

CareerShift helps job seekers find career opportunities by providing tools to help organize the job search and find additional resources.

## INSTRUCTIONS

- ☐ Visit www.coastal.edu/career and click on the Job Search link to find CareerShift.
- ☐ Click on the link and create an account by using your CCU email address.
- ☐ Once logged in, click on the "Help" link to view the orientation tutorial or use the link below.
  https://www.careershift.com/App/Help

## BEFORE YOU BEGIN USING CAREERSHIFT

When you think about jobs you may be interested in applying for, think of keywords you can use for your search. Be sure to include full time, part- time, internship, etc. to help narrow your search.

### List your keywords here:

_____

| Location | Organizing Contacts |
|---|---|
| Think about where you would like to live and search in those locations. Remember to search nearby because you may want to work in New York, but find something in nearby New Jersey that will work as well. | CareerShift provides you with folders to organize your searches. What titles could you give your folders? |

## PRACTICE

Locate a job on career shift and complete the table below:

| | |
|---|---|
| Company Name | |
| Job Title | |
| Location | |
| Main Duties | |
| Education Required | |
| Other required qualifications | |
| Other preferred qualifications | |
| Is Salary listed? If so, how much? | |
| How would you apply? | |
| Names of two contact people you could reach out to who work at this company. | |

## Important Reasons to Keep Track of your Searches

1. You may need to do follow up, so you need to remember where you have applied.
2. You may need to submit more information, so it is helpful to have the original job posting and contact information.
3. You may need to find a contact person at the business, so you need the business contact information.

# Locate a CCU Alumni to connect with in the area of the position you selected and complete the table below:

Contacts is a good way to interact with CCU Alumni located in a specific geographical area. You can find them by clicking on the contacts section on the left side. Next, select a state or zip code that you want to use (You can narrow your selected area by metro region). Click search to find people with connection to CCU in the geographic area that you selected. *Be sure to keep it broad

Select one person on the list, and click on "Load Full Detail" to see any additional information available on public website about this person. List at least one person from this list who might be a great person to talk to for advice about living and working in the region/area you selected. *Contact information can usually be found in the database

| | |
|---|---|
| Contact's name | |
| Contact's location | |
| Additional Information Listed | |

# ADDITIONAL CAREERSHIFT TOOLS
## Calendar

Career Shift provides a calendar tool to help you with your job search. Scheduling multiple interviews, submitting applications on time and returning requested forms can get overwhelming. Click on the calendar option to help remind you when you need to attend interviews, send in documents, follow up, etc.

## Creating a Campaign

Creating a campaign will help you get your documents out to employers you select using a systematic approach. This process is similar to cold calling.

Creating a campaign allows you to select multiple employers and send out your resume and/or cover letter with one process.  You can choose to send out the information via email or actually print the documentation to send it through regular US mail.