



CareerShift Alumni Users Guide

CareerShift provides an easy-to-use approach for researching employers, potential networking contacts, and managing your career or internship search all in one place. With CareerShift you can research and save companies, contacts, and career and internship opportunities.

How to Register:

1. Visit www.vmi.edu/careerservices > Go to Alumni > Go to Online Resources to access CareerShift.
2. Click on the hyperlink to CareerShift.
3. Click on the orange Sign up Now button located at the top right of the page. If you have a VMI email address, you can simply register. If you no longer have your VMI email address, you will use step 3.
4. If you don't have a VMI email address, you'll need to add the word "alumni" in the box that is pre-filled with the acronym, "VMI."

Once you finish your registration, you can begin using CareerShift to research companies, find networking contacts, and find employment and internship opportunities.

A. File System:

- **Get Organized:** Utilize the file system to track your opportunities, contacts, and companies.
- **Save Time:** Create new folders and customize your folders for easy review later.
- **Consolidate Information:** Easily move, export, and save content in a way that works best for you.

B. Dashboard:

- **Track your progress:** The dashboard provides a quick view of your saved jobs (including internships), contacts, companies, documents, campaigns, and calendar.

C. Learn More:

- **Make the most of your experience:** Check out the videos embedded on each page and the Help area to learn more about how you can make the most of CareerShift!

Still have questions? Visit us in 311 Carroll Hall, or send your question to careerservices@vmi.edu.