How to Search CareerShift

Step 1: Locate UCareerLink on CIS

On Your CIS Homepage

- UCareerLink - database of job and internship postings, on-campus interviews and career recruiting sessions
- Resources - resume and interview preparation, job search strategies, career exploration
- Career Info - career counselor contact info, research links, salary averages for UofU grads
- Upcoming workshops, fairs, events

*CIS default location: bottom-left of screen (can be dragged to another location on CIS homepage)

Step 2: Select “Resource Library” and “Job Search - Career Shift”

Step 3: Login or Sign Up

Step 4: Select “My Jobs” tab and Enter Search Criteria

Step 5: Ways to Search

- Search by Keywords and/or Company
- Search by Area
- Search by Type (full-time, part-time, internship, Salary, etc.)

Step 6: Find Positions and More Info

Find a position that interests you and click to find out more information and apply

Find direct contacts and their information for specific companies.