**Find Employers by Accessing and Navigating Career*Shift***

While we encourage you to check out the many features of Career*Shift*, the following directions are for searching the Career*Shift* Employer database - a large, up-to-date database of national and international organizations!

* Enter [Career*Shift*](https://www.careershift.com/Default.aspx?sc=Buffalostate) using the "Member Login" found in the upper, right-hand corner of the webpage or register by entering First Name, Last Name, and Email Address, and then click "Sign Up".
	+ Note: Only email addresses @mail.buffalostate.edu, @buffalostate.edu, and @alumni.buffalostate.edu are acceptable for use in Career*Shift*.
* Complete the on-screen form by confirming your email address, entering a password, answering a security question, and agreeing to the user terms. Click "Next".
* Respond to the group questions regarding status and major. Click "Submit". You now have an account and are logged into Career*Shift*.
* Click on "My Companies" in the main menu to do a search for organizations.
* There are five main categories for searching: Keyword/Description, Company Name/Web Domain, Industry, Area, and Size.
* Within "Industry," select an industrial category (e.g. Finance) or a subcategory (e.g. K-12 Schools).
	+ If you do not find a specific industry, search by "Keyword/Description" (e.g. textiles, theatre).
* Within "Search by Area" select a State/Province, Metro Region, or Zip Code with Zip Radius.
* Use "Company Name/Web Domain" to find more specific information about a particular organization and use "Company Size" if you wish to restrict results by the size of an organization.
* Click on "Search". If your search result is empty, modify your search criteria by returning to and modifying your chosen industry, area, and/or other search criteria.
	+ For detailed organizational information click on an organization's name.
	+ In addition to information about the organization, you will also get links to key people, the organization's LinkedIn profile, and jobs at the organization.
* Searches and corresponding information can be saved to your personal folders and exported.
* Look for other Career*Shift* features like finding employer contacts by their alumni status; finding job opportunities by employer, geographic area, or keyword; and engaging in job search campaigns with online or printed applications.
* Call or stop in to the Career Development Center if you need assistance.