



careershift

job hunting & career management solutions

Networking

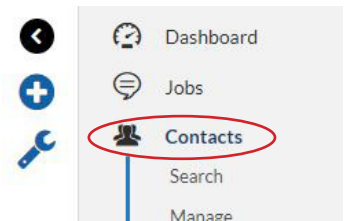
Networking is an essential part of the job seeking process. What if you want to send a follow up email to the company recruiter after applying? Or ask for an informational interview from an employee at the company you're interested in? CareerShift offers the tools to help find the information you need to reach the people you're searching for.



- Log on to CareerShift or create an account using your MTSU email for a free subscription.

Tip: if you're creating an account, type "MTSU" in the bar that says "group (if provided)" to make sure you get the free subscription.

- Once you're on the dashboard's overview page, click "contacts" on the left sidebar menu then click "search" from the following dropdown.



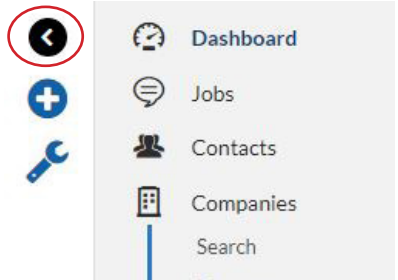
- To help find a specific employee in the company you're looking for, fill in the company name and the position they hold in the form.

Tip: if the company has more than one place it's based, use the "search by area" section of the form to help narrow down your search.

- Click on "contact details" below the employee's name to see their contact information. You can save contacts and searches for later.

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COMPANY DETAILS SAVE FOR LATER
Employment History

Tip: If you click on the "company details" option, you can save that company for later as well.



- To find the contacts and searches you've saved, click the black arrow on the left sidebar menu, then click the folder that says "my contacts."

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