Drop-in Hours
Tuesday – Thursday, 1:30 – 4:30 p.m.
Friday, 10 a.m. – 12 p.m.

Schedule an Appointment
Monday – Friday, 8:30 a.m. – 5 p.m.
(845) 257-3265

Job Search

How to Find Job Openings

1. **Networking**
   a. Many internships are found through personal contacts, so it is important to leverage your network! Begin by making a list of the people you know – friends, family, professors, supervisors, etc. Do any of them work in your field of interest? If so, contact them. If not, ask if they know anyone who does.
   b. Keep good records of the names and contact information of people to whom you have been referred. Identify specific names as often as possible. Keeping a master list of contacts can help.

2. **Handshake**
   a. Handshake has replaced HawkHire!
   b. The Career Resource Center's online posting database for internship and employment opportunities. Both students and alumni can use Handshake free of charge.
   c. Follow these three simple steps to activate your new Handshake account:
      1. Navigate to app.joinhandshake.com
      2. Select your school from the dropdown
      3. Complete your profile
      The rest of your activation will be explained along the way!

3. **CareerShift**
   a. CareerShift offers the most comprehensive online resource, designed to support the # 1 request of job seekers: *an easy-to-use web site to conduct and organize their job search.*
   b. CareerShift provides an easy-to-use approach that cracks the "hidden job market":
      1. Search, store & record job listings at all publicly posted websites.
      2. Get inside contact information immediately, including email addresses, for millions of companies, even alumni, then save and manage your lists.
      3. Upload/ Copy and Paste as many targeted resumes and cover letters needed
   c. **To access CareerShift** account from anywhere, anytime, 24/7, follow these instructions:
      1. Students -go to CareerShift.com - use your newpaltz.edu email for immediate access.
      2. Alumni - Request free access to CareerShift by contacting the Career Resource Center by email at careers@newpaltz.edyu or phone 845-257-3265.

4. **Off Campus Job Fairs & Recruiting**
   a. These events are held off campus or virtually and provide opportunities to interact with employers. There are many general fairs and recruiting events but some focus on specific professions. Check the Off-Campus Job Fairs and Recruiting Career Events section of the Career Resource Center's page Off campus job fairs.

5. **Professional Associations**
   a. Professional associations have websites that most often feature employment databases and additional employment-related services. Membership for students is often available at a discounted rate. The Gateway to Associations Online provides a comprehensive directory to web sites of professional associations (www.asaecenter.org/membership).

6. **Join LinkedIn**
   a. LinkedIn has over 40 million users, over a half million groups and thousands of jobs. Recruiters and employers frequently use LinkedIn to identify potential employees and business partners.
   b. There is no charge for a basic account. Begin building your professional network and get recommendations. Complete your profile as much as possible before connecting with a potential employer. Join the **New Paltz Alumni Association Professional** and connect with over 37,800 alumni. Join other LinkedIn professional groups and organizations to participate in the discussions and view the jobs posted specifically for those groups.

7. **Chambers of Commerce**
   a. Most communities have a chamber that includes all businesses from small nonprofits to the largest businesses in the city. Check their website to see if they have online directories that will help you locate organizations and contact information.

9. **Join the Orange & Blue Network**
   a. Join at: https://newpaltznetwork.org/
   b. Find connections through New Paltz's Global Community. Advance your career with professional networking by connecting with SUNY New Paltz alumni.
   c. Leverage your professional network to get introduced to people you should know.

10. **Additional Job Search Resources:**
    a. CareerBuilder
    b. Coolworks
    c. GoinGlobal
    d. Idealist
    e. Indeed
    f. LinkedIn
    g. RegionalHelpWanted
    h. Simply hired