

Careershift Migration Kit

Spring 2026

careershift
careershift

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Overview

Review your instance

Take a look at the questions we've outlined and optionally let us know what you'd like to change

Support your users

We'll alert your users the day of migration and we've outlined some additional options for you to review

Schedule your training

Schedule a training using the link provided so everyone on your team feels supported

Review & confirm your instance

Please find a short list of items we suggest you do prior to Migration. Use [this form](#) once you've reviewed your landing page copy, banner image, and logo file to provide updated assets.

- Review and confirm: copy for your landing page, banner image, and logo file
- Review website(s) and documents that link to Careershift and update
- Review the Resources section of Careershift and update what's available for users

Confirm Landing Page Copy

The new landing page is simpler and cleaner, keeping in line with the direction of a more modern UX for your users.

We've provided default landing page copy that will be present when your instance is migrated over. If you'd like to use your own, you can do so by letting us know in [the form](#) (also linked on slide 4!) but please keep in mind that there is a 250 character limit.

Here is the the default copy we'll provide. Please use the form to confirm your email address.

Research the job market more effectively, navigate career opportunities more confidently, and network more strategically with Careershift. Please feel free to reach out to us at careercenter@school.edu if you need assistance.

Confirm banner image and logo file

For your landing page banner image, we recommend using a campus photo with the following specs for the clearest resolution across all screen types: 3440×800px.

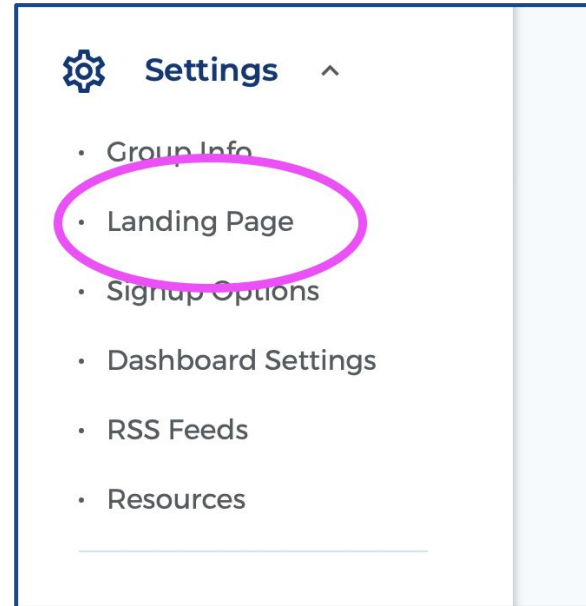
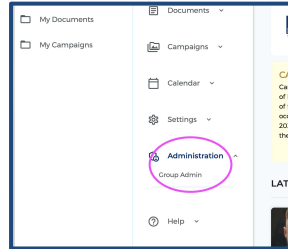
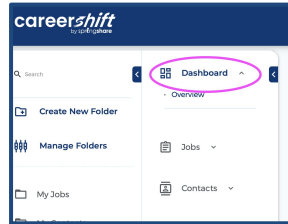
You can alternately use a smaller size (~1600px wide) and if you're unsure, just make sure what you send is at least ~1600px wide and we'll take care of cropping it.

For your logo file, we recommend 1024x1024px. If your current banner image and logo file work, just let us know when you submit [the form](#).

How to Review Your Banner & Logo Files

You must be a Group Admin to review your landing page settings

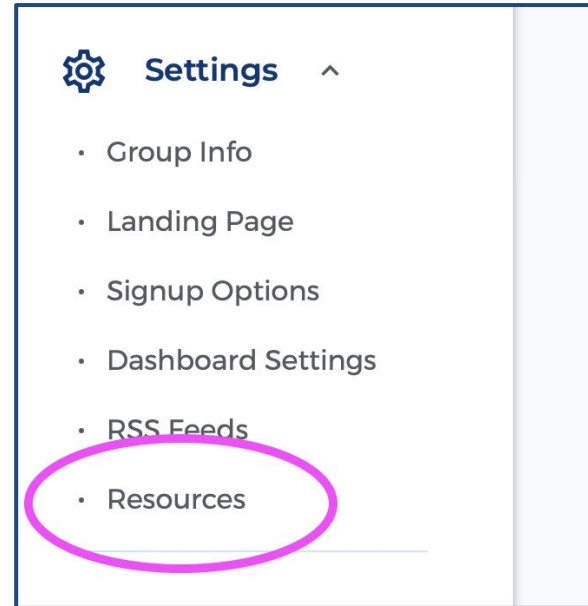
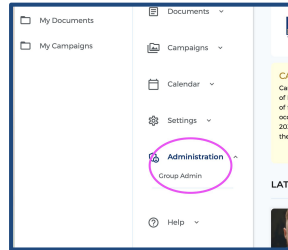
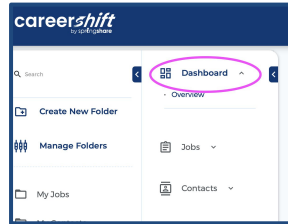
1. Login to Careershift
2. From your Dashboard, scroll down to Administration
3. Select Group Admin
4. Click Settings, then access your Landing page
5. Review your banner and logo files and let us know if they need to be updated, using [the form](#)



How to Review Your Resources

You must be a Group Admin to review your resources

1. Login to Careershift
2. From your Dashboard, scroll down to Administration
3. Select Group Admin
4. Click Settings, then access your Resources
5. Review your Resources and let us know if they need to be updated, using [the form](#)



Supporting your users thru migration

We'll put a banner up on the day your migration is taking place, letting your users know that the instance will be down for the day. We've included some additional thoughts and options to support your users below!

- Link to your branded landing page instead of the main careershift.com website
- Post a system-wide message, letting them know the tool will be offline for the day
- Optionally use the copy on the next slide for the system-wide message

Optional copy

Careershift will be offline for maintenance on [YOUR MIGRATION DATE]. When you log in afterwards, you will see an enhanced job search experience. Please feel free to reach out to us with any questions:

[\[careercenter@school.edu\]](mailto:careercenter@school.edu)

Schedule Your Training

This summer is the perfect opportunity to ensure your team knows how to leverage Careershift!

Schedule a training session by clicking [here!](#)

Additional Resources

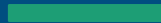
Be sure to checkout the other resources on this page!

- Platform Tour Deck
- Marketing Kit: logos, flyers, images, and copy that can be used in newsletters and social media posts

We'll keep you updated as we continue to build out this page over the summer.

Thank you!

Reach out to support@careershift.com with questions!



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