

### **Employer Instructions for Purple Briefcase:**

Thank you for your interest in working with our students at Limestone College! Purple Briefcase is our online portal for students and alumni to search for internship and job opportunities and to post their resume for review. As the employer, you have the ability to create a free business profile and post any opportunities within your institution as well as search for student resumes. Follow the instructions below to set up your free account:

You can create your FREE account today by visiting <https://app.purplebriefcase.com/pb/account/login?s=Limestone> and then clicking the **New Employer** button. After you've created your account, you'll be directed to the *My Schools* page. From here, you can:

- Set up your profile
- Add jobs
- See your pending school connection request(s)

In the meantime, our office will receive notification that you want to be able to browse our students' profiles and resumes, post jobs and internships, request on-campus interview / recruitment times, register for career fairs and other events, and so much more!

We will approve your connection in a short while but if you have questions in the meantime please contact our Director of Career and Professional Development, Lindsay Bartholomew at [lbartholomew@limestone.edu](mailto:lbartholomew@limestone.edu) or 864-488-4557.

### **If you currently have a Purple Briefcase account:**

Connect with Limestone by using the code: **LSC0224**

Since this is a likely a new platform for you, we want to give you a few quick tips:

1. Build out your profile! Students can follow your company's actions within the site and a full profile attracts much more attention than an empty one. Don't forget to upload your company's logo! All of this is managed on the *My Profile* page of your account.
2. Once we've approved your connection, you'll receive a notification email to the address that you used to create your account. When you post jobs and internships, please be sure to set the status of the job or internship to *Submit* and then click *Save* at the bottom of the page when you are finished. This will submit the opportunity to our team. We'll review it and then set the status to Published for our entire community to see!

We're excited about Purple Briefcase and we can't wait to have you connected to the Limestone community!