EMPLOYER FEATURE

NEW JOB SUBMISSION FORM

We have modernized our job submission form to allow all employers an easier view and submission of new opportunities.

Start by going to the Add a Job section of the platform. Enter **Job Details** information like the example below. All fields in this section are required.

![Image of job submission form](image)

Then, proceed to **Job Application Criteria**.
There are some important fields in this portion of the form, such as “how students should apply.” This question allows you to select one of three options:

1. Via the platform (where the student applies directly through the platform)
2. External Website (if you have your own online application/website that you prefer students and alumni to use when they apply)
3. Other (this is for special instructions – for example, if you require the user to call or email you directly versus using the platform or sending them to a different website)

Additionally, within this area are application criteria such as hard requirements (GPA, Major, or Grad Year). Not all schools allow these types of limitations, but if you do select this feature you may experience less applications because of the requirements. Job Functions is a required field.
Now you can select the school(s) you want to submit this job to under the **Job School Info** area.

**NOTE:** If you are in “pending connection” status with a school, you can still select that school to submit the job. Your job post submission will simply be held in an “unconnected” status. Once the school approves your connection, the job will be reviewed by the school for publishing. If the school declines your connection, the submitted job will not be published to the school.
When you are ready to submit your job, you can verify your acceptance of our standard policies, actively choose “Submit” from the Job Status drop-down box, and then click the “Save” button in the **Job Submission & Other Options** area.

Once the job post is submitted, you will receive a summarized confirmation.

- For job postings submitted to schools that have **not yet approved your connection**, you can find a copy of the job post in the “unconnected” portion of the My Jobs section of the platform.
- For job postings submitted to schools you are **already connected to**, your job posting can be found in the “submitted” portion of the My Jobs section of the platform.
QUESTIONS?

Our Customer Team can be reached in a variety of different ways for help!

- Open a Help Desk Request Ticket by logging into the Purple Briefcase platform and click the Help button in the lower right-hand corner of the screen.
- Call us: 585-678-9395, Option 2
- Email us: customerteam@purplebriefcase.com