

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.

The screenshot displays the 'Add a Job' form with the 'Job Details' section active. The form includes the following fields and options:

- Job Title***: Example Job
- Job Description***: example description
- Job Requirements***: detailed requirements
- Job Types***: A multi-select dropdown with '1 selected'. Options include Full Time (checked), Internship, On Campus, Part Time, and Volunteer. A 'selected Job Types' list shows 'Full Time'.
- Salary***: DOE
- Job Country***: United States of America
- Job City(s)* (max. of 5)**: New York
- Job State/Province(s)***: A multi-select dropdown with '1 selected'. Options include Nevada and New Hampshire.
- Job Expiration Date**: yes
- Set Expiration Date***: (button)

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.

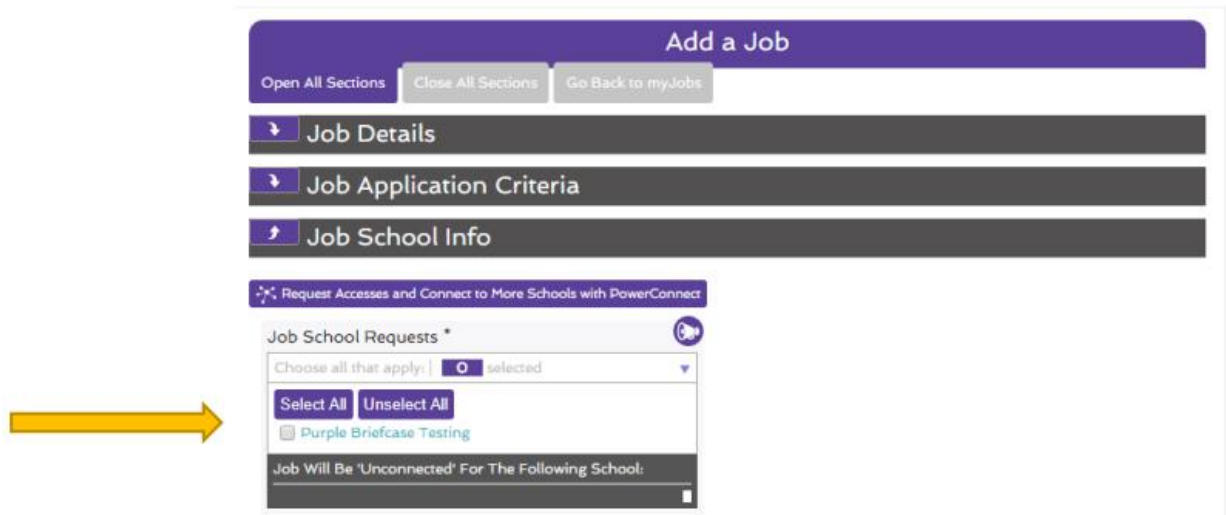
The screenshot shows the 'Add a Job' form with the following sections and fields:

- Navigation:** Open All Sections, Close All Sections, Go Back to myJobs
- Job Details** (Section Header)
- Job Application Criteria** (Section Header)
- How Should Students Apply?** (Section)
 - Dropdown menu: via Platform
 - Text: Students will be applying via our system. After students apply, our system can send a copy of the application via email for your convenience. UN-CHECK this if extra emails are preferred.
 - Checkbox: Prevent platform from sending applications also via email?
- Contact*** (Section)
 - Text input: Jane Smith
- Email*** (Section)
 - Text input: pbcak3@example.com
- Apply-to Information** (Section)
 - Dropdown menu: same as above
- Application Notes / Special Instructions** (Section)
 - Text area (empty)
- Applicant Requirements/Criteria** (Section)
 - Checkbox: Applicant Requirements/Criteria
 - Text: Select special requirements that your ideal candidate must have in order to apply. These are non-negotiable and if students do not meet them they will be unable to apply. **Not all schools allow these types of limitations.**
- Job Majors/Interests** (Section)
 - Text: Choose all that apply: | 0 selected
 - Dropdown menu: selected Job Majors/Interests
- Job Functions*** (Section)
 - Text: Choose all that apply: | 0 selected
 - Dropdown menu: selected Job Functions

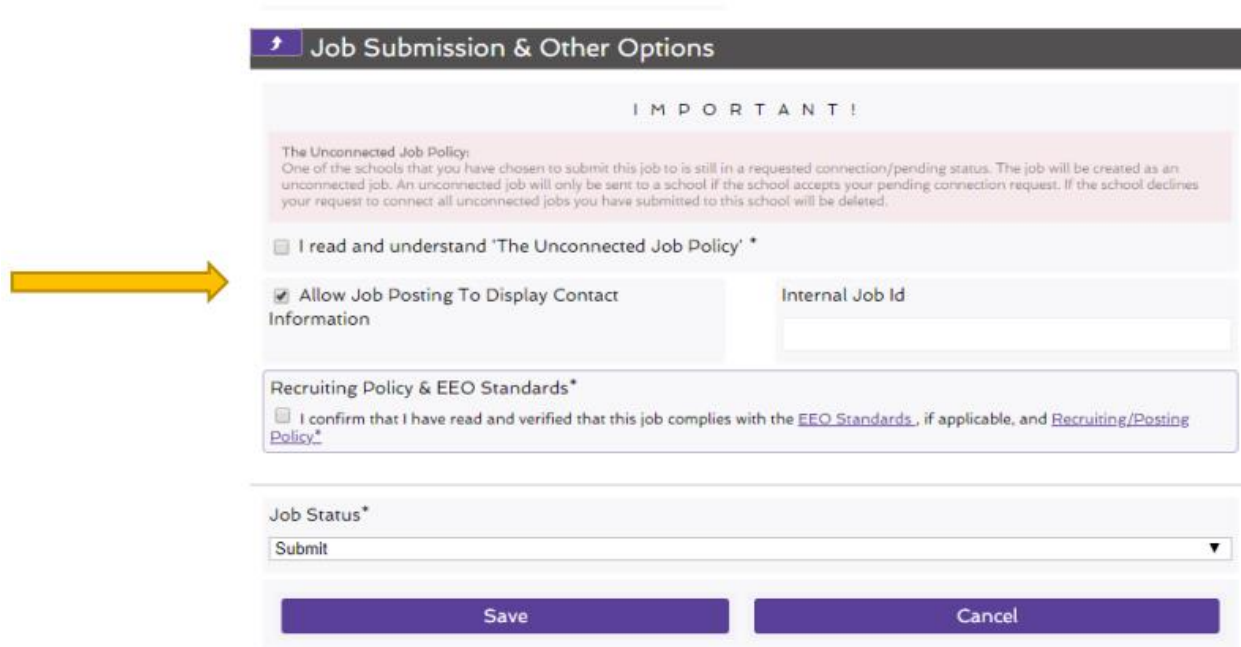
Two yellow arrows point to the 'How Should Students Apply?' and 'Applicant Requirements/Criteria' sections.

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.



Job Submission & Other Options

I M P O R T A N T !

The Unconnected Job Policy:
One of the schools that you have chosen to submit this job to is still in a requested connection/pending status. The job will be created as an unconnected job. An unconnected job will only be sent to a school if the school accepts your pending connection request. If the school declines your request to connect all unconnected jobs you have submitted to this school will be deleted.

I read and understand 'The Unconnected Job Policy' *

Allow Job Posting To Display Contact Information

Internal Job Id

Recruiting Policy & EEO Standards*

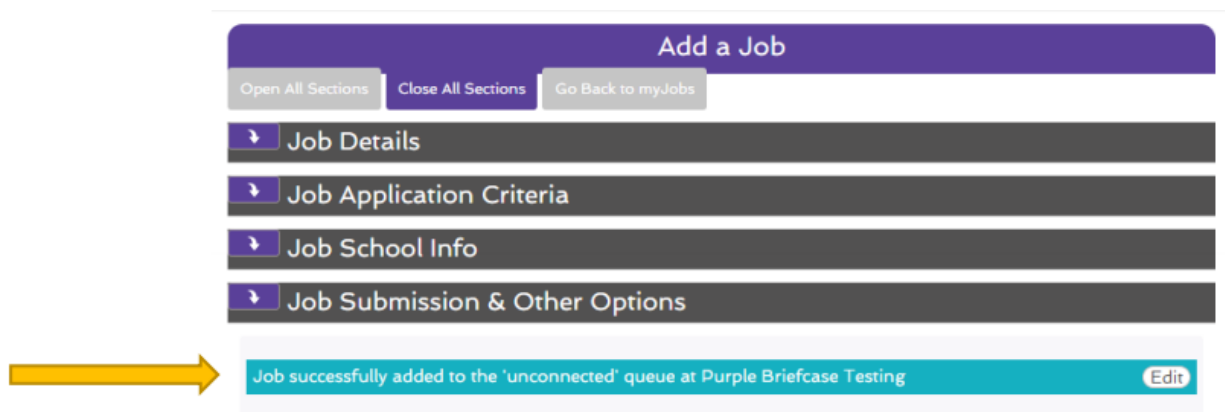
I confirm that I have read and verified that this job complies with the [EEO Standards](#), if applicable, and [Recruiting/Posting Policy](#).*

Job Status*

Submit

Save Cancel

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



Add a Job

Open All Sections Close All Sections Go Back to myJobs

Job Details

Job Application Criteria

Job School Info

Job Submission & Other Options

Job successfully added to the 'unconnected' queue at Purple Briefcase Testing [Edit](#)

- 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