



RU Works Purple Briefcase – Employer Guide

Reinhardt utilizes [RU WORKS](#) powered by Purple Briefcase as our career management system. This tool allows students and alumni to access part-time, full-time and internship opportunities posted directly by the employer. This platform includes a job board, the ability to upload multiple resumes and a personalized portfolio.

If possible we would like for you to post any position here. Here is the link to Purple Briefcase: <https://app.purplebriefcase.com/pb/account/login?s=Reinhardt>.

The first step is to create an account and then post your positions through RU Works.

1. Create an account <https://app.purplebriefcase.com/pba/intro/>
2. Click on the “*my schools*” tab
3. Request a connection with **Reinhardt University**

Once you see an email confirming your connection to a school you have requested access to, you will then be able to select that school and post a job.

To post:

1. Click on the “*add a job*” tab
2. Select **Reinhardt University**
3. Enter the job information

How Do I Create My New Employer Account with Purple Briefcase?

Creating an employer account with Purple Briefcase is easy! Whether you start the process from the PurpleBriefcase.com website, or if you have received an email invitation from a college or university, you can create an account in minutes.

Begin by filling out your company’s or organization’s information. If you received an invitation from a school, once you click the sign-up link, some of the information may be filled in for you.

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Students/Alumni Employers

CREATE AN EMPLOYER ACCOUNT

Personal Account Information

Company* **ABC Community Services**

salutation* **Ms.**

first name* **Theresa**

last name* **Simmons**

email* **simmons@abcagency.org**

password* *********

mobile **mobile number**

address **street address**

city* **Rochester**

state/province* **New York**

country* **United States of America**

zip **14607**

Current Plan Selected: **Free Account** 
 or
 Select a New Plan Below:

Purple Briefcase
FREE

PowerConnect
\$70 Monthly

PowerConnect
\$168 Qtrly.

PowerConnect
\$540 Yearly

Continue

After filling in your information and choosing your plan level – free (one school connection) or PowerConnect (all schools in the Purple Briefcase network with three different payment options) – click the Continue button to access the next sign-up screen.

Students/Alumni Employers

CREATE AN EMPLOYER ACCOUNT

Thank you Theresa Simmons. Please continue filling out the form

Business Account Information

industry* **Not for Profit**

org type* **Non-Profit**

are you a third party recruiter? **no**

company* **ABC Community Services**

title* **Director**

branch/department **branch/department**

phone* **555-555-1212**

company website* **https://www.website.org**

do not have a company website

I have read and accept the terms outlined in the terms of service, privacy policy and NACE Principles for Professional Practices

I confirm I have read and comply with EEO Standards

You have selected a free account, it's not too late to select another Plan by selecting a Plan Tile above

Current Plan Selected: **Free Account**
 or
 Select a New Plan Below:

Purple Briefcase
FREE

PowerConnect
\$70 Monthly

PowerConnect
\$168 Qtrly.

PowerConnect
\$540 Yearly

Continue

Note: If you chose our popular PowerConnect option (\$70 monthly, \$168 quarterly, or \$540 yearly), you will be prompted to enter your payment information as part of the sign-up process.

company*

title*

branch/department

phone*

company website*

do not have a company website

I have read and accept the terms outlined in the terms of service, privacy policy and NACE Principles for Professional Practices

I confirm I have read and comply with EEO Standards

You have selected the \$70 Monthly plan - you will taken to the payment screen and will not be able to return back

[Continue](#)

Payment Entry Screen:

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Students/Alumni Employers

CREATE AN EMPLOYER ACCOUNT

Payment Information

Name on Card:

Confirmation Email Address:

Card Information: CVC*

Billing Address:

Current Plan Selected: **\$70 Monthly**
or
Select a New Plan Below:

PowerConnect **\$70 Monthly**

PowerConnect **\$168 Qtrly.**

POPULAR! PowerConnect **\$540 Yearly**

[pay & login](#)

Once you have completed the sign-up process (for a free account or by choosing PowerConnect), you will be logged into your Purple Briefcase account and can get started on building your profile and submitting job postings!

How Do I View My Live Employer Profile?

Log into the platform and choose the link for “company profile” on the left-hand side. This will open the Company Profile section of your account.

On the right-hand side of that page you will see a “view your live profile” button. Clicking that button will allow you to preview your live profile.

The screenshot shows the 'Company Profile' page in PurpleBriefcase. On the left is a navigation menu with 'Company Profile' highlighted. The main content area is titled 'MY BRIEFCASE · COMPANY PROFILE' and contains instructions: 'Create your company's visual profile. Select image tiles that represent your company and its culture. Finding a great talent starts with connecting with people that have a strong interest in your company. Our Visual Employer Showcase allows our job seekers the ability to learn all about your company, not just your jobs. Create your visual profile and see how your company becomes a top favorite.' A red box highlights a 'View Your Live Profile' button with the text 'Click:' above it. Below the instructions is a preview of a live profile for 'ABC Community Services'. The profile includes a logo, a tagline 'We serve those in need! Located in...', and several image tiles with labels like 'Public Business', 'Maritime', 'Strong Culture', 'Goal Oriented', 'Teamwork Valued', 'Not For Profit', 'Non-Profit Business', 'Rochester, NY', and 'Jobs'. A red arrow points to the preview with the text 'Profile, as shown to users, appears here.'

Make sure you fill out your profile completely so that student can learn all about your company or organization!

The screenshot shows the 'Company Profile' page in PurpleBriefcase, specifically the 'Add Tile' interface. The navigation menu on the left has 'Company Profile' selected. The main content area is titled 'MY BRIEFCASE · COMPANY PROFILE' and contains instructions: 'Create your company's visual profile. Select image tiles that represent your company and its culture. Finding a great talent starts with connecting with people that have a strong interest in your company. Our Visual Employer Showcase allows our job seekers the ability to learn all about your company, not just your jobs. Create your visual profile and see how your company becomes a top favorite.' A red box highlights a 'View Your Live Profile' button. Below the instructions are four large dashed boxes for adding content: 'ADD A PHOTO' (with subtext 'Add a company logo to your profile'), 'ABOUT YOUR COMPANY' (with subtext 'Tell everyone about your company or the type of positions you are looking to fill...'), and two 'ADD TILE' boxes. A red arrow points to the right side of the 'ADD TILE' boxes.

How Do I Find My Job Posting?

You have successfully submitted your job post and the next time you log into your platform, you need to know where to find it!

It is very simple to find the job posts submitted through the platform. When you are logged in, click the link for "my jobs" in the left-hand navigational menu. This will open the Job Board section of the platform.

purplebriefcase™ Get Noticed. Be Prepared. welcome, theresa simmons | support | sign-out

MY BRIEFCASE · JOB BOARD

From here you can manage the status of the jobs that you have already posted. All positions submitted are reviewed by the selected org/school for relevance to their talent community before publishing. You can change a job from published to closed, update expired postings, and update when you have successfully hired an applicant! If you have any questions, you can always go to the Help Center, click on the gray 'Help' button in the lower-right of the screen or contact our support team.

0 unconnected 3 submitted 2 published 1 placements 0 closed 0 cancelled 3 expired

published job postings

Position	Company	School	Job Type	Date Created	Views	Applicants	Preview	Print Friendly	Copy	Edit	Remove
Admin Assistant	ABC Community Services	Purple Briefcase Testing	Full Time	Mar 7, 2019	5	5					
Testing number of chars in city field	ABC Community Services	Purple Briefcase Testing	Full Time	Mar 19, 2019							

Sub-Sections in My Jobs

Please note, there are sub-sections where your post might be located dependent upon its status:

- **Unconnected:** You are not connected to any schools but you have a pending connection request to the school you are trying to submit a job post to. Purple Briefcase allows you to submit your job posts to your pending school connections while you wait approval. Once a school approves your connection, the post will move into the school's pending queue to be reviewed and will appear in the "submitted" sub-section of the platform.
- **Submitted:** Your job post was successfully submitted to an existing school connection. It will need to be reviewed by the school's career services staff (typically one to two days depending on staffing levels, workflow, and time of year). Schools have the authority to approve or deny your job post submission.
- **Published:** If a job post has been successfully submitted and approved by the school, it will appear in the "published" sub-section.

- **Placements:** If a student has been hired for a published position, you or the school admin may choose to move the job post from the "published" sub-section to the "placements" sub-section.
- **Closed:** Jobs that have been marked closed will appear in this sub-section. Both employers and school admins can move posts to the "closed" sub-section.
- **Cancelled:** Jobs that have been marked cancelled will appear in this sub-section. Both employers and school admins can move posts to the "cancelled" sub-section.
- **Expired:** Jobs that have expired will automatically move to the "expired" sub-section. Additionally, both employers and school admins can move posts to the "expired" sub-section.

You Can View a Post as a Student Will See It

When you are logged into the platform, you can click the "preview" icon to view the published post as a student or alumni user would see the post.

The screenshot shows the PurpleBriefcase Job Board interface. At the top, there's a navigation bar with the PurpleBriefcase logo and user information. Below that is a sidebar with various menu items. The main content area displays a summary of job counts for different statuses: unconnected (0), submitted (3), published (2), placements (1), closed (0), cancelled (0), and expired (3). Below this is a table of published job postings. The table has columns for Position, Company, School, Job Type, Date Created, Views, Applicants, and actions. The 'Preview' icon in the actions column is highlighted with a red box.

Position	Company	School	Job Type	Date Created	Views	Applicants	Preview	Print Friendly	Copy	Edit	Remove
Admin Assistant	ABC Community Services	Purple Briefcase Testing	Full Time	Mar 7, 2019	5	0					
Testing number of chars in city field	ABC Community Services	Purple Briefcase Testing	Full Time	Mar 19, 2019							

See below for an example of how a post might appear.

The screenshot shows the detailed view of a job posting for ABC Community Services. The interface includes a sidebar, a header with the company name and 'ALUMNI' tag, and a main content area with job details and application options. The 'Preview' icon in the actions column is highlighted with a red box.

ABC Community Services ALUMNI

Position: Admin Assistant
Type: Full Time
Salary: \$12/hr
City(s): City
State(s): AL

Posted: 03/07/19
Expires: 04/06/19
Contact: Theresa Simmons
 tbrown-simmons@purplebriefcase.com

Employer Profile **Company Link** **Save This Job** **Report As Your Job** **APPLY!**

Description **Requirements**

Responsible for handling clerical tasks and assisting the office manager. Answer incoming phone calls and route to appropriate staff. Great clients and visitors. Attention to detail must be paid when filing, updating paperwork, and answering email. Will also perform other general office clerical duties as assigned by the office manager and will assist with running errands.

Assistant Requirements:
 High school diploma or associate's degree. Ability to write clearly. Friendly personality. Strong communication skills. Work well with deadlines - and meet them! Have a valid driver license.

How do I view a student's résumé?

When viewing a student's profile within the Student Search section, you will notice four small squares located in the bottom right hand corner of the profile.

The small square that sits in the bottom right position of this group of small squares has the icon of a document on it.

The screenshot shows a web interface for viewing a student profile. On the left is a sidebar with navigation options: 'my schools', 'powerconnect', 'students' (highlighted with a red box), 'my events', and 'be a mentor'. Below this is a blue banner for 'PowerConnect' with the text 'Connect with 100,000's of Qualified Candidates Nationwide!' and 'Options as low as \$50!'. The main content area has a search bar and a 'View All' button. The profile itself consists of several colored boxes: a grey box with a star icon and text 'I am a motivated and very focused student looking to expand my experience in your industry!', a yellow box with a star icon and 'Testing', a grey silhouette of a person, a green box 'Purple Briefcase Testing', a blue box 'Intern, PwC', a pink box 'Self Motivated', a red box 'Teamwork Focused', a green box with a heart icon, a purple box 'Fluent French', a grey box with a star icon and text 'I am a motivated and very focused student looking to expand my experience in your industry!', a yellow box 'G+ Programming Mastery Level 1', and an orange box 'Fast Learner'. At the bottom right, there is a 2x2 grid of icons: an '@' symbol, a star, a globe, and a document icon. Red arrows and text annotations are overlaid on the image: 'Click on Student box.' with an arrow pointing to the top-left grey box; 'Profile appears:' with an arrow pointing to the profile area; and 'Contact, resume, etc.' with an arrow pointing to the bottom-right icon grid.

Clicking on this square will start an automatic download of this particular student's résumé to your computer. A student's résumé will likely have the contact information that you are looking for.

Please keep in mind that not all students have chosen to post their résumés to their profile, as it is not a requirement. Some students would prefer that you contact them first, only sending out their résumé after you have requested it.

If a student has not posted a résumé, they may have added their email address so that you can contact them with opportunities, and to request their résumés.