



RU Works Purple Briefcase Student 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.

Go to the Vocation and Career Service webpage (www.reinhardt.edu/career-services) and then click on either the “RU Works” tile or the “RU Works Powered by Purple Briefcase” tile.

The screenshot shows the Reinhardt University Career Services website. The header is blue with the university logo and navigation links. A sidebar on the left lists various services, with 'RU Works' highlighted. The main content area includes a search bar, a 'GIVE' button, and several tiles for 'Major & Career Planning', 'RU Works', 'Internship Resources', 'Networking & Career Fairs', 'Graduate School', and 'Student Success Stories'. A banner at the bottom reads 'RU WORKS POWERED BY PURPLE BRIEFCASE'.

From their they arrive at the RU Works-Purple Briefcase platform.

The screenshot shows the login interface for the RU Works Purple Briefcase Portal. At the top, a dark blue banner reads "RU WORKS POWERED BY PURPLE BRIEFCASE". Below this, a central diagram illustrates the platform's purpose: "Connect Engage Recruit!" with arrows connecting "Career Development", "Employers & Organizations", and "Students & Alumni". To the right, the Reinhardt University logo is displayed above the text "Connect Engage Recruit!". Below the logo is a login form with two sections: "NEW USER?" containing buttons for "NEW STUDENT", "NEW ALUMNI", and "NEW EMPLOYER"; and "RETURNING USER?" containing an email field (with "wpm@reinhardt.edu" entered), a password field, a "REMEMBER ME" checkbox, and a "SUBMIT" button. A "FORGOT YOUR PASSWORD?" link is also present. The footer features the Purple Briefcase logo, social media icons for Facebook, Twitter, and LinkedIn, and the text "Purple Briefcase © 2021 terms of service".

Once on the RU Works Purple Briefcase Portal click the New Student Box. Then select location: “Georgia”, College: “Reinhardt”, I am a/an: “Student (Current).” Type in First Name and Last Name and then Reinhardt email address. Then click find me. The platform will find the student and then direct them to their profile.

From there they can have full access to RU Works Purple Briefcase.

As a new user to the platform, students will see there is a lot of content, resources and opportunities to help them succeed. We recommend the following actions as a new user to Purple Briefcase:

- **Build it** - Build your Visual Profile to showcase your successes to employers. Add tiles that match you, create an interactive and fun snapshot for employers to see you!

- **Search it** - Engage with employers, internships, co-ops and jobs to search out the best companies and positions. Favorite a company and get instant alerts with their activity on campus.
- **Watch it** - Visit My Channels and watch some of our videos. You will learn many tips, tricks and tools.
- **Discuss it** - Jump over to Career Chats, post a question, join a discussion, get involved.
- **Upload it** - The system allows you to store many versions of your resume so you can have several tailored to the type of position you are searching for on the platform. Upload at least one version today!

There is a tip guide for Optimizing Your Platform Experience

(<https://files.purplebriefcase.com/clientFiles/stuDashAdBanners/studentdocpdf.pdf>)

Students will need to Build their Profile which includes a profile photo, complete the about Me tiles, and submit a resume:

- Create Your Profile in 5 Minutes or Less Guide (<https://purplebriefcase.zendesk.com/hc/en-us/articles/360047635011-Students-Create-your-profile-in-5-minutes-or-less->)
- My Profile (<https://purplebriefcase.zendesk.com/hc/en-us/articles/205919020-My-Profile>)
- Fill Out the About You Tile (<https://purplebriefcase.zendesk.com/hc/en-us/articles/360047695991-Fill-Out-the-About-YOU-Tile-So-You-Can-Publish-Your-Student-Profile-Video>)
- How to Search for job (<https://purplebriefcase.zendesk.com/hc/en-us/articles/360024914151-How-To-Search-for-Jobs-in-the-Platform-Video>)

The goal is to get to increase their Purple Score - This is done by creating their profile as well as Watching videos, participating in the forums, uploading resumes, searching for and applying to jobs, favoriting companies, all of these actions will improve your score.

(<https://purplebriefcase.zendesk.com/hc/en-us/articles/205919030-Purple-Score>) – The goal will be to get our students to have a score of 50%

You are currently viewing this page as **student reinhardtuniversity** [Return to your admin profile](#)

RU WORKS POWERED BY PURPLE BRIEFCASE welcome, student reinhardtuniversity | [support](#) | [sign-out](#)

- Feed View**
 - Tile View**
 - My Briefcase**
 - [My Profile](#)
 - [My Score](#)
 - [Career Path](#)
 - [My Events](#)
 - [Companies](#)
 - [My Docs](#)
 - [My Internships](#)
 - [My Jobs](#)
 - [Career Experts](#)
 - [My Prep](#)
 - [My Useful Links](#)
 - [My Channels](#)
 - [Career Chats](#)
 - [I Got A Job!](#)
 - [I Got An Internship!](#)
- Important Notice**

My Feed

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5 WAYS TO OPTIMIZE YOUR PLATFORM EXPERIENCE

1. Complete Your Profile
2. Upload Your Resume(s)
3. Search Jobs
4. Favorite Companies
5. Browse Upcoming Events

Embrace the Exceptional. Work at Camp...

Camp Ramapo

Description of Camp Ramapo Based on our 250-acre campus in Rhinebeck, New York, Camp Ramapo is Ramapo for Children's residential summer camp that serves a diverse mix of children with a wide range of cognitive,...

Location: Rhinebeck
Posted: 02/17/21

Camp Ramapo

Rhinebeck, NY

[website](#)

Gold City Health & Rehab

Dahlonega, GA

no website

[View All](#)

☰
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Profile: 90%

- Profile photo
- About Me tile
- Tiles Selected
- Active resume
- Job preferences
- External link

Status: **Public**

Upload a Resume

- Documents uploaded
- Opted-in search docs
- Date Last Doc edited

Overall Score: 25%

Profile	90%	Resume	0%
Jobs	15%	Reporting	0%
Company	0%	Events	0%
Forum	17%	Channel	48%

CAREER SERVICES

1883

Reinhardt University

[Resources](#)