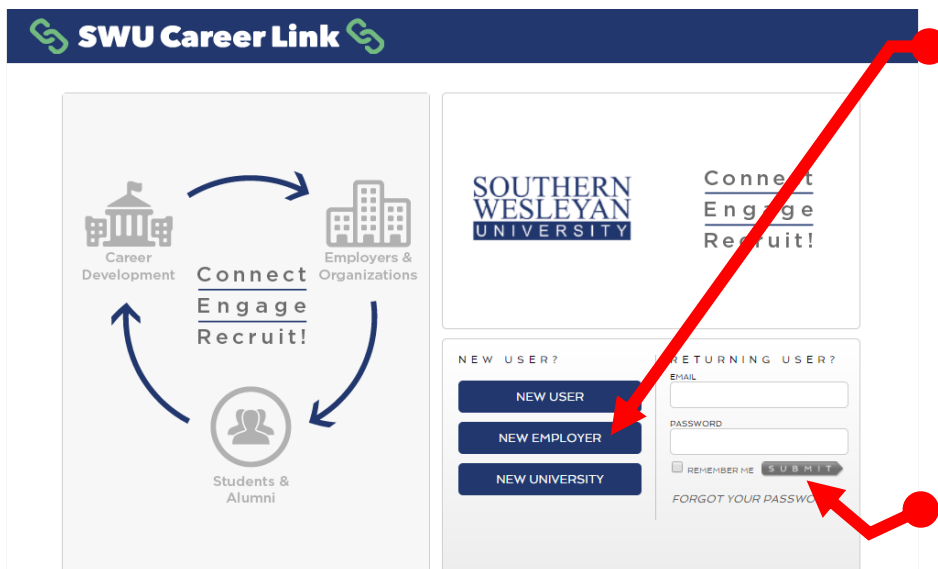


Go to the [SWU Career Link](#) Login Page

Thank you for connecting with **Career Services at Southern Wesleyan University!**

We are very excited to introduce our platform SWU Career Link (powered by Purple Briefcase) as our main means of sharing job and internship opportunities with our students and alumni, and we are pleased to invite you to join as well!



The login page features a header with the SWU Career Link logo. Below the header is a circular diagram showing the relationship between Career Development, Employers & Organizations, and Students & Alumni, with the text 'Connect Engage Recruit!'. To the right of the diagram is the Southern Wesleyan University logo and the text 'Connect Engage Recruit!'. Below the logo are two sections: 'NEW USER?' and 'RETURNING USER?'. The 'NEW USER?' section has three buttons: 'NEW USER', 'NEW EMPLOYER', and 'NEW UNIVERSITY'. The 'RETURNING USER?' section has a form with fields for 'EMAIL' and 'PASSWORD', a 'REMEMBER ME' checkbox, a 'SUBMIT' button, and a link for 'FORGOT YOUR PASSWORD?'. A red arrow points from the 'NEW EMPLOYER' button to a text box on the right. Another red arrow points from the 'SUBMIT' button to a text box on the right.

SWU Career Link

SOUTHERN WESLEYAN UNIVERSITY Connect Engage Recruit!

NEW USER?

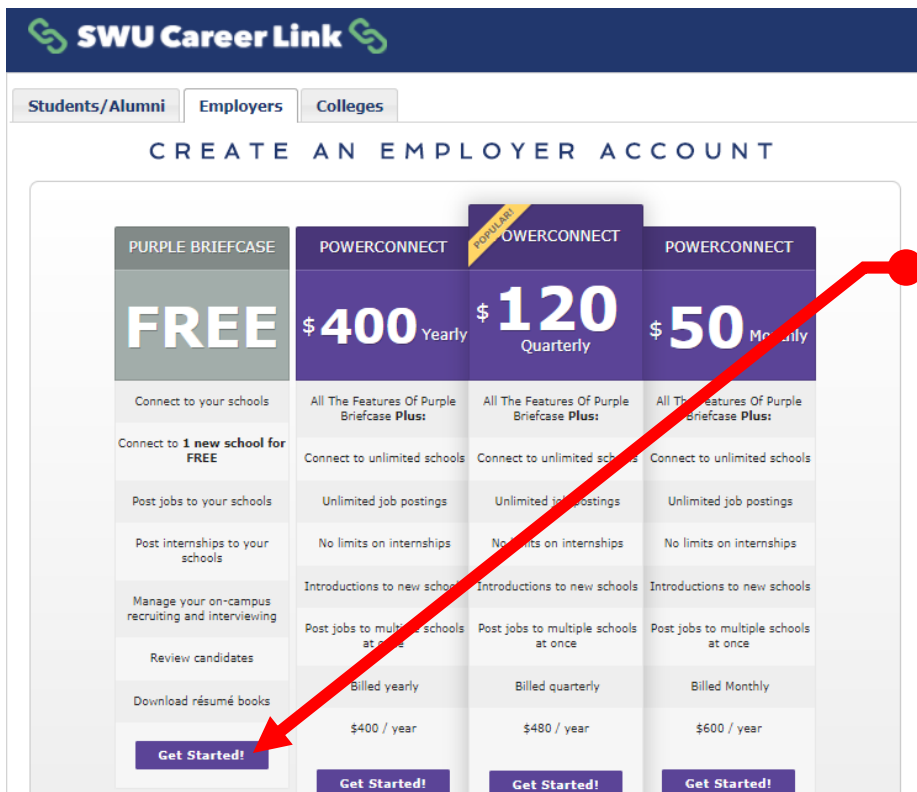
NEW USER
NEW EMPLOYER
NEW UNIVERSITY

RETURNING USER?

EMAIL
PASSWORD
REMEMBER ME
SUBMIT
FORGOT YOUR PASSWORD?

If you are a New Employer, click on **NEW EMPLOYER**

If you are a Returning User, fill in your username (email) and password and click **SUBMIT**



The 'CREATE AN EMPLOYER ACCOUNT' page has a header with the SWU Career Link logo and three tabs: 'Students/Alumni', 'Employers', and 'Colleges'. Below the tabs is a table comparing four pricing options: Purple Briefcase (Free), PowerConnect (Yearly \$400), PowerConnect (Quarterly \$120), and PowerConnect (Monthly \$50). The table lists features such as connecting to schools, posting jobs and internships, and managing recruiting. A red arrow points from the 'Get Started!' button in the Purple Briefcase column to a text box on the right.

SWU Career Link

Students/Alumni Employers Colleges

CREATE AN EMPLOYER ACCOUNT

PURPLE BRIEFCASE	POWERCONNECT	POWERCONNECT	POWERCONNECT
FREE	\$400 Yearly	\$120 Quarterly	\$50 Monthly
Connect to your schools	All The Features Of Purple Briefcase Plus:	All The Features Of Purple Briefcase Plus:	All The Features Of Purple Briefcase Plus:
Connect to 1 new school for FREE	Connect to unlimited schools	Connect to unlimited schools	Connect to unlimited schools
Post jobs to your schools	Unlimited job postings	Unlimited job postings	Unlimited job postings
Post internships to your schools	No limits on internships	No limits on internships	No limits on internships
Manage your on-campus recruiting and interviewing	Introductions to new schools	Introductions to new schools	Introductions to new schools
Review candidates	Post jobs to multiple schools at once	Post jobs to multiple schools at once	Post jobs to multiple schools at once
Download résumé books	Billed yearly	Billed quarterly	Billed Monthly
Get Started!	\$400 / year	\$480 / year	\$600 / year
	Get Started!	Get Started!	Get Started!

NEW EMPLOYER:

New Employer Users have two options for posting jobs or internships through our vendor, *Purple Briefcase*:

- 1) **Required:** Connect to Southern Wesleyan University as your 1 new school for **FREE** by clicking **GET STARTED!**
- 2) **Optional:** Select monthly, quarterly or yearly payment options for PowerConnect for unlimited schools in the Purple Briefcase Network across the United States

Students/Alumni Employers Colleges

CREATE AN EMPLOYER ACCOUNT

Personal Account Information

Company*

salutation ▼

first name*

last name*

email*

password*

mobile

address

city*

state/province* ▼

country* ▼

zip

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

Purple Briefcase
FREE

PowerConnect
\$50 Monthly

POPULAR! PowerConnect
\$120 Qtrly.

PowerConnect
\$400 Yearly

Continue

NEW EMPLOYER:

To connect to Southern Wesleyan University as your 1 new school for **FREE** you must first create an employer account.

Completed all fields required for your Personal Account Information and click **CONTINUE**

Business Account Information

industry* ▼

org type* ▼

are you a third party recruiter? ▼

company*

title*

branch/department

phone*

company website*

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

Purple Briefcase
FREE

PowerConnect
\$50 Monthly

POPULAR! PowerConnect
\$120 Qtrly.

PowerConnect
\$400 Yearly

☐ 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

Continue

NEW EMPLOYER:

Complete required fields for your Business Account Information.

Read and accept the NACE Principles for Professional Practice and confirm you comply with EEO Standards by checking each box and click **CONTINUE**

Once your profile is completed you should see the Welcome dialogue box from Purple Briefcase.

Join. Connect. Hire.

Welcome to Purple Briefcase
the **Modern** Career Network for Recruiting
Talent at Colleges & Universities

How do I start?

 **Join** School Talent
Networks **now** by
requesting access.

 **Connect** your Company
Profile to build your
brand.

 **Hire** Top Talent.
It's that **Easy**.

purplebriefcase™ Get Noticed. Be Prepared. welcome, ellen n pate | support | sign-out

MY BRIEFCASE • MY SCHOOLS

Purple Briefcase is a modern talent community built for colleges, universities and talent acquisition professionals. To get started, you can connect with unlimited number of schools/orgs for unlimited use across all your connected schools/orgs! As a Power Connect User, schools/orgs can also request to connect with you, expanding your recruitment potential across the Purple Briefcase network.

To start your connections, simply select the state and schools/orgs you want and a connection request will be sent. Once the school/org accepts your connection ... you are connected to their talent community! If you received a promotion activation code from a specific school/org, simply add that code below in the connect with a code box and you will be automatically connected!

current school connections

school	company	contact email	contact phone	contact status

requested school connections (pending approval)

school	company	contact email	contact phone	date requested

request a school connection (with a code)

Did the school provide you with a school code? Yes - or - No

request a school connection (without a code)

Request access by selecting the state and name below to submit the request. PowerConnect users can request unlimited connections!

Select a State/Country ▼

Become familiar with the left navigation menu:

-**my briefcase:** the home screen for all actions

-**company profile:** add a logo and company information for your public profile

-**my jobs:** add new jobs and manage the status of jobs you've already posted

-**job applicants:** review any applicants for jobs you've posted

-**my schools:** start here to request school connections and review other available schools

-**students:** review profiles and of any students/alumni who have made their profile public to employers

-**my events:** review and RSVP for any upcoming career events

purplebriefcase™ Get Noticed. Be Prepared. welcome, ellen n pate | support | sign-out

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current school connections

school	company	contact email	contact phone	contact status

requested school connections (pending approval)

school	company	contact email	contact phone	date requested

request a school connection (with a code)

Did the school provide you with a school code? Yes - or - No

request a school connection (without a code)

Request access by selecting the state and name below to submit the request. PowerConnect users can request unlimited connections!

SC ▼

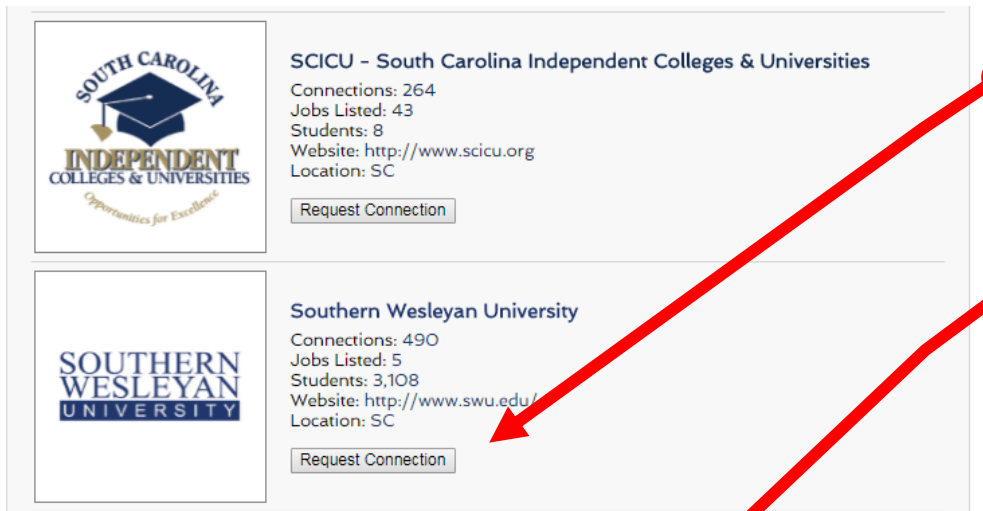
connect with a school

Click on my schools:

Start here to request school connections and review other available schools

For help and VIDEO INSTRUCTIONS click on the QUESTION BUTTON

To Request a school connection (without a code) for Southern Wesleyan, choose SC for the state in the dropdown box

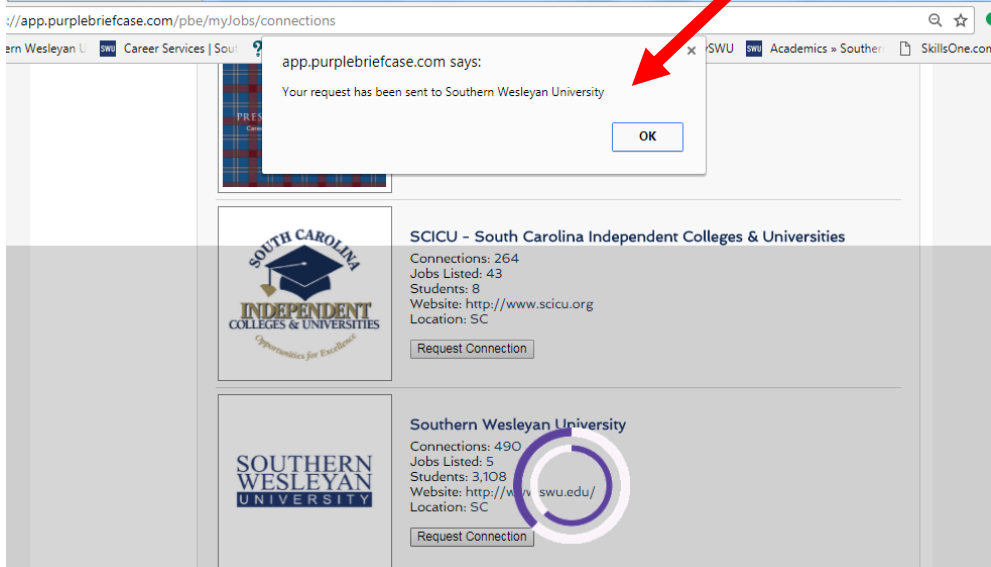


SCICU - South Carolina Independent Colleges & Universities
 Connections: 264
 Jobs Listed: 43
 Students: 8
 Website: <http://www.scicu.org>
 Location: SC
[Request Connection](#)

Southern Wesleyan University
 Connections: 490
 Jobs Listed: 5
 Students: 3,108
 Website: <http://www.swu.edu/>
 Location: SC
[Request Connection](#)

Scroll down to find “Southern Wesleyan University” and click **REQUEST CONNECTION**

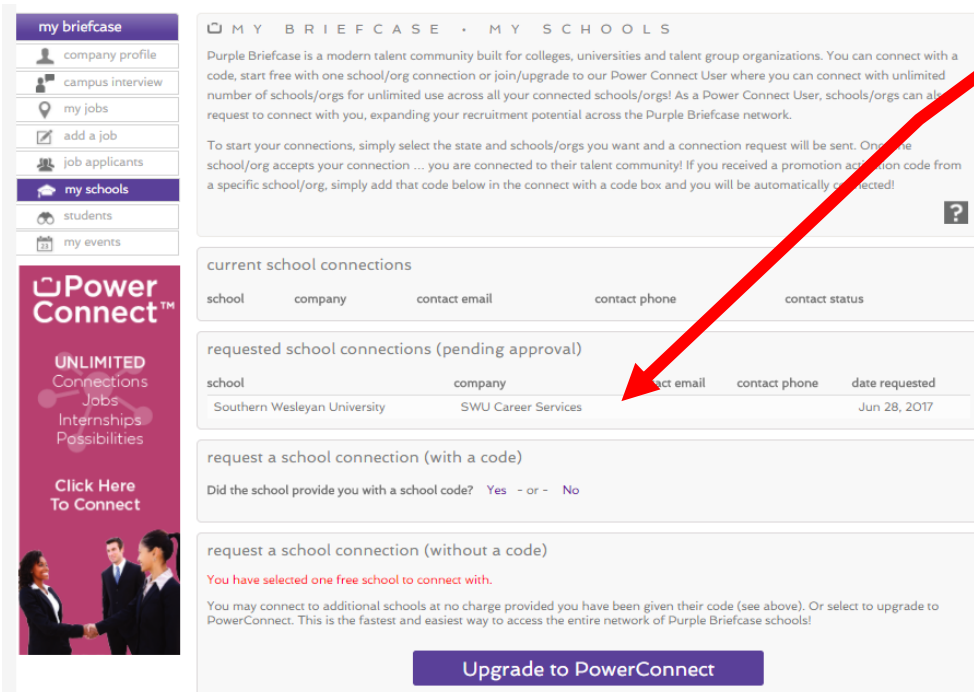
You should see a dialogue box confirm that your request has been sent to Southern Wesleyan University



app.purplebriefcase.com says:
 Your request has been sent to Southern Wesleyan University
[OK](#)

SCICU - South Carolina Independent Colleges & Universities
 Connections: 264
 Jobs Listed: 43
 Students: 8
 Website: <http://www.scicu.org>
 Location: SC
[Request Connection](#)

Southern Wesleyan University
 Connections: 490
 Jobs Listed: 5
 Students: 3,108
 Website: <http://www.swu.edu/>
 Location: SC
[Request Connection](#)



my briefcase
 company profile
 campus interview
 my jobs
 add a job
 job applicants
my schools
 students
 my events

Power Connect™
 UNLIMITED Connections Jobs Internships Possibilities
 Click Here To Connect

MY BRIEFCASE • MY SCHOOLS
 Purple Briefcase is a modern talent community built for colleges, universities and talent group organizations. You can connect with a code, start free with one school/org connection or join/upgrade to our Power Connect User where you can connect with unlimited number of schools/orgs for unlimited use across all your connected schools/orgs! As a Power Connect User, schools/orgs can also request to connect with you, expanding your recruitment potential across the Purple Briefcase network.

To start your connections, simply select the state and schools/orgs you want and a connection request will be sent. Once the school/org accepts your connection ... you are connected to their talent community! If you received a promotion action code from a specific school/org, simply add that code below in the connect with a code box and you will be automatically connected!

current school connections

school	company	contact email	contact phone	contact status

requested school connections (pending approval)

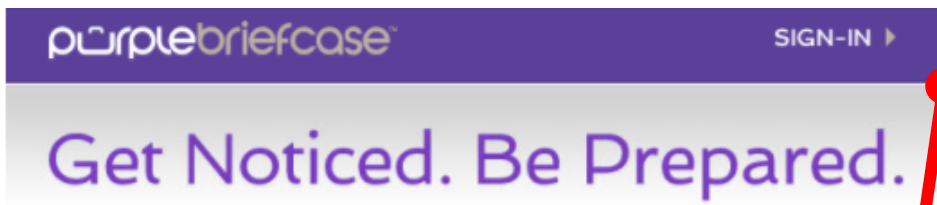
school	company	contact email	contact phone	date requested
Southern Wesleyan University	SWU Career Services			Jun 28, 2017

request a school connection (with a code)
 Did the school provide you with a school code? ☐ Yes ☒ - or - ☐ No

request a school connection (without a code)
 You have selected one free school to connect with.
 You may connect to additional schools at no charge provided you have been given their code (see above). Or select to upgrade to PowerConnect. This is the fastest and easiest way to access the entire network of Purple Briefcase schools!

[Upgrade to PowerConnect](#)

Until Southern Wesleyan approves your connection, you will see your pending request in the **my schools** section



You should receive a confirmation email from our vendor, Purple Briefcase, when your employer account has been created

Dear Ellen N Pate:

We are really happy to welcome you to Purple Briefcase! Purple Briefcase is the modern platform that many colleges and universities are joining to attract top employers and have their top talent be seen by you! Whether you joined on your own exploration or came to us from your preferred school's website, we are excited you are on board and can't wait for you to start joining the school talent communities!

Here are three things you can do to showcase your company:

- **Join.** Request Access to join a school talent community. Head on over to My Schools and request access to each of your preferred schools. You may have joined Purple Briefcase by entering our site from a school's website. You still need to connect to that school! Join schools today to start your experience.
- **Connect.** Build your Company Visual Profile to showcase your corporate success. Talent can search your Company Visual Profile to learn more about your company and culture. We call this your Corporate DNA. Add tiles that match your company, creating an interactive and fun snapshot for talent to see your brand!
- **Hire.** Create jobs, attend campus events and search user Visual Profiles to find and attract the top talent. As users search on your company and favorite you, they will get alerts each time you post activity to their talent community. The more activity, the more connections together. And you can favorite users to quickly view their snapshot and connect.


Let's get it going! [Log in now.](#)

Thanks for joining! New schools are joining Purple Briefcase all the time, so you will want to stop back often.

The PURPLE Team

You should receive a confirmation email SWU Career Link once your request to connect has been approved from Southern Wesleyan University

Southern Wesleyan University has been added to your account Inbox x

 PurpleBriefcase <donotreply@purplebriefcase.com>
to me

9:36 PM (1 minute ago) ☆



Dear: Ellen N

Thank you for your interest in recruiting **Southern Wesleyan University** students and alumni through **Purple Briefcase**! Your request to connect has been approved. You may now log in to post your full-time and part-time employment, internship, and volunteer opportunities, and view student and alumni resumes and profiles.

To log in please follow the instructions below:

- Go to our [log in](#).
- Submit your email address and password as a returning user
- You are now on your homepage where you can add and manage jobs, create your organization profile, view student/alumni resumes, and learn about upcoming events.

Purple Briefcase Team

current school connections

school	company	contact email	contact phone	contact status
Southern Wesleyan University	SWU Career Services			enabled

requested school connections (pending approval)

school	company	contact email	contact phone	date requested
--------	---------	---------------	---------------	----------------

request a school connection (with a code)

Did the school provide you with a school code? ☐ Yes - or - ☒ No

Add a school connection using the token provided by an inviting school.

request a school connection (without a code)

You have selected one free school to connect with.

You may connect to additional schools at no charge provided you have been given their code (see above). Or select to upgrade to PowerConnect. This is the fastest and easiest way to access the entire network of Purple Briefcase schools!

Once your connection is approved you should see **Southern Wesleyan University** listed in your current school connections

Congratulations! You should now be able to submit job/internship postings to students and alumni from Southern Wesleyan once they have been reviewed

purplebriefcase™ Get Noticed. Be Prepared. welcome, ellen n pate | support | sign-out

my briefcase

- company profile
- campus interview
- my jobs
- add a job
- job applicants
- my schools
- students
- my events

PowerConnect™
UNLIMITED Connections Jobs Internships Possibilities
Click Here To Connect

My Jobs

My Schools

Add Jobs

View Students

Manage Jobs

Upload your Company Logo today!

School Events

There are 0 company favorites

Click on **my briefcase** to access all of your options to post jobs, review your schools, manage current jobs, update your company profile and RSVP for school events

purplebriefcase™ Get Noticed. Be Prepared. welcome, ellen n pate | support | sign-out

my briefcase
company profile
campus interview
my jobs
add a job
job applicants
my schools
students
my events

Students Favorite Students Resume Books

Select major Select alumni Grad Year
Industry
Enter city Select a State Select a Company Type School
GPA Not seeing student profiles ? Note: regarding GPA filter ?

Search View All

Student's Southern Wesleyan University
Aspiring Higher Education professional with a special interest in Career Development

Southern Wesleyan University
Process Driven
B.S. Psychology
Great With Numbers
Musician
Excel Mastery Level 3
Well Organized
Teamwork Focused
Aspiring Higher Education professional with a special interest in Career Development

Click on **students** to search for and review any students/alumni from Southern Wesleyan University who have made their profiles public to employers.

From these profiles you should gain access to visual profiles as well as their traditional resumes. You can favorite and email students from their visual profiles.

purplebriefcase™ Get Noticed. Be Prepared. welcome, ellen n pate | support | sign-out

my briefcase
company profile
campus interview
my jobs
add a job
job applicants
my schools
students
my events

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.

submitted published placements closed cancelled expired

+ add job

published job postings
There are currently no job postings.

Click on **my jobs** to create and manage jobs/internship postings. Begin by clicking "add job".

purplebriefcase Get Noticed. Be Prepared. welcome, ellen n pate | support | sign-out

my briefcase

- company profile
- campus interview
- my jobs
- add a job**
- job applicants
- my schools
- students
- my events

MY BRIEFCASE · ADD A JOB

Posting your open jobs here will connect you to the best talent that colleges and organizations have to offer. When you are ready to post a new job, select 'submit' as the job's status. All positions submitted are reviewed by the selected org/school for relevance to their talent community before they select publish. 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](#).

IF YOU ARE UNABLE TO SELECT A SCHOOL/ORG TO POST A JOB, PLEASE GO TO THE 'MY SCHOOLS' SECTION AND SEND A REQUEST TO A SELECTED SCHOOL/ORG TO START POSTING JOBS. ONCE YOU SEE AN EMAIL CONFIRMING YOUR CONNECTION, YOU WILL THEN BE ABLE TO SELECT THAT SCHOOL/ORG AND POST A JOB.

school* Southern Wesleyan University

hold ctrl/cmd to select multiple

company SWU Career Services

how should students apply? via Platform

contact* Ellen N Pate

email* swucareeredu@gmail.com

apply-to information same as above

status* Submit

job type* Full Time
Internship
On Campus
Part Time
Volunteer

hold ctrl/cmd to select multiple

job functions* Account Management/Planning
Accounting
Administration
Administrative/Support Services

Select Southern Wesleyan as your school and fill in all the job description fields to submit a new job for approval.

job functions* Account Management/Planning
Accounting
Administration
Administrative/Support Services
Advertising/Public Relations
Animal Care
Architecture
Auto Technician
Aviation
Banking/Real Estate/Mortgage Professionals

hold ctrl/cmd to select multiple

job majors/interests Agriculture & Animal Sci & Plant Sci
Architecture and Planning
Art Education
Art History
Art Technology
Art Therapy
Arts Administration
Arts: Design & Film Photo & Video & Visual
Arts: Fine Arts & Performing & Music & Theatre
Biological Sciences

hold ctrl/cmd to select multiple

school of all
College of Arts and Sciences
Division of Fine Arts
Division of Humanities
Division of Religion
Division of Science
Division of Social Science
School of Business
School of Education

hold ctrl/cmd to select multiple

title*

description*

The screenshot shows a web form for posting a job. The form includes fields for 'requirements*', 'application notes', 'internal job id', 'city* (max. of 10)', 'state/province*', 'country*', 'salary*', 'expiration date', and 'set expiration date'. There are also checkboxes for 'allow job posting to display contact information', 'allow job applications via email', and a confirmation statement: 'I confirm that I have read and verified that this job complies with EEO Standards and Recruiting/Posting Policy*'. At the bottom right, there are 'cancel' and 'save' buttons. A red arrow points from a text box on the right to the 'save' button.

Once all the required fields are completed click **save**

Your pending jobs will be reviewed and approved in the order it is received

Please be aware of the following circumstances in which jobs/internships will automatically be rejected:

Email and website discrepancies

- No contact name is listed for the employer
- the contact or job email address is not specific to the company or does not match the company website
- email addresses ending in Gmail, yahoo, live.com, ymail, etc., will not be accepted (contact epate@swu.edu for exception requests)

For-profit employers offering unpaid internships

- most "unpaid" internships will be under heavy scrutiny based on the [Fair Labor Standards Act](#) and must be in compliance
- exceptions for "unpaid" internships may be considered for non-profit, education, and faith-based agencies

Pay upfront or "work from home" positions

- any employer requesting applicants to pay for fees or direct deposit information before hiring will be rejected
- most "remote" positions or "work from home" positions will likely be rejected

Please contact Ellen Pate at epate@swu.edu if you have questions or would like access to our Employer Guide for posting internships.

To increase interest in your organization and job/internship postings, it will be critical to complete your company profile and upload a company logo.

Make sure that you make your profile public to students and alumni

For help and VIDEO INSTRUCTIONS click on the QUESTION BUTTON

Congratulations! We are so glad you have chosen to connect with Southern Wesleyan University for your job and internship hiring needs!

We believe you will not be disappointed! For a sneak peak of the latest success of our graduates go to <http://www.swu.edu/careeroutcomes>

Optional: Select monthly, quarterly or yearly payment options for PowerConnect for unlimited schools in the Purple Briefcase Network across the United States