Go to the SWU Career Link Login Page

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

We are very excited to announce that we have recently begun using a new platform (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!

If this is your first visit, click on NEW USER

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

Select South Carolina and Southern Wesleyan University in the dropdown boxes

CURRENT STUDENTS: Complete the fields in the “Your Information” section (make sure to use your school email address for the “school email” field which should end in @mail.swu.edu)
ATTENTION ALUMNI:
If you are an Alumnus and no longer have an active @mail.swu.edu address, then please put down your current address and select to “Create Pending Account” with your updated information.
ATTENTION ALUMNI:

You will create a “pending” account to be approved by the Career Services office by entering in your current email address and creating a password. Click Submit.

ATTENTION ALUMNI:

You will see this dialog box and will not be able to login until your pending account is accepted. You’ll receive an email as soon as your account activation request has been reviewed.
Current Students or Active Alumni:
If you are already uploaded in the system you should see the dialog box that says “We found a record that matches your search”.

To confirm who you are please enter in your student ID and click “Submit ID”

Once you are confirmed in the system you can finish filling out a password and click “Submit” to register
You should see this dialog box if your registration was successful.

You may need to go to the SWU Career Link Login Page to use your email address and password to login and click Submit.
New features on the student homepage! Check out the NEW LOOK below!

Click

For Events and to RSVP

Click

To watch videos

Click

To join chats about career topics

Click

To see and apply for job openings

Click

To see company and organization profiles

Click

To see and apply for internships
Increase Your Career Score by exploring the platform

Once you are logged in click on “my briefcase” to get to your homepage. This is where you can access all that SWU Career Link has to offer. You can also click links on the left menu.

Click on the “OVERALL SCORE” LINK to get started in all the tasks that can be tracked in your career progress. This percentage score will increase every time you take more career development steps.
Increase Your Career Score by watching career tip videos!

- Track your progress and increase your career score in the “my score” section.
- Get help with short training videos by clicking the question mark icon in each section.
- Watch hundreds of short, career advice videos by clicking on the “my channels” link.
- You can sort videos by your topic of interest or by hashtags.
Update your Profile and make it public

The best way to attract employers is to have a complete profile. Click on “my profile” to make updates to your account and to update your profile and interests.

Click on “Visual Profile” to create the profile that will be visible to employers.

IMPORTANT!
Once you have a complete visual profile click the button to “Show” your profile to employers to make it public to employer contacts. This is the only way you will be able to apply for jobs/internships and be found by recruiters!!

Get help with short training videos by clicking the question mark icon in each section.

Click the plus sign to add elements to your Visual Profile.

Please Note:
Your photo should be head shot (shoulders up) wearing at least business casual attire. See advice here from LinkedIn.
Upload your resume and make sure to share with employers.

Very Important!
A final step to complete your profile is to upload a professional resume in the “my docs” section. If you need help creating or updating your resume please reach out to Ellen Pate at epate@swu.edu.

You can upload multiple resumes, cover letters, and other documents. Click the heart icon to select which document will be your primary document seen by all employers.
Search for and apply to jobs and internships!

**Advanced Search**
Make sure to select “Advanced Search” to filter the job listings.

**Job Search**
Click on “my jobs” in the left menu to view currently posted jobs, internships, and external job boards.

Select one or multiple options in the “Job Functions” dropdown to filter jobs relevant to your area of interest.

*Note: for best results, do not filter by industry, major or college*