EMPLOYER GUIDE TO USING CMC CAREER CONNECT

Career Connect (powered by Purple Briefcase) is the platform Colorado Mountain College Career Services uses for employers to post jobs & internships, engage with candidates, and register for events. We recommend you bookmark the URL above for regular login.


Already Have a Purple Briefcase Account?
- Go To MY SCHOOLS
- Find "Connect to school via SCHOOL Code."
- Enter School Code **CMC250** for Colorado Mountain College

NEW EMPLOYERS ACCOUNT CREATION:
- **Select "New Employer"** on Career Connect
- **Select the FREE Option** and enter account details.
- **Confirm EEO Standards:** Accept the service agreements by checking the boxes at the end of the second page.
- **Build Your Profile:** Students can follow your company's actions within the site, and a full profile attracts much more attention than an empty one (see below for details)
- **Account Review/Approval:** Accounts are reviewed on weekdays and employers should expect approval within 48 hours. An authorized email to post position announcements will be sent once your account is approved.

PLATFORM MENU OPTIONS:
- **My Briefcase** – View all of your notifications and have easy access to menu options.
- **Company Profile** – Create and edit your profile by selecting tiles and choosing from a list of options.
- **My Jobs** – Manage all of your posted jobs and internships, including editing and deleting.
- **Add a Job** – Create a job posting to advertise.
- **Job Applicants** – Receive applications and resumes.
- **My Schools** – Administer your connections to the schools that use Purple Briefcase.
- **Students** – Browse through potential candidates at your connected schools.
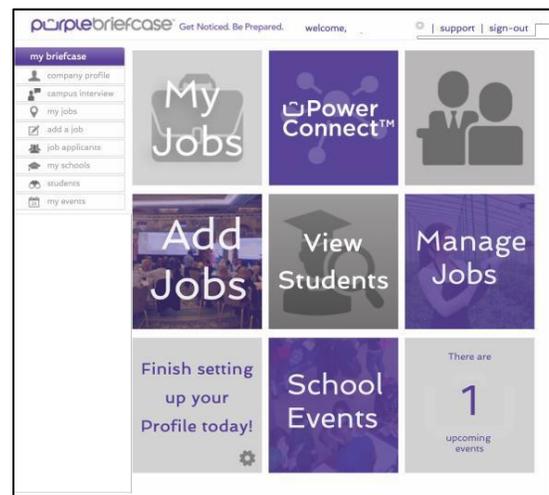
PROFILE COMPLETION

- **Importance of Profile:** A robust employer profile is much more visually appealing to students and offers an opportunity to share elements of company culture. In addition, students can "favorite" your profile and automatically are updated on your jobs and activities.
- **LOGO:** 225px x 225px in size (.jpeg, .jpg, or .png). Especially important as students see it in different places throughout the platform
- **Company Statement/Mission:** helps in identifying what your organization does if company name **doesn't** provide those clues.
- **Add Tiles** from topics given or create your own topics, on benefits, environment,
- **Location and Website link**
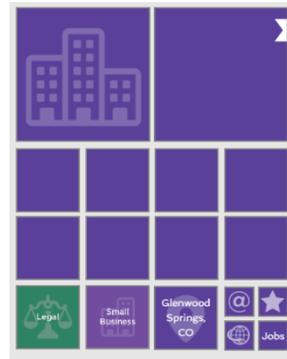
POSTING JOBS/INTERNSHIPS:

- **Submit and Save:** When you post jobs and internships, please be sure to set the status of the job or internship to *Submit* and then click *Save* at the bottom of the page when you are finished.
- **Admin Review/Publish:** Your submission will be routed to our team. We will review it and then set the status to *Published* for the entire community to see.
- **Candidate Applications:** Employers have the ability to set application instructions for all posts –candidates can apply within the system directly, can be redirected to the employer website or alternative instructions can be given by the employer.

Special Notes

The Career Services at Colorado Mountain College promotes the use of Career Connect as a platform for job seekers as a courtesy and service, to assist in identifying part-time, temporary, seasonal, internship, full-time entry level and full-time experienced positions. As an employer, you can manage all your internships and employment listings, and connect with CMC students and alumni, through this system.

Please become familiar with the principles and standards that guide all of the recruitment activities here at CMC set forth in the **CMC Employer Recruiting Policies**. Career Services reserves the right to remove any employer who does not follow the CareerConnect and Employer Recruiting guidelines in place.