



Hello from Spartanburg Methodist College!

SMC uses Purple Briefcase as our main means of sharing job and internship opportunities with our students. If you are new to Purple Briefcase it is an online platform that allows our students to access job and internship opportunities available for them. It also allows you as an employer to have an easy way to post opportunities to our students anytime you have something available. We are excited to invite you to connect with us on Purple Briefcase!

You can create your FREE account today by clicking over to <https://app.purplebriefcase.com/pb/account/login?s=Spartanburg> and selecting the option for New Employer.

After you've created your account, you'll want to navigate over to the *My Schools* page.

On that page you should scroll down to the *Request A School Connection (With A Code)* Section. Our school code is: **SPAR141**

As soon as you enter that code, you'll be able to post jobs and internships to our community.

Since this might be a new platform for you, we want to give you a few quick tips:

1. Build out your profile! Students can follow your company's actions within the site, and a full profile attracts much more attention than an empty one. Don't forget to upload your company's logo! All of this is managed on the *My Profile* page of your Purple Briefcase account.
2. Once we've approved your connection, you'll receive a notification email to the address that you used to create your account and then you'll be ready to post opportunities with us. When you go to post, 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. This will submit the opportunity to our team. We'll review it and then set the status to *Published* for our entire community to see!
3. Once you have created the account for your company you will be able to post any current job or internship positions. You will also be able to log back in at any time in the future with that log in information to post any future opportunities as they become available.

We can't wait to have you connected to our community. Purple Briefcase will allow you to connect with us in a more robust and meaningful way than ever before, so please create your account and connect with SMC today!

Thank you for your interest in working with our students!