

Welcome to Pioneer Job Hub! This is your one stop shop to access job and internship postings specifically marketed to SMC students!

Pioneer Job Hub is powered by **Purple Briefcase**.

Access the new Pioneer Job Hub at www.smccsc.edu/PioneerJobHub

FIRST TIME USERS:

- When you click the link you will be taken to the Purple Briefcases sign-in page.
- For your first time entering, click on New User.
 - Select South Carolina from the pull-down list, and then Spartanburg Methodist College from the pull-down list of colleges.
 - On the next page enter your name and SMC email address and click Find Me.
 - Your account information should be loaded into the system. Enter your SMC student ID number to confirm.
 - Your account profile information will display and you can create a password.
 - If the system does not find you, you can still enter your information and create an account and password.

Pioneer Job Hub will be an important source of information, career-related event announcements, and career exploration tools. Most importantly it is the main platform that SMC will use to post internships and job opportunities.




Once you are registered in the system here are some helpful first ways to use Pioneer Job Hub.

1. You can view posted jobs and internships by clicking the boxes in the middle of the screen. These are only opportunities that have been sent directly to SMC. These postings will continue to update and change as more are sent to us.
2. Click to create your profile. The more information you have filled out and completed the more attractive your profile will be to the companies recruiting potential employees through Pioneer Job Hub. Remember this is your PROFESSIONAL PROFILE. Make sure everything you upload is suitable for a job interview.
3. Upload your Resume. Once it is uploaded in the system you will be able to apply for positions in Pioneer Job Hub. If you need resume assistance click the link to contact a "Career Expert" and you can set up a time to meet with an SMC staff member.
4. Career Path: If you are unsure of what you want to major in, where to transfer to, or of your future career click the career path link and it will take you to Jobzology a career assessment. You can create an account with your SMC student email and take a free assessment. Once you have completed the assessment contact one of our campus career experts, or set up a meeting time directly from Pioneer Job Hub under the career experts link on the left. We will walk through your results together to help you identify some career options, majors, and transfer institutions.

5. Career Experts: If you need help with a resume, preparing for a job interview, career assessments, or figuring out where to start contact one of our career experts (staff members at SMC) or request a meeting time.

If you have any questions about Pioneer Job Hub, or need assistance contact Courtney Shelton sheltonc@smcsc.edu.

Here are three highlights you will notice as you begin to use the new platform:

	<p>My Score: When you log in the center square has an icon that looks like the figure to the left. As you complete elements within the platform your score will increase. If you are looking for clues you can always click on the center square and it will show what you have completed and suggest activities for you to complete.</p>
	<p>My Profile: All students will be able to develop a visual profile that will showcase your work history, academic accolades, and extracurricular information. The visual profile is a new and unique way to share your info with employers, but it does not replace a traditional résumé. Your visual profile serves as a platform for employers to experience what you have to offer, and provides them with access to your résumé. My Profile can be accessed from the left navigation menu, or the lower left square on the home page. We encourage you to begin building your visual profile today.</p>
	<p>Connections: Our new modern and intuitive platform allows you to search employers, follow them for alerts of their on-campus activity and their posted employment opportunities. You can also connect with Career Counseling or Professional Development to setup appointments to learn more ways to help prepare for internships and job opportunities. Pioneer Job Hub has hundreds of career preparation videos for you to watch and comment on, forums for connecting to great career advice, and SMC specific event postings that you can RSVP to, and most importantly: Internship and job postings!</p>