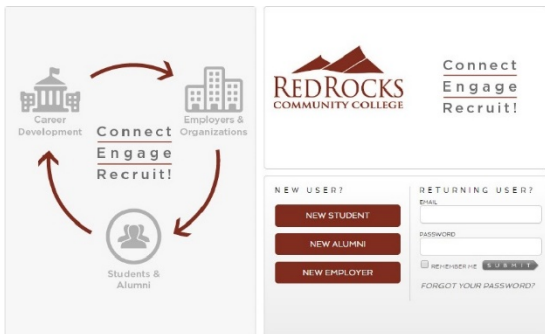


Career Connect (powered by Purple Briefcase) is the platform the Red Rocks Community College Career Success Center uses for employers to post jobs, internships, connect with candidates, and register for events.

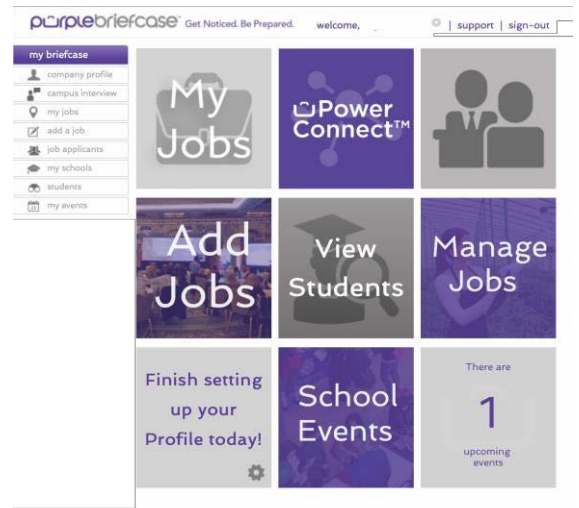


**CREATE ACCOUNT AND POST JOBS:**

- Select “New Employer” on Career Connect, [www.rrcc.edu/career-connect](http://www.rrcc.edu/career-connect)
- **Create an Account:** Select the FREE Account, then using the easy drop down menus and boxes, enter your employer account details.
- **Confirm EEO Standards:** Accept the service agreements by checking the boxes at the end of the second page.
- **Choose the School:** On the MY SCHOOLS page, scroll to the bottom of the page and find “Select Your One Free School,” pick CO as your state, and then click on Red Rocks Community College to request connection.
- **Explore the System:** Explore Purple Briefcase while your account is being verified and approved. An authorized email to post position announcements will be sent once your account is approved.

**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 that you want 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 the schools you are connected to.



\*The Career Success Center at Red Rocks Community College promotes the use of Career Connect as a platform for job seekers to identify 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 Red Rocks students and alumni through the system. Please become familiar with the principles and standards that guide all of the recruitment activities here at Red Rocks. Also, note that the Career Success Center reserves the right to remove any employer who does not follow the Employer Guidelines as set forth for them.