

Employer Guide for using the CCCS Career Consortium Site



The Colorado Community College System (CCCS) Career Consortium (powered by Purple Briefcase) is the platform many of the Colorado Community Colleges use for employers to post jobs, internships, connect with candidates, and register for events. As an employer, you can manage all your internships and employment listings, and connect with Consortium students and alumni through the system.

FIRST-TIME USERS- TO CREATE AN ACCOUNT AND POST JOBS:

1. **Select “New Employer”** on the CCCS Career Consortium webpage <https://app.purplebriefcase.com/pb/account/login?s=CCCS>
2. **Create an Account:** Select the FREE Account, then using the easy drop down menus and boxes, enter your employer account details.
3. **Accept Terms of Use:** Confirm the Terms of Service, Privacy Policy, NACE Principles for Professional Practices, EEO Standards, and Recruiting and Posting Policy
4. **Explore the System:** Explore Purple Briefcase while your account is being verified and approved (you will receive an approval email).

RETURNING USERS- ALREADY HAVE AN ACCOUNT?

To post to additional CCCS Consortium member schools, once logged in to your account click the ‘my schools’ tab and enter one or more of the following school codes:

CCCS Consortium Member School Codes	
CCCS Career Consortium (ACC, CCA, CCD, FRCC, OJC, and RRCC)	CCCS227
Arapahoe Community College (ACC)	ARA215
Community College of Aurora (CCA)	AUR199
Community College of Denver (CCD)	CCD180
Front Range Community College (FRCC)	FRCC230
Otero Junior College (OJC)	OJC50
Red Rocks Community College (RRCC)	RRCC222

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 with which you are connected.

EMPLOYER RECRUITMENT GUIDELINES:

- Please become familiar with the principles and standards that guide all of the recruitment activities at each of the CCCS colleges, which are informed by the NACE Principles for Ethical Professional Practice.
- The CCCS Career Consortium reserves the right to decline to post an opportunity or remove any employer who does not follow individual college’s employer recruitment guidelines.