

**CAREER KIT**, powered by Purple Briefcase is an online career network that allows Quincy College students and alumni access to job and internship listings, career search tools, events, and more. CAREER KIT is a great resource for discovering your career connections. It also offers career chats, videos, networking tips and other tools to help you during your search. Your first step is to create a profile that gets you noticed by employers who are looking for interns and employees.

## 1 ACCESS CAREER KIT - NEW USER

- To start, go to <https://app.purplebriefcase.com/pb/account/login?s=Quincy>
- Click on the link for “New Student or New Alumni”.
- Next, click on “Create or Find your Account”.
- Add your information then submit.
- Your account will be in “pending status” until approved by career services.
- Close out of the program and relaunch Career Kit in a new browser, logging in with your email and password.

## 2 VISIT THE HOME PAGE/ MY BRIEFCASE

- Once you are logged into your account, you’ll be brought to the home screen (in feed or tile view).
- On the left side of the screen, click on My Briefcase where you can explore interactive tiles topics with jobs, internships, upcoming career events, career chats, videos and more.

## 3 COMPLETE MY PROFILE SECTION

- Click on “My Profile” to start building your profile. The more comprehensive your profile the more likely you will be noticed! Click on “Add Tile” then select the type of tile you would like to add and any other information prompted.
- Visual Profile: Add a professional picture of yourself, make a personal statement, display activities you’re involved in, identify your job preferences and more.
- About Me: Update your personal and academic information.

## 4 CAREER PATH / ASSESSMENTS

- Access links career assessment links and explore career options with **O\*Net Interest Profiler** and **Career Cruising**. A list of suggested professions based upon your interests, values and skills will help you learn more about potential career paths.

## 5 REVIEW EVENTS

- Click on the “Events” tile or “my events” in the navigation pane to view a list of career services events such as Information Sessions, Workshops, Career Fairs, as well as the details that apply to them.

## 6 UPLOAD DOCUMENTS

- Review your résumé prior to uploading. Students and alumni may contact call or stop by the office to schedule a résumé critique appointment.
- Click on “My Docs” and choose the file you’d like to upload. Select the type of file (résumé, cover letter, transcript, writing sample or other). Provide a short description of the document. When finished click “Upload File”.

## 7 SEARCH FOR OPPORTUNITIES

- From the home page click on the “my jobs” in the navigation pane on the left of the screen. By selecting the appropriate tab, you can search jobs, internships, and see your recent activity. You can also do an internet search for opportunities using **Indeed** or **LinkedIn**.

## 8 REVIEW EMPLOYERS

- Click on “Companies” to view companies in the system that directly contact Career Services to post positions. You can conduct a search by industry, city, company name, company type, and companies with alumni connections.

## 9 ACCESS VIDEO INTERVIEW PRACTICE TOOLS

- Under “My Prep” choose from multiple career related videos and resources; create your own free interview practice account and watch your interviews or use the social links to send your best interview to counselors, professors, and friends.

## 10 MY PROGRESS

- From the home page click on the center tile or “my score” in the navigation to view your progress in the system. Your progress score is calculated by measuring your progress in specific task groups. These tasks are grouped to help you focus your efforts toward the goals of helping you build your profile, find that job, best prepare for that interview, and build the skills to get noticed and stand out from the crowd.

### CAREER SERVICE CENTER

**QUINCY CAMPUS** 1st Floor Rm 114N | 617-984-1662 | [ksalhaney@quincycollege.edu](mailto:ksalhaney@quincycollege.edu)  
**PLYMOUTH CAMPUS** 36 Cordage Park Circle | 617-405-5923 | [gclancy@quincycollege.edu](mailto:gclancy@quincycollege.edu)

