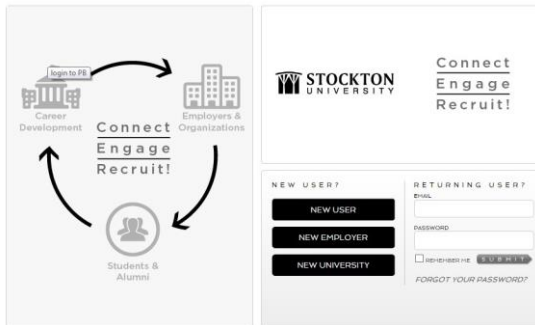


StocktonWorks (powered by Purple Briefcase) is the platform Stockton University Career Center uses for employers to post jobs, internships, connect with candidates, and register for events.



## CREATE ACCOUNT AND POST JOBS:

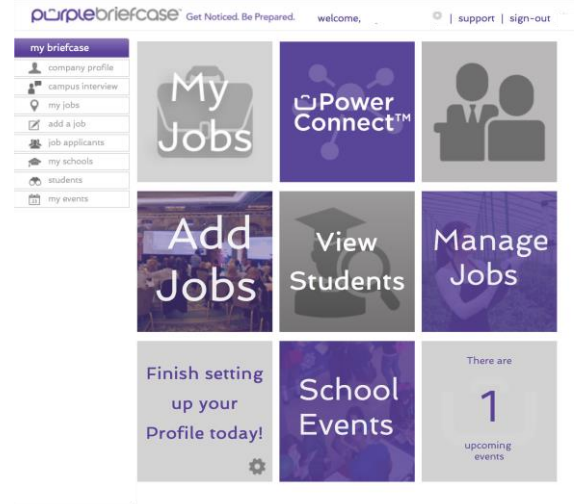
- Select “New Employer” on StocktonWorks, [www.stockton.edu/stocktonworks/employer](http://www.stockton.edu/stocktonworks/employer).
- Create a FREE account, then select “My Schools” - > “Request A School Connection. (With a Code) Section” -> and enter school code **STO156**.
- Post jobs and internships by selecting the “Add a Job” tab.

## REGISTER FOR AN EVENT:

- Log into account.
- Select the “My Events” link on the left side of the page. From there you will be able to register for the Career and Internship Fair.
- To pay: use the online credit card payment option or make checks payable to Stockton University, Career Center and mail to Stockton University, Career Center, 101 Vera King Farris Drive, Galloway, NJ 08205. A receipt will be emailed to you upon payment.

## 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 – Add or by using the drop down menu.
- 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.
- My Events – View and register for campus events including career and internship fairs.



\*The Career Center at Stockton University promotes the use of StocktonWorks 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 Stockton students and alumni through the system. Please become familiar with the principles and standards that guide all of the recruitment activities here at Stockton. Also, note that the Career Center reserves the right to remove any employer who does not follow the [Employer Guidelines](#) as set forth for them.