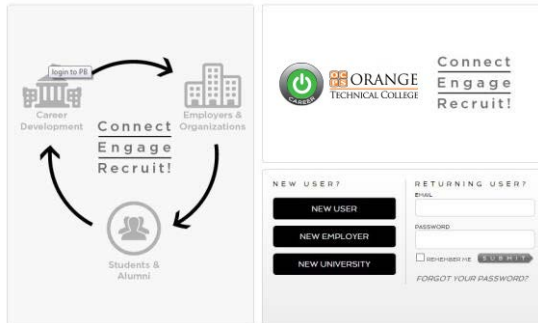


OTC Briefcase (powered by Purple Briefcase) used by Orange Technical College allows employers to post jobs, internships, connect with candidates, and register for events.



CREATE AN ACCOUNT AND POST JOBS:

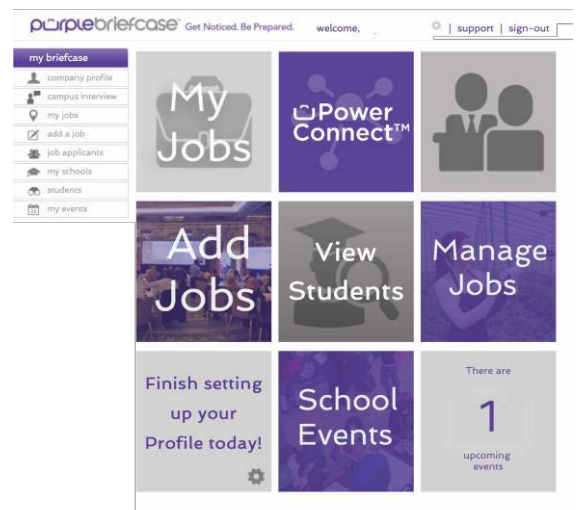
- https://www.orangetechcollege.net/otc_briefcase
- Select "New Employer" on OTC Briefcase
- Create an Account: Select the FREE Account option, then using the easy drop down menus and boxes, enter your employer account details.
- Explore the system. An authorized email to post position announcements will be sent within 24 hours.

REGISTER FOR AN EVENT:

- Log in to account.
- Select the "My Events" link on the left side of the page. From there you will be able to register for Career and Internship Fairs. (when available)

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 – Using the drop down menu.
- Job Applicants – Receive applications and resumes.
- Students – Browse through potential candidates.
- My Events – View and register for campus events including career and internship fairs



*Career centers located on Orange Technical College campuses promote the use of OTC Briefcase 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 OTC students and alumni through the system. Also, note that the career center reserves the right to remove any employer who does not follow employer guidelines as set forth for them.