



BENEDICT COLLEGE CAREER PATHWAYS INITIATIVE AND SERVICE-LEARNING PROGRAM

GRADUATING SENIOR CAREER CLEARANCE REQUIREMENTS FORM

To be cleared for graduation through the Benedict College Career Development Center, all graduating seniors must complete the following steps: 1) Enroll in the Purple Briefcase Career Management System; 2) Upload resume and profile picture in the Purple Briefcase Career Management System; 3) Complete the Senior Exit, NACE, and First Destination Survey

Graduating Senior: _____ **Graduation Date** _____
Major _____

Please verify that the graduating senior listed above has completed each of the requirements outlined by the Career Development Center to be cleared for graduation.

PLEASE CHECK THE APPROPRIATE CORRESPONDING BOX ONCE REQUIREMENTS ARE VERIFIED

	COMPLETED	NOT COMPLETED	NOTES
Enrolled in Purple Briefcase			
Uploaded Resume in Purple Briefcase			
Uploaded Profile Picture in Purple Briefcase			
Completed Senior Exit, NACE, and First Destination Surveys			

I have reviewed and approved the student's documents, as listed above, by the Career Development Center.

Academic Advisor/Department Designee _____

Ext _____ **Date** _____

Upload this form to the Career Services Dropbox by _____

Please contact Sonya Johnson, Career Development Coordinator, at sonya.johnson@benedict.edu for questions