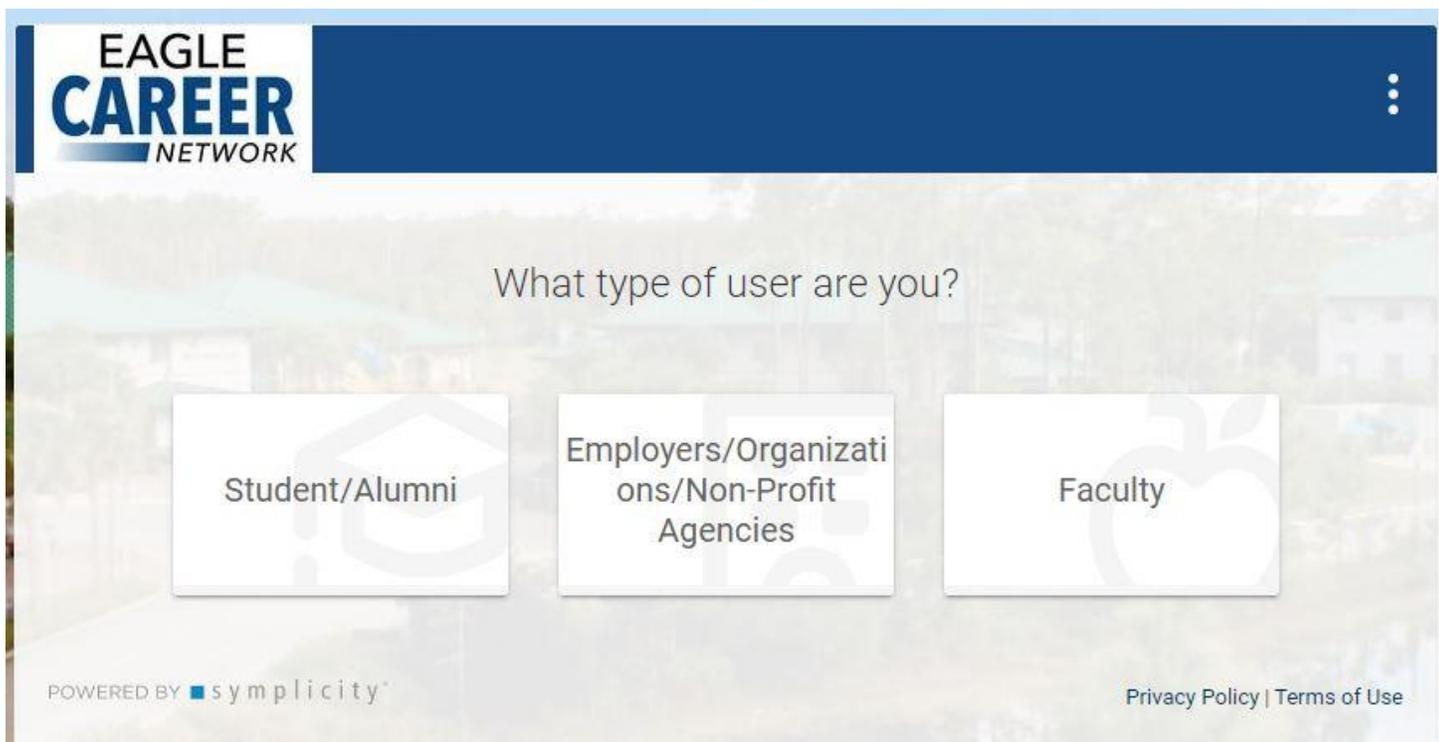


Getting Started on Eagle Career Network

Employer Quick Guide

For log-in issues or other questions regarding Eagle Career Network, please contact the Office of Internships & Cooperative Programs at:

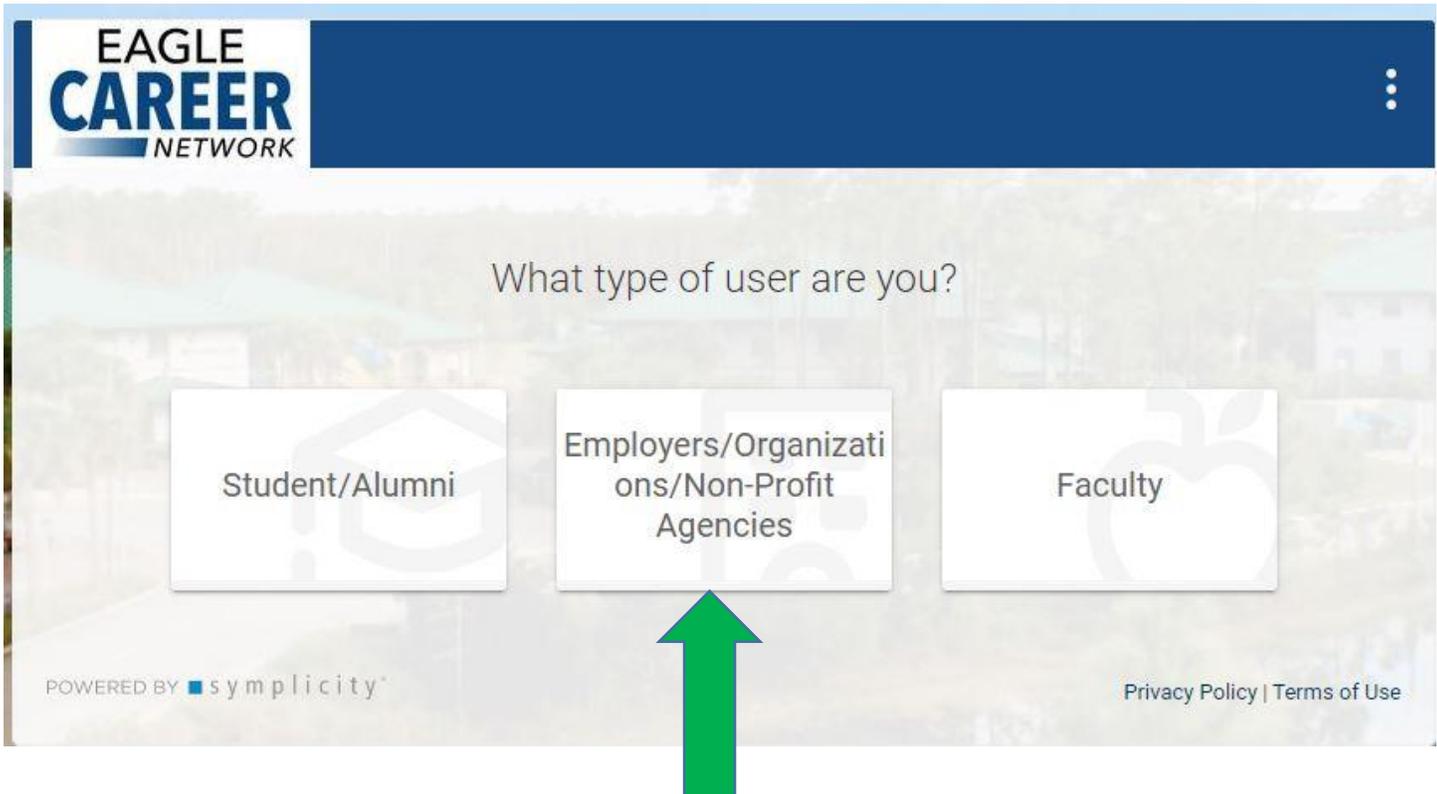
(239) 745-4423 or by email at icp@fgcu.edu.



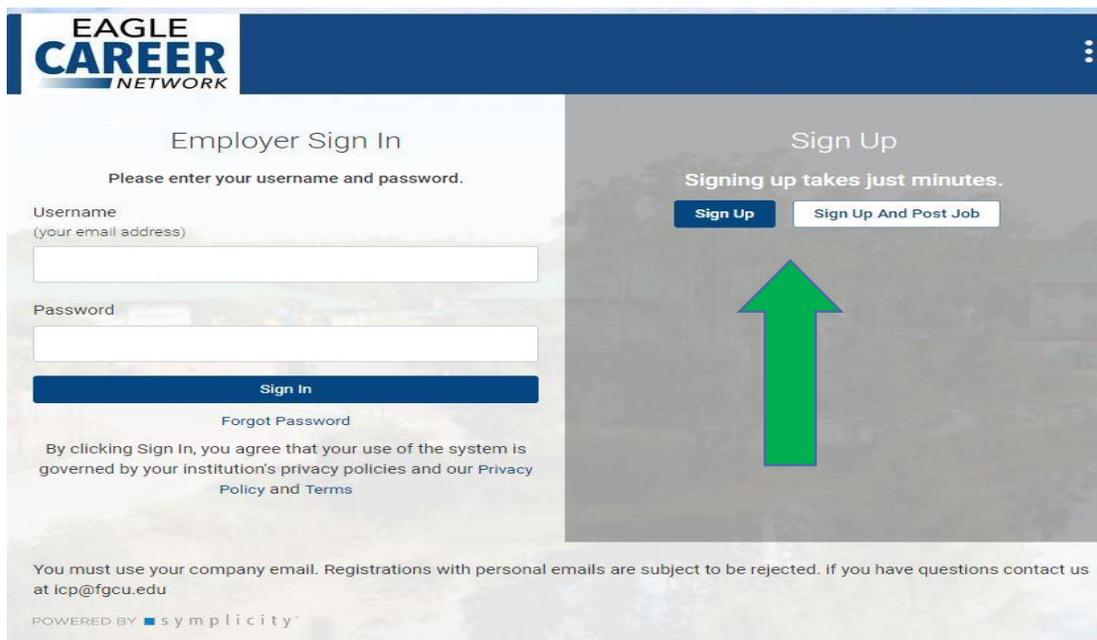
The screenshot shows the Eagle Career Network login interface. At the top left is the logo for EAGLE CAREER NETWORK. The main heading asks "What type of user are you?". Below this are three selection boxes: "Student/Alumni" with a graduation cap icon, "Employers/Organizations/Non-Profit Agencies" with a gear icon, and "Faculty" with an apple icon. At the bottom left, it says "POWERED BY ■ simplicity". At the bottom right, there are links for "Privacy Policy | Terms of Use".

Creating a profile

1. Begin by going to Eagle Career Link's login page at <https://fgcu-csm.symphlicity.com/>. Click on the **"Employers/Organizations/Non-Profit Agencies"** button in the center of the screen.



2. Click either the blue **"Sign Up"** or **"Sign up and Post Job"** button on the right half of your screen.



Creating a profile

3. Fill out the “**Employer Information**” page as completely as possible. Every field with a red asterisk next to it is a required field.

EAGLE CAREER NETWORK

Sign Up

[Sign in](#) [Forgot my password](#) [Sign Up](#) [Sign Up and Post Job](#)

* indicates a required field

Employer Information

Please provide as much information as possible

Organization Name *

Description *

Enter a brief description of your organization.

Industry *

- Accounting Services
- Advertising, Marketing, and Public Relations
- Aerospace
- Agriculture
- Apparel/Textiles/Fashion
- Architecture & Urban Planning
- Arts & Design
- Associations

Creating a profile

4. When this page is complete, click the “Next” button at the bottom of the screen.

Services *
On-Campus Recruiting, Job Postings, Profile, Profile Viewable Contact, Career Fair, Information Sessions, Professional Network, Experiential Learning, Contact Mentee

Please prove you are not a robot

I'm not a robot

reCAPTCHA
Privacy - Terms

Next

You must use your company email. Registrations with personal emails are subject to be rejected. if you have questions contact us at icp@fgcu.edu

POWERED BY  **symplicity**

5. Once your information is complete, wait for an email from FGCU stating that your account has been approved along with instructions for setting a password.
6. Once you have set a password for your account, you may login by going to: <https://fgcu-csm.symplicity.com/> and click the “Employers/Organizations/Non-Profit Agencies” button in the center of your screen. Then, login to your account to begin posting positions.

Posting a Job or Internship

1. Once you are logged in, you will see your home page. Click on the **“Create Job Posting”** option on the right hand side of the screen.

The screenshot shows the Eagle Career Network home page. The header includes the logo and a user profile icon. The left sidebar contains navigation links: Home, Postings: Jobs, Internships, Research, Surveys, Calendar, and My Account. The main content area is titled 'Announcements' and features a large announcement from Florida Gulf Coast University. On the right, the 'Jobs & Internships' section is highlighted with a green arrow pointing to the 'Create Job Posting' button. Below this are 'Links' and a feedback message.

2. Fill out the Job Posting form as completely as possible. (Every field with a red asterisk next to it is required.) Click the **“Submit”** button at the bottom of the page after checking the box for the “Policy Affirmation.” Your posting will then go to a queue where it will wait for approval (can take up to 24 hours). Alternatively, you may click **“Save and Finish Later”** if you are not quite ready to submit the position.

The screenshot shows the Job Posting form. At the top, there is a 'Please Note' banner about On-Campus Recruiting (OCR) positions. Below this are three buttons: 'Submit', 'Save And Finish Later', and 'Cancel'. A note indicates that an asterisk (*) denotes a required field. The 'Position Information' section includes a 'School Affiliations' dropdown menu with 'FGCU' and 'FGCU-ServiceLearning' as options. Below this is a 'Copy or Repost Position' section with a 'Show Archived' button. The 'Position Type' section has several radio button options: Full Time Job, Part Time Job, Experiential Learning: Internship, Cooperative, Mentor, Practicum, Student Teaching, On-Campus Work Study, Resort & Hospitality Management, Service Learning, and Undergraduate Research.

EAGLE CAREER NETWORK

Home

Postings: Jobs, Internships, Research

Your Positions

Student Resumes

Job Shadow

Archived Positions

CF Jobs

Publication Requests

Surveys

Calendar

My Account

Please enter the desired class levels.

Freshman
Sophomore
Junior

Desired Skills

Type in and choose from suggested skills or press enter to create a new skill. You can add a total of 10 skills.

Desired Major(s)

Use the menu below to select major(s).

Add...

Policy Affirmation *

*** Career Development Services acts only as a referral service is not responsible for safety, wages, working conditions, or other aspects of off-campus employment. Due to the high volume of jobs received by our office, we are unable to research the integrity of each organization, business, or person listing a job with us. Therefore you, the student, are urged to undertake this responsibility yourself. For more info, please see our full guidelines for usage.***

Submit Save And Finish Later Cancel

You must use a company email. Registrations with personal emails are subject to be rejected. if you have questions contact us at icp@fgcu.edu

Helpful hints while navigating the site:

- Use the “back” navigation that is present in the system instead of using your browser’s “back” button.
- Only have one window session open at a time.
- Use a company email address if possible.
- Upload a company logo if applicable.
- Add a company website.



**OFFICE OF INTERNSHIPS &
COOPERATIVE PROGRAMS**

icp@fgcu.edu | 239.745.4423