Student Guide to Eagle Career Link

Eagle Career Link is a web-based job posting system where you can search on-and off-campus jobs and internships, post your resume for employers to see, and stay informed about events.

To get started, go to http://fgcu-csm.symplicity.com

Your Eagle Career Link account has already been set up through your FGCU student email. If your email is not recognized click “Sign Up”, and follow the prompts to create your profile.

If you encounter any issue with login/signup, please contact the Eagle Career Link team for assistance at 239-745-4423.

- Select the “Student/Alumni” icon on the registration page.
- Use your FGCU student email login information.
- If you are logging in for the first time you will need to complete your account before you can access jobs/internship listings.
  - Click “My Account” on the left-side panel and then click “Personal”.
  - Please fill in your information as completely as possible. Click “Save Changes”.

Job Search

- Click “Opportunities - Jobs, Internships, Co-ops, Service, Research” on the left-hand panel.
- Select from the drop-down “Jobs, Internship, Service Learning” to view all jobs.
- Click on “Full Time” or “Part Time” to view jobs
- **Search Tip:** Clicking in the search bar will allow you to search by keyword or update the “Sort By” box to filter how jobs appear. You can also use the “Advance Search” to search by industry, function, type or location.
- Click on the job title for more information and application instructions.
- Click on “My Job Applications” to check the status of positions you've applied for.
- Selecting the star next to a job listing will add it to your “My Favorites” to review later.

Internship Search

- Click “Opportunities - Jobs, Internships, Co-ops, Service, Research” on the left-hand panel.
- Select from the drop-down “Jobs, Internship, Service Learning” to view all internship listings.
- Click “Experiential Learning: Internships, Cooperative, Practicum, Student Teaching” to view internships.

Check out the other helpful resources available in Eagle Career Link, including document storage, resume builder, and portfolio builder.

For further assistance using Eagle Career Link or to meet with a career advisor to discuss your job/internship search, contact us: Career Development Services - First Floor, Cohen Center - 239-590-7946 - careercenter@fgcu.edu

Also, check out www.employflorida.com to access additional job postings.

The Florida Gulf Coast University Office of Career Development Services acts only as a referral service, and makes no particular recommendations regarding off-campus employers. Career Development Services 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 or alumni, are urged to undertake this responsibility yourself.

Eagle Career Link is not an FGCU website. It is provided by NACElink Network, a third-party provider of employment technology solutions.