At Georgia Southern University we utilize Eagle Career Net, powered by Purple Briefcase, to organize all recruitment activities and events. This system allows employers to post positions at Georgia Southern, register for career fairs and on-campus interviews, and review resumes from potential employees. Eagle Career Net is a valuable FREE tool that you can use to recruit new talent for all of your full-time, internship, and co-op positions.

Below is a simple guide for utilizing Eagle Career Net. For more information about other recruitment opportunities including career fairs, on-campus interviews, and the Resume Referral program please visit the Office of Career Services website at http://students.georgiasouthern.edu/career/index.php.

**To register in the system:**
1. Go to the Career Services Website (http://students.georgiasouthern.edu/career)
2. Go to the Eagle Career Net found under Quick Links log in
3. Select the EMPLOYER login
4. Click the New User button
5. Fill in all of the information
6. Click the SUBMIT button at the bottom

*NOTE: *Your registration must be approved by a Career Services Staff member, which will be done within 24-48 hours. After your registration is approved you will receive an approval email with your username and password.

**To log into the system:**
1. Go to the Career Services website (http://students.georgiasouthern.edu/career/)
2. Go to the Eagle Career Net log in
3. Click the EXISTING EMPLOYERS log in link
4. Username = Your email address
5. Password = User Generated

**Post jobs at Georgia Southern (FREE):**
1. Log in to Eagle Career Net
2. Click ADD A JOB tab at the left
3. Fill in all of the information
4. Click SUBMIT when finished

*Note: Your job will need to be approved by a Career Services staff member. Please allow 24-48 hours for this to be done.*

For more information visit the Office of Career Services, 1047 Williams Center Phone: (912) 478-5197 Webpage: http://students.georgiasouthern.edu/career
EMPLOYERS

EAGLE CAREER NET/NACElink

Request an On-Campus Interview Schedule
1. Log in to Eagle Career Net/NACElink
2. Click the CAMPUS INTERVIEW tab at the Left
3. Click the NEW ON-CAMPUS INTERVIEW REQUEST tab on the bottom
4. Fill in all of the information
5. Add ALL the jobs you will be interviewing for
6. Click SUBMIT when finished

* Note: Your on-campus interview request will need to be approved by a Career Services staff member. Please allow 24-28 hours for this to be done. After your request is approved you will receive a confirmation email. Within 1 week you will receive via US mail a confirmation packet with a confirmation letter, parking pass, driving directions, and a campus map.

Register for Career Fairs
If you have an Eagle Career Net account:
1. Log in to Eagle Career Net
2. Click the MY EVENTS tab at the left
3. Click the REGISTER button next to the event you want to register for

If you DON’T have an Eagle Career Net account:
1. Create/Register on Eagle Career Net (see question #1)
2. After you have received your username & password you can log into Eagle Career Net and register

Receive a Custom Resume Packet of Student Resumes
Employers MUST be registered in Eagle Career Net to receive resume packets
Contact the Office of Career Services (912) 478-5197 & indicate the following information: Major(s), Graduation Date, and GPA

For more information visit the Office of Career Services, 1047 Williams Center Phone: (912) 478-5197 Webpage: http://students.georgiasouthern.edu/career