



Eagle Career Net/NACElink Instructions



1058 Williams Center • (912)478-5197 • <http://students.georgiasouthern.edu/career/>

Gaining Access to the System:

1. Go to the Career Services Website (<http://students.georgiasouthern.edu/career/>)
2. Go to the [Eagle Career Net /NACElink](#) log in
3. Select Student login
4. Enter your username (Eagle ID) and password which was emailed to your GSU email account.
 - o Please **review your profile and update any information** (*if necessary*). To update information click the **PROFILE** tab
5. Under the **PROFILE** tab you can update:
 - o **Personal Information**
 - o **Academic Information**
 - o **Privacy**
 - o **Review Placements**
 - o **Change your Password**
 - o **View Your Account Activity**

Reset your Password

1. Go to the [Eagle Career Net /NACElink](#) log in page
2. Click the **FORGOT MY PASSWORD** tab
3. Enter your Eagle ID # (900xxxxxx)
4. Click **GO**
5. Your password will be reset and sent to your Georgia Southern email account
6. After you log in, click **PROFILE** tab at the top
7. Click **PASSWORD/PREFERENCES** tab
8. Enter your Reset Password
9. Enter a new password twice (something you will remember)
10. Click **GO**

To Upload a Resume and/or Cover Letter:

1. Once you are signed into your account click on the **UPLOAD DOCUMENTS** tab at the top
2. Click on **ADD NEW**
3. Fill in a **LABEL** for your document, *ex. Manager Trainee Resume or Construction Cover letter*
4. Select document type
5. Click **BROWSE** to search for your resume, cover letter, or other documents to post
 - a. You can upload any file type (Word, Publisher, etc), Eagle Career Net will then convert it into a PDF file
6. After selecting the appropriate file click **SUBMIT**

To Search for Jobs posted ONLY at Georgia Southern University:

1. Sign into your [Eagle Career Net /NACElink](#) account and click **SEARCH JOBS & INTERNSHIP POSTINGS** tab at the top.
2. Click **EAGLE CAREER NET JOB POSTINGS**
3. Specify which type of job you are searching for in the gray area
 - a. **All Jobs & Interviews**--everything that is listed on Eagle Career Net/NACElink
 - b. **All Interviews**—all On-Campus Interviews
 - c. **All Jobs**—all jobs that are not associated with an On-Campus interview
 - d. **Interviews I Qualify for**--all On-Campus interviews the student is qualified for, determined by the student's profile and resume
 - e. **Career Fair Posting**—all jobs/interviews posted Employers attending Career Fair
 - f. **Jobs I Qualify for**—all jobs the student is qualified for that is not associated with an On-Campus interview.
4. You can also limit according to job function, college/major, position type, industry, and/or keyword
5. Click on **SEARCH**

To Search the NACELink Network Extended Job Search Database:

1. Sign into your [Eagle Career Net/NACELink](#) account and click SEARCH JOBS & INTERNSHIP POSTINGS tab at the top
2. Click NACELINK NETWORK EXTENDED JOB SEARCH
3. Enter a **Keyword AND** a Geographical Location
4. Click Search NACELink Extended Job Search button
5. This will take you out of Eagle Career Net/NACELink and into Job Central.com (provided by Direct Employers Association)
6. This search function will allow you to search for jobs posted in JobCentral.com, Simply Hired, Indeed.com and Google.

To Sign-up for an On-Campus Interview:

1. Sign into your account and click SEARCH JOBS & INTERNSHIP POSTINGS tab at the top
2. Click EAGLE CAREER NET JOB POSTINGS
3. Select 'ALL INTERVIEWS' in the Show Me drop down menu
4. Click SEARCH
5. After searching through the on-campus interviews select the one you wish to view by clicking the job title.
6. If you are eligible for the interview, on the right you will see a pull down tab with your resume(s) you have uploaded.
7. Select the RESUME you wish to submit.
8. You may also be required to submit a cover letter or transcript
9. Click SUBMIT

***Note:**

- If this is a **PRESELECT** Interview you will be notified if you have been selected for an interview. At that time you will be able to log back in and select an interview time slot.
- If this is an **OPEN** Interview you will be able to select an interview time slot (**Don't forget to write down your interview time!**).

To submit your resume for a job posting:

7. Sign into your account and click SEARCH JOBS & INTERNSHIP POSTINGS tab at the top
1. Click EAGLE CAREER NET JOB POSTINGS
2. Select 'ALL JOB LISTINGS' in the Show Me drop down menu
3. Click SEARCH
4. After searching through the job postings select the one you wish to view by clicking the Job title
5. If you are eligible to apply for the job, on the right you will see a pull down tab with your resume(s) you have uploaded.
6. Select the RESUME you wish to submit.
7. You may also be required to submit a cover letter or transcript
8. Either click SUBMIT *OR* follow the employer's application instructions.

To search for a Career Mentor:

1. Sign into your [Eagle Career Net/NACELink](#) account and click CAREER MENTOR at the top
2. Search the list of available mentors
3. Click the **last name** of the mentor you are interested in communicating with
4. Click the INTERESTED tab, if you are interested in connecting with the selected mentor
5. The career mentor will be in contact with you (*via email or telephone*)

To view companies registered for career fairs & events:

1. Sign into your [Eagle Career Net/NACELink](#) account and click EVENTS at the top
2. Click the event link that you are interested in viewing
3. Click the company/organization link to view information posted by the recruiter