



Eagle Opportunities Employer Guide

Career Services
UW – La Crosse
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What is Eagle Opportunities?

- **Eagle Opportunities** is an online job and internship vacancy posting system. All students have access to the system during their time on campus and 2 years after graduation. Through the system, employers are able to take advantage of a variety of recruiting services.
- There is no cost associated with posting a position in the Eagle Opportunities system.
- **NOTE:** Eagle Opportunities is a system designed to help students find internships and full-time employment after graduation. If you are looking to post a part-time or seasonal position, please use the “Job Board” which can be found on the UW – La Crosse Financial Aid website: <http://www.uwlax.edu/finaid/jobboard.html>.

Login to EAGLE

- Go to the Career Services webpage: <http://www.uwlax.edu/CareerServices> and click on “**Employer Login**” at the very top of the page.
- If you already have an account, enter your username and password in the correct boxes.
- If you have not registered a personal account in the system click on the “First Time Visitors! Click here to establish your account.” link below the password box. Follow the instructions on the screen to find your organization in our database and create your personal login or to register your company as a new employer.
- Forgotten your username and/or password?: If you know your username but have forgotten your password, use the “Forgot your password?” link on the Eagle Opportunities log-in page to retrieve it. If you are unsure of both your username and password, contact Bob Kramer (kramer.robe@uwlax.edu; 608-785-8514) in Career Services to obtain the information.

On the EAGLE Home Page

- Links on the Main Menu for: **Home, My Profile, Resume Books, My Internships & Jobs, On Campus Recruiting, Career Events, and Sign Out.**
- Announcements: Provides Career Services’ notices and current information.
- Calendar: Shows important upcoming Career Services events.

My Profile

- Either click [Edit] in any section or use the “Employer Information” and/or “Contact Information” tabs to enter your information into the fields and create your profile.

Resume Books

- This option allows you to search students’ resumes based on specific criteria that you enter. You are then able to directly contact individual students that you are interested in and invite them to apply for your position(s). This is the best option if you have not received the desired number of applicants for your posted position.
- Clicking on the title of one of the resume books will take you to a screen where you are able to enter specific criteria. Students whose resumes provide matches to these requests will then be listed for you to review.

My Internships & Jobs

- **Job List:** Shows all jobs that you have ever posted in the Eagle Opportunities system. This listing shows jobs that are currently active in the system, as well as those that have expired.
- Jobs submitted into Eagle Opportunities are held as “pending” until they are reviewed by a Career Services staff member (usually within one working day).
- **New Job:** This allows you to add a new job posting to the system. Simply enter all the necessary information into the correct fields and click on the “Save” button at the bottom of the page to post your position for students to view.
- **Note:** Here you also have the option to allow students to either directly send you their application materials (cover letter, resume, etc.) or to have students apply online through our system and have that information forwarded to you at a specific time.
- There is no fee or charge for posting a job or internship in the Eagle Opportunities system.
- If you have posted a position but have not received the desired number of applicants, you can take a more active approach and browse student resumes. Information on this is available in the “**Resume Books**” section of Eagle Opportunities.

On-Campus Recruiting

- **Schedule List:** This tab allows you to manage your schedules for on-campus interviews.
- On-Campus Interviews may be scheduled by contacting Gloria Wiener (wiener.glor@uwlax.edu ; 608-785-8362). Once you have selected a date, you must complete the On-Campus Interview form which will be emailed to you. You may then post the position(s) you are recruiting for in Eagle Opportunities (under the “My Internships & Jobs” tab).
- The interview schedule for the position(s) will then be uploaded (by a Career Services staff member) into the “Schedule List” area, where you will be able to track your schedule.
- If your interview schedule has not filled, you can use the “**Resume Books**” feature of Eagle Opportunities to search students’ resumes and contact them directly.

Career Events

- **Career Events List:** Lists upcoming events sponsored by Career Services.
- Here, you can click on the name of the event that you are interested in to learn more and register for the event(s) of your choice. You can also find up-to-date information about registration fees here as well.
- **Error Message:** If you receive an error message when you are trying to register for a Career Event, the most likely cause is that you are trying to upload your company’s logo along with your registration. If this occurs, simply register without uploading your logo. Then send it in an email to Gloria Wiener (wiener.glor@uwlax.edu) and she will attach it for you.

Sign Out

- Keep your account secure! Remember to **log out of the system!**