



# How to Use Eagle Opportunities

Career Services  
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## Login to EAGLE

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- Go to the Career Services webpage: <http://www.uwlax.edu/CareerServices> and click on “Student Login” at the top of the page. **Your username is your student ID number and your default password is the last four digits of your ID number.**

## On the EAGLE Home Page

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- Links on the Main Menu for: Home, My Account, Employers, Internships & Jobs, Career Events, Additional Resources, and Sign Out.
- Announcements: Provides Career Services’ notices and current information.
- Resource Library: Gives several lists that are helpful to a variety of students, such as the Accountancy Employer Resource list, Minnesota and Wisconsin Top Firms and Banks lists, Non-Profit Organizations lists, and more.
- Calendar: Shows important upcoming Career Services events.

## My Account

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- **My Profile:**  
Tabs allow you to edit: Profile View, Personal Information, Demographic Information, Additional Information, and Miscellaneous Information. Click [Edit] in any section to enter your information into the fields.
- **My Documents & Reports:**  
**Resumes** - In the RESUMES box, click [Upload File] to upload your resume into the system. To replace an uploaded resume, click on [Update] to replace the resume with a new version. Your resume will remain “pending” until it is accepted by a Career Services staff member (usually within 24 hours).  
**Internship Progress Reports** - In the Coop/Internship Work Progress Reports \*(NOT RESUMES!)\* box, click “Upload File” to upload your report into the system. This process will be explained further when you get an internship.
- **My Activity:**  
This will allow you to see your referrals (where you have applied through Eagle Opportunities), placements (jobs and/or internships), schedules (campus interviews), event registrations and job agents. **Important:** If you submit your resume for a pre-select campus interview schedule, check this section regularly to see if you have been invited to sign up for an interview.

## Employers

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- When you click on Employers, you will be taken to a page where you are able to search for employers by Organization Name, City, Majors, Employer ID, or State.

## Internships & Jobs

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- **Job Search:**  
Select either “Entry-level Job” or “Experienced Job” in the Position Type field. To search multiple job categories, hold down the control key while selecting categories. See the On Campus Interview information just below for additional details.
- **Internship Search:**  
Select “Internship” in the Position Type field. Use the major and/or job category when searching for internships. To enter your major(s)/minor(s), click on “Add/Remove” and select from the list. To search multiple job categories, hold down the control key while selecting categories. Selecting more than one category will produce more results. See the On Campus Interview information just below for additional details.
- **On Campus Interviews:**  
When an employer elects to conduct on campus interviews, these interviews will be indicated on the job search results page by a blue circle icon on the left column of the search results. To submit your resume for consideration or to sign-up for a campus interview click on the icon, then on the Schedule ID. Some companies will have a “Request Interview” link (pre-select schedules). To submit your resume for consideration, click on “Request Interview” and your resume will reviewed by the company. Other

companies will have a “Sign Up” link (open schedules). To sign up for an interview, click on the “Sign Up” link and then click on the interview date. Then choose from the list of available times for your interview.

- **Time Saving Tips:** Use the “Save Search” link on the results page to save your search as a quick link on your Eagle homepage. Use the “Create Job Agent” link to receive an email when new positions are added that match your search criteria.
- On the results page of your job or internship search, you will also see the “MonsterTrak Jobs” tab, which provides you with information about jobs that meet your criteria which are not listed in our system, but may also be of interest to you.

## Career Events

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- 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.
- You can also select “**View Employers Attending**” from this page or “**Search Employers**” from the main Career Events page to search the employers attending the fair based on criteria you enter (Organization Name, Location, Majors, and Job Categories). This will show you the most current list of employers attending the event in these areas.

## Additional Resources

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- **Goinglobal:** Allows you to search for jobs or co-op/internship positions worldwide as well as additional employer and regional information.
- **Graduate School Guide:** Search for graduate schools by program and location and get helpful guides for the application process.
- **Vault:** A comprehensive career resource which includes industry career guides, career profiles, industry research, 3,500+ company profiles, 1,100+ career advice articles, and a message board.
- **Perfect Interview™** (available online or in the Career Services office): Loaded with over 1,500 interview questions and answers, Perfect Interview™ challenges you with compelling interview questions through a computer screen and captures your responses on video. Targeted interviews are also available for several majors/occupations.

## Sign Out

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