

EMPLOYER GUIDE TO EAGLE CAREER NETWORK (ECN)

We appreciate your interest in employing Florida Gulf Coast University students and alumni. Prior to registering to use this system, please read the “**Eagle Career Network Usage Restrictions**” located below to ensure your organization is eligible to use this system and that your postings are in compliance with our policies.

Eagle Career Network Registration *(Required to post job and internship opportunities.)*

- Go to <http://fgcu-csm.symlicity.com>
- Click on the Employers tab then click on “Register” or “Register and Post Job” at the right side.
- Fill out the profile (put as much information as possible in your profile – for optimal branding!)
- Your email is your username and your password will be emailed to you along with an activation link.

Posting Jobs & Internship *(Please allow 1-2 business days for approval of your registration and job postings.)*

- Click the “Employer” tab and enter your log in information.
- Click on “Jobs” in the top banner and click on “Add New.”
 - Give plenty of detail to make your postings attractive to students/alumni.
 - Students will be contacting you/your company to apply. Therefore, provide detailed application instructions.
 - If you are posting an unpaid internship, please request a copy of our department’s “*Employer Guide to Posting Internships.*”

Eagle Career Network Usage Restrictions

All employers that utilize ECN accept that the information contained in the system is for the sole purpose of employment-related activities only. Florida Gulf Coast University reserves the right to deny access to any employer that abuses the system or posts intentionally inaccurate or misleading information. Employers are expected to respect the privacy of students/alumni information and proceed with due professionalism. All employers utilizing ECN are expected to adhere to the *Principles for Ethical Professional Practice* provided by the National Association of Colleges and Employers – <https://www.nacweb.org/career-development/organizational-structure/principles-for-ethical-professional-practice/>

The following types of jobs are NOT eligible for posting in ECN or job fair recruitment:

- Unpaid internships that do not meet the criteria established under the Fair Labor Standards Act.
- Work in private homes for child care, nanny, yard work, moving, painting, maintenance, etc.
- Network marketing jobs – see “*Policy on Network Marketing Companies*” on the Recruiters tab on our website
- Independent contractor positions or commission-only positions not requiring a Bachelor’s degree
- Positions that pay in cash
- Positions that do not pay at least the Florida minimum wage of \$8.65/hr.
- Positions that violate the Fair Labor Standards Act, discriminate against designated groups, or violate any federal or state employment laws
- Positions that require out of pocket expenses or investment from the student (other than transportation)
- Postings from third-party recruiters that do not identify the employer name or require an applicant paid fee

*** Career Development Services acts only as a referral service, and makes no particular recommendations regarding students. Due to the large number of students using ECN, we are unable to research the background of each individual applying for a job with you. Therefore, you, the employer, must undertake this responsibility yourself.*

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