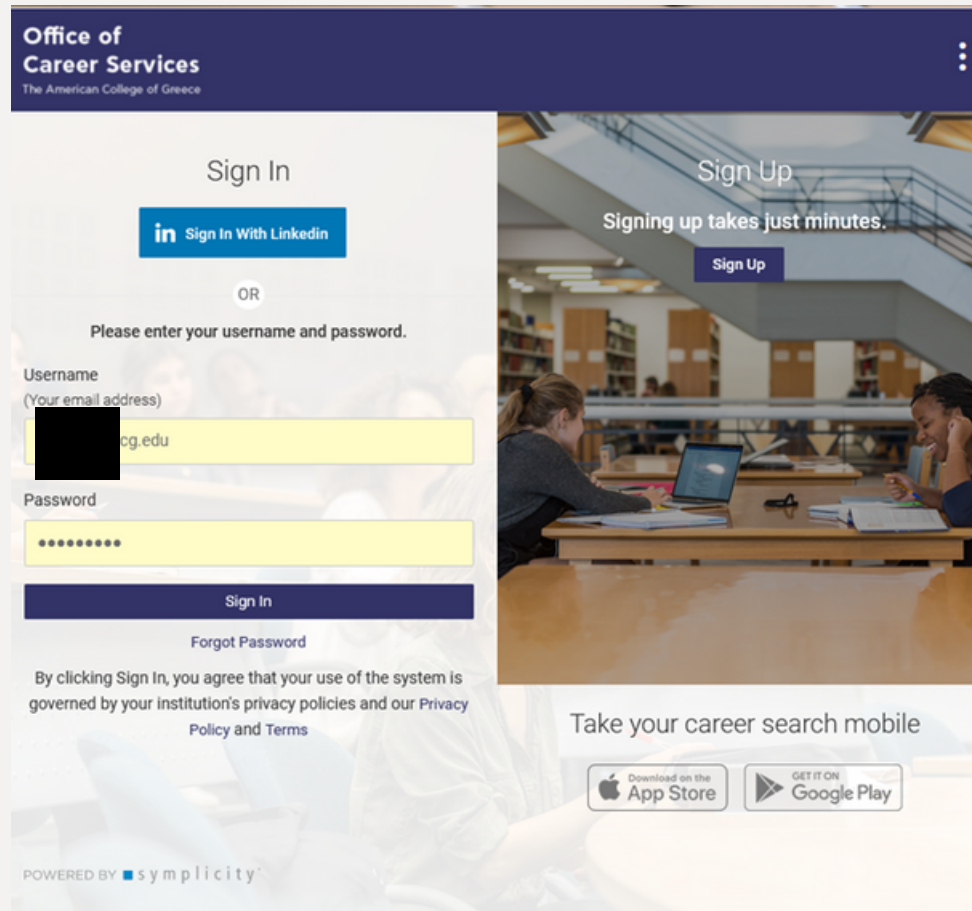




CAREER DAYS MOCK INTERVIEW & ONLINE INTERVIEW

HOW TO GUIDE

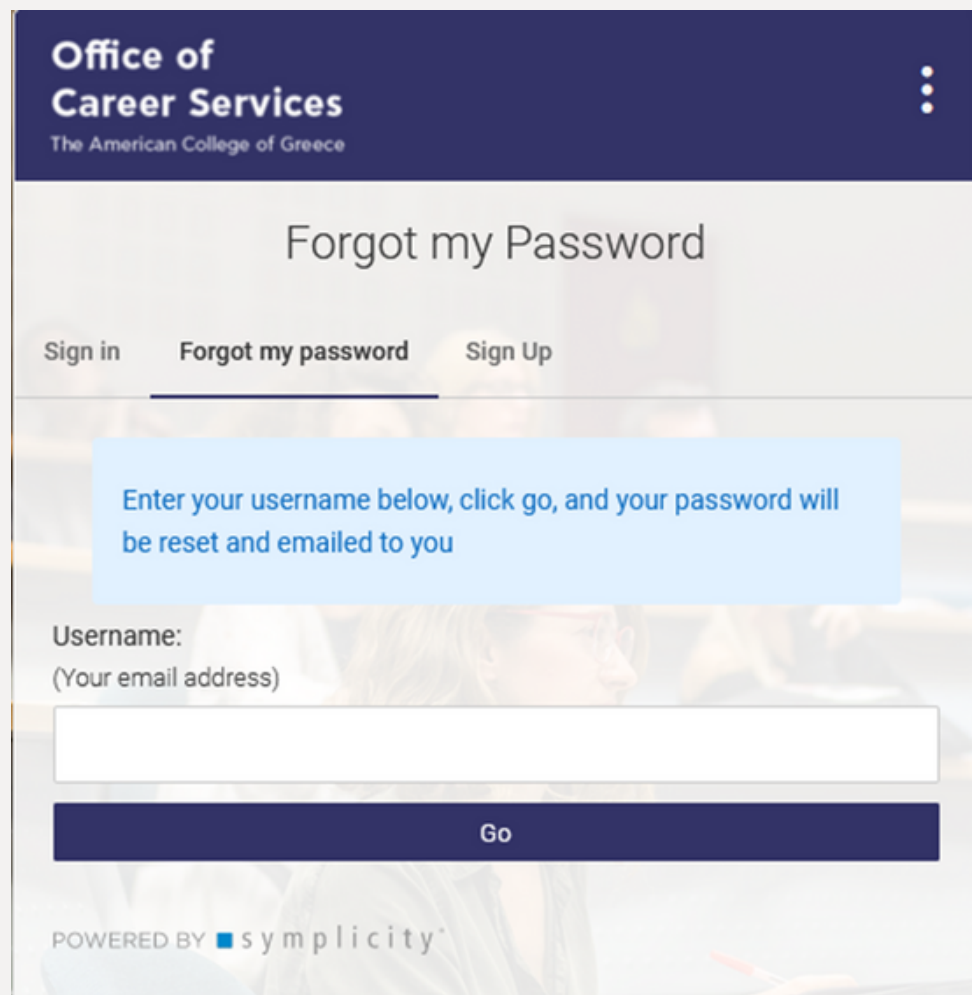
How to book and manage your interview slots



Log In:

Login into the Career Portal:

If you are an ACG student/alumni, an account has already been created for you. Your username is your ACG email and your password is unique to the portal. Follow the instructions below if you do not have your credentials.



Forgot My Password:

If you do not recall your password, click "Forgot Password", and type in your ACG Email in order to reset your password and gain access to your account. If you are an alumni of ACG and no longer have access/access to your ACG email account, contact the Office of Career Services in order to change your email address and gain access to your account.

Book your Interview Slots

- Click on 'Positions'
- Click "Position Type" and check "Career Fair Interviews" then press apply
- Scroll down and all available interviews will appear

The screenshot shows the 'Office of Career Services' website. The navigation bar includes 'Positions', 'Events', 'Employers', 'Resources', and 'Counseling'. The main content area features a search bar and a filter section. The 'Position Type' dropdown menu is open, showing options like 'Deree Corporate Partner Internship', 'Deree Work Study on ACG Campus', 'ALBA Credit-Bearing Internship', and 'Career Fair Interviews'. The 'Career Fair Interviews' option is selected and circled in red. Below the filter section, there are job listings for 'ICAP CRIF S.A.' and 'OTE S.A.', both marked as 'VIRTUAL'.

The screenshot shows the 'Office of Career Services' website. The navigation bar includes 'Positions', 'Events', 'Employers', 'Resources', and 'Counseling'. The main content area features a banner for 'Taiwan Scholarship' with an 'APPLY NOW!' button. Below the banner, there are five service cards: 'Video Interview Practice', 'Career Explorer', 'Career Finder', 'Public Profile', and 'Add a Resume'. There are also three notification banners. The main content area displays a list of job listings, including 'Career Days 2024 Mock Interview Session: COCO-MAT at COCO-MAT', 'Career Days 2024 Mock Interview Session: CORNERSTONE', 'Career Days 2024 Mock Interview Session: Fourlis Group', and 'Career Days 2024 Mock Interview Session: ICAP CRIF S.A.'. The 'Positions' link in the navigation bar is circled in red.

Book your Interview Slots Cont.

The image shows a multi-step process for booking an interview slot. It starts with a job listing for 'Deree - The American College of Greece' on the 'Office of Career Services' website. A purple 'Apply To Interview' button is highlighted with a red circle. Clicking this button opens a 'Submit Your Application' modal. In this modal, the user's resume is set to 'Eleni Krithari CV'. The 'Interview Schedule' is set to 'Wed, Jan. 24, In-person Interviews at ACG Events Hall (Upper Level Library)'. The 'Interview Time' is currently set to 'Select a time...'. A list of available interview times is shown, ranging from 10:00 AM to 5:30 PM. The 'Submit' button at the bottom of the modal is also highlighted with a red circle. Finally, a confirmation message appears: 'Your application has been submitted. You submitted the following documents. Changing or removing these documents will not affect your application. Resume: Eleni_Krithari_CV.pdf'.

- Click on the purple 'Apply to Interview' button and you will be able to submit your CV and select a time slot. If a time slot is not available, it will be greyed out and you will not be able to select it
- Click on the 'Submit' button to reserve your slot
- Your slot has been reserved when you see the "Your application has been submitted" on the pop-up

Interviews Schedule


- You can view and manage all your scheduled interviews by clicking on the circle on the righthand side of the screen, from the drop-down menu select "My Interviews"
- By clicking on the 3 dots next to the relevant interview you have the options to reschedule, cancel, add to your calendar or review the CV submitted

The image displays two screenshots from a career services website. The left screenshot shows a list of three scheduled virtual interviews. Each entry includes the employer logo, the interview title, a 'VIRTUAL' badge, the employer name, the date and time, and a link to the virtual interview. A dropdown menu is open for the second interview, 'Career Days 2024 Mock Interview Session: Apivita (20721)', showing options: 'Reschedule', 'Cancel', 'Add to Calendar', and 'Interview Materials'. The three dots next to this interview are circled in red. The right screenshot shows the 'Office of Career Services' website interface. The top navigation bar includes 'Positions', 'Events', 'Employers', 'Resources', and 'Counseling'. A user profile dropdown menu is open, with 'My Interviews' circled in red. Below the navigation, there is a search bar and a list of job listings. The first listing is for 'Career Days 2024 Mock Interview Session: Apivita at APIVITA'. Below this, there are three more job listings for 'ICAP CRIF S.A.', 'OTE S.A.', and 'COCO-MAT CC'. At the bottom, there is a section titled 'People in your major are interested in' with three profile cards for 'Deree - The American Co... Greece'.

Interviews Schedule cont.

- Best practice: Add your booked interview to your calendar by clicking on the 3 dots and selecting 'Add to Calendar'.
- For online interviews, the link of the interview can be found in your interview details on the same "My Interviews" page

1 result




**Career Days 2024 Mock Interview Session:
NESTLE (20694)**

VIRTUAL

NESTLE

Feb 20, 2024, 11:00 AM - 11:30 AM

Virtual Interview Link(s): <https://bit.ly/3OpJnwl>



- Reschedule
- Cancel
- Add to Calendar**
- Interview Materials

Contact Us

 **Office of Career Services**

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