

GRADUATE CAREER FAIR

HOW TO GUIDE

**Everything you need to know to book your
interviews!**

ACG Career Services

Log in:

Log in to 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.

The screenshot shows the 'Sign In' page of the Office of Career Services. At the top left, it says 'Office of Career Services' and 'The American College of Greece'. Below this is a 'Sign In' section with a 'Sign In With LinkedIn' button. Underneath is an 'OR' separator and a prompt: 'Please enter your username and password.' There are two input fields: 'Username (Your email address)' with a sample 'cg.edu' and a 'Password' field with masked characters. A 'Sign In' button is below the fields, and a 'Forgot Password' link is to its right. At the bottom, there is a disclaimer: 'By clicking Sign In, you agree that your use of the system is governed by your institution's privacy policies and our Privacy Policy and Terms'. To the right of the sign-in form is a 'Sign Up' section with the text 'Signing up takes just minutes.' and a 'Sign Up' button. Below the sign-up section is a banner that says 'Take your career search mobile' with 'Download on the App Store' and 'GET IT ON Google Play' buttons. The footer says 'POWERED BY simplicity'.

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.

The screenshot shows the 'Forgot my Password' page of the Office of Career Services. At the top left, it says 'Office of Career Services' and 'The American College of Greece'. Below this is a navigation bar with 'Sign in', 'Forgot my password', and 'Sign Up' links. The 'Forgot my password' link is selected. A blue callout box says: 'Enter your username below, click go, and your password will be reset and emailed to you'. Below this is a 'Username: (Your email address)' label and an empty input field. A 'Go' button is below the input field. The footer says 'POWERED BY simplicity'.

Book your Interview Slots

- Click on 'Positions'
- Under the search bar, click on 'Position Type'
- A pop-up will appear. Select 'Career Fair/ Mock Interviews' and all available organizations will appear
- Click on the organization name for the organizations you are interested in interviewing with in order to be taken to the application page

The screenshot shows the 'Office of Career Services' website for The American College of Greece. The navigation bar includes 'Positions', 'Events', 'Employers', 'Resources', 'Counseling', and 'EK'. The 'Positions' link is circled in red. Below the navigation bar, there is a search bar and a breadcrumb trail: 'Home / Positions / Search'. The main content area has tabs for 'Search', 'Saved', 'Applications', and 'Expired Jobs'. The 'Search' tab is active. There are input fields for 'Keywords' and 'Location', a '25km' radius selector, and a 'Search' button. Below these are filter options: 'All Jobs & Interviews', 'Position Type (1)', 'Industry', 'Job Function', 'Remote/On-Site', and 'More Filters'. The 'Position Type (1)' dropdown is open, showing a search bar and a list of options: 'Students', 'Deree Work Study on ACG Campus/ Only for Active Students', 'ALBA Credit-Bearing Internship/ Only for Active Sudents', 'Career Fair/ Mock Interviews' (which is checked and circled in red), 'Temporary/ Seasonal Job', and 'Volunteer Position'. Below the dropdown is a 'Clear' button and an 'Apply' button. On the left side, there is a list of jobs and internships, with the first one being 'Annual 2024 Graduate Example Company Name' by 'Deree - The American College of Greece', labeled as 'VIRTUAL'. On the right side, there is a job listing for 'Annual 2024 Graduate Career Forum - Example Company Name' by 'Deree - The American College of Greece', with 'Save' and 'Apply To Interview' buttons. The job description mentions an interview slot on January 24th at the 1st Annual 2024 Career Forum.

Book your Interview Slots Cont.

The image shows a multi-step process for booking an interview slot. It features a main application form, a detailed view of the time slot selection step, and a final confirmation message.

Application Form:

- Submit Your Application**
- Resume ***: Eleni Krithari CV
- Interview Schedule ***: Wed, Jan. 24, In-person Interviews at ACG Events Hall (Upper Level Library)
- Interview Time ***: Select a time...
- Available Interviews (optional)**
- Buttons: Cancel, **Submit**

Time Slot Selection:

- 10:00 AM - 10:30 AM
- 10:30 AM - 11:00 AM
- 11:00 AM - 11:30 AM
- 11:30 AM - 12:00 PM
- 12:00 PM - 12:30 PM
- 12:30 PM - 1:00 PM
- 1:00 PM - 1:30 PM
- 2:00 PM - 2:30 PM
- 2:30 PM - 3:00 PM
- 3:00 PM - 3:30 PM
- 3:30 PM - 4:00 PM
- 4:00 PM - 4:30 PM
- 4:30 PM - 5:00 PM
- 5:00 PM - 5:30 PM
- Select a time...

Confirmation Message:

- ✔ 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

Office of Career Services
The American College of Greece

Positions Events Employers Resources Counseling

Home / Interviews

interviews

Keywords
searches employer name and job title



Search Clear More Filters

Requested Interviews

You have no requested interviews at this time.

Scheduled Interviews

1 result

 Annual 2024 Graduate Career Forum - Example Company Name (19763) 



Deree - The American College of Greece
Jan 24, 2024, 10:00 AM - 10:30 AM

Notifications
Public Profile
My Documents
Recommendations
My Interviews
My Experiential Learning
Surveys
My Account
Help & Feedback >


- Reschedule
- Cancel
- Add to Calendar
- Interview Materials

Contact us at:

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