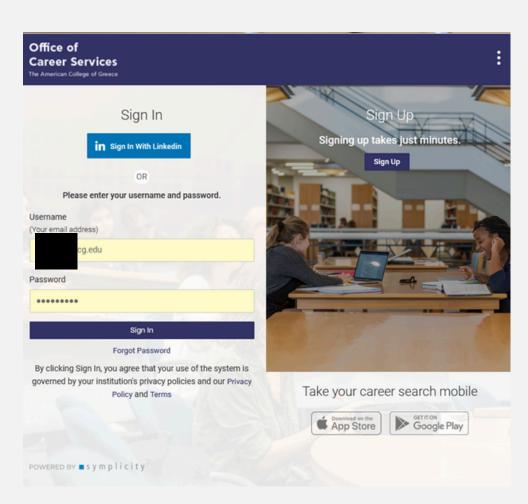
GRADUATE CAREER FAIR

HOW TO GUIDE

Everything you need to know to book your interviews!



Office of Career Services The American College of Greece Forgot my Password Sign in Forgot my password Sign Up Enter your username below, click go, and your password will be reset and emailed to you Username: (Your email address) Go POWERED BY Symplicity

ACG Career Services

Log in:

Login to the Career Portal:

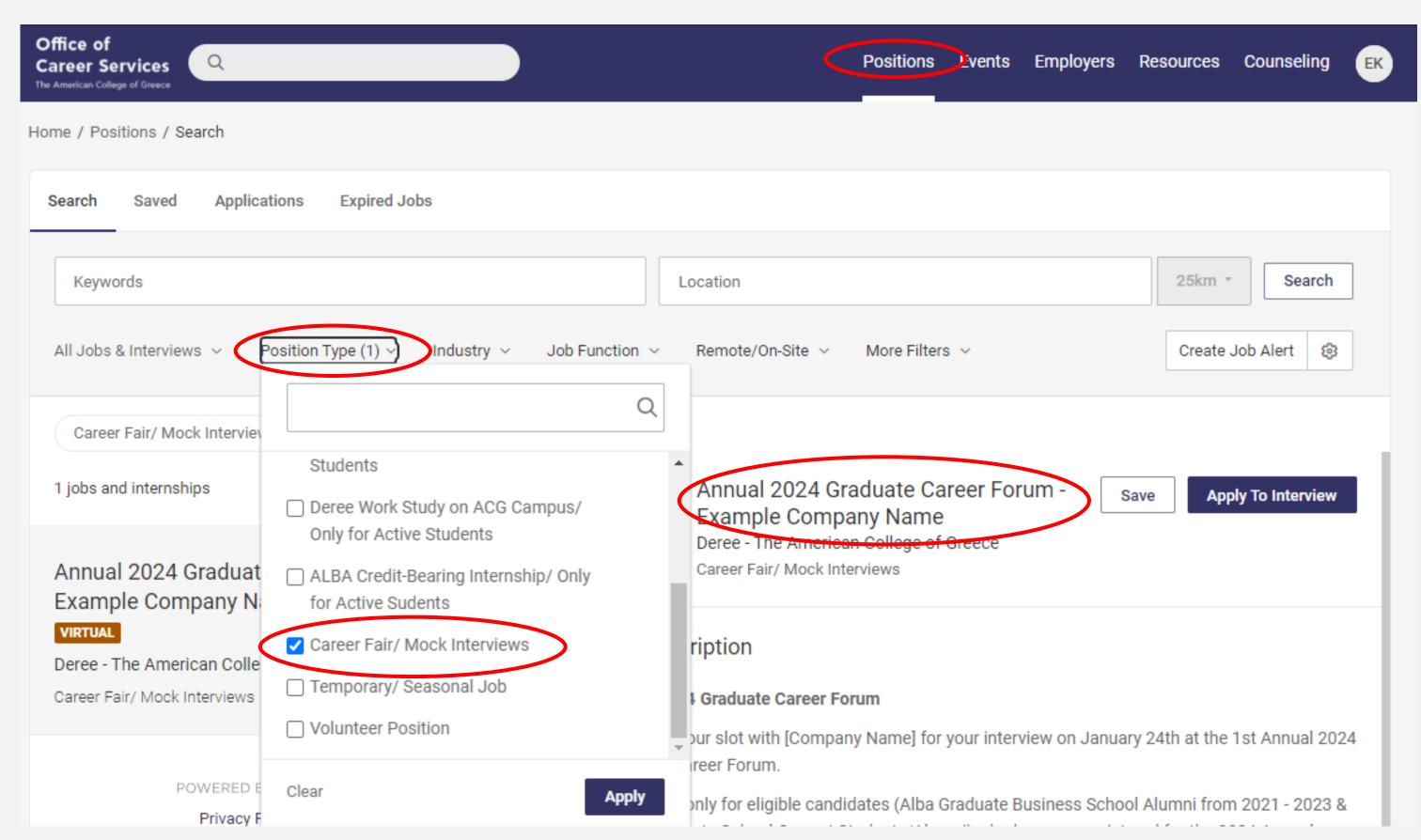
If you are an ACG student/alumni, an account has already been created for you. Your username is your ACG email and your password is unique to the portal. Follow the instructions below if you do not have your credentials.

Forgot my Password:

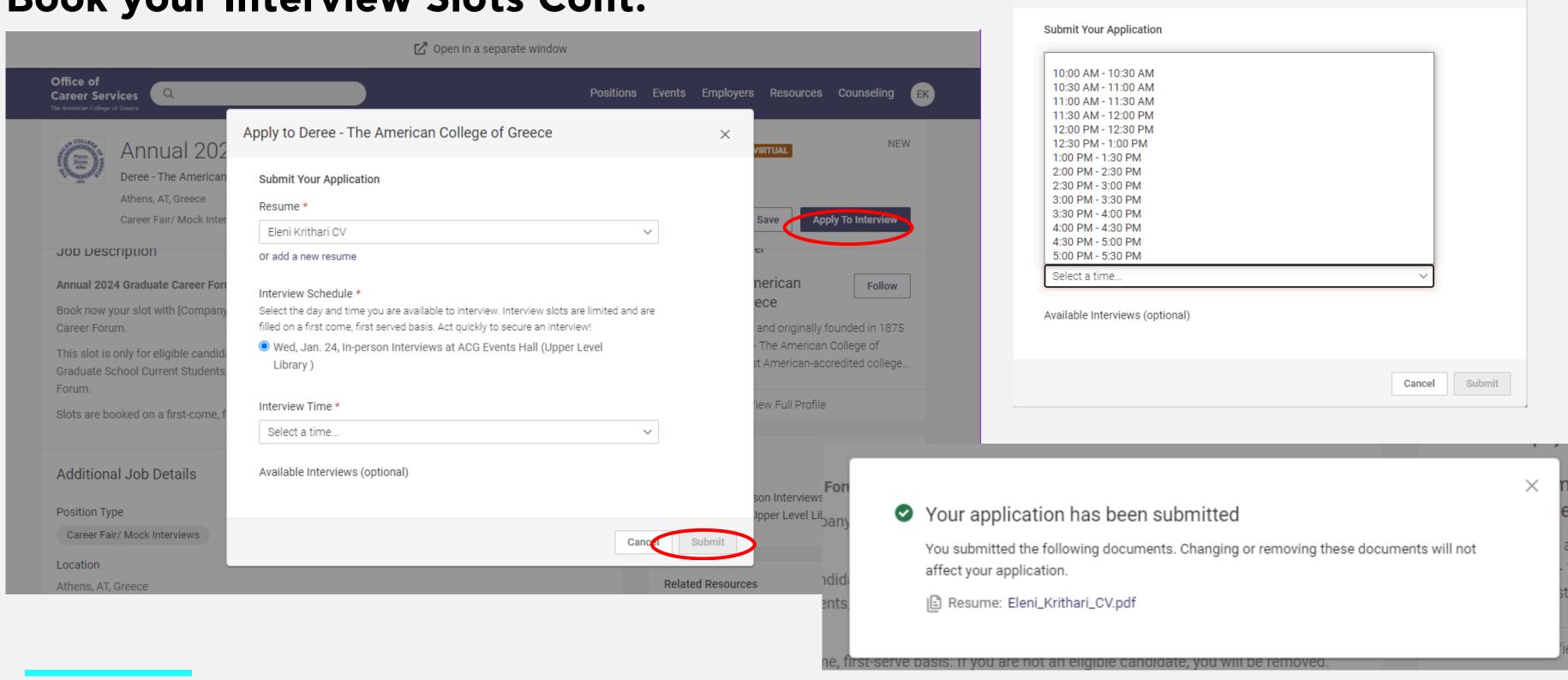
If you do not recall your password, click "Forgot Password", and type in your ACG Email in order to reset your password and gain access to your account. If you are an alumni of ACG and no longer have access/access to your ACG email account, contact the Office of Career Services in order to change your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

Book your Interview Slots

- Click on 'Positions'
- 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



Book your Interview Slots Cont.



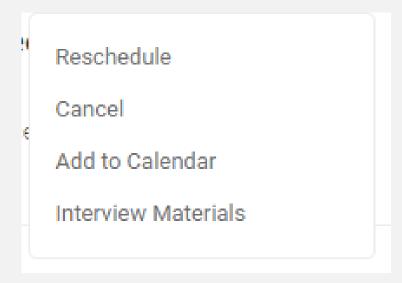
Apply to Deree - The American College of Greece

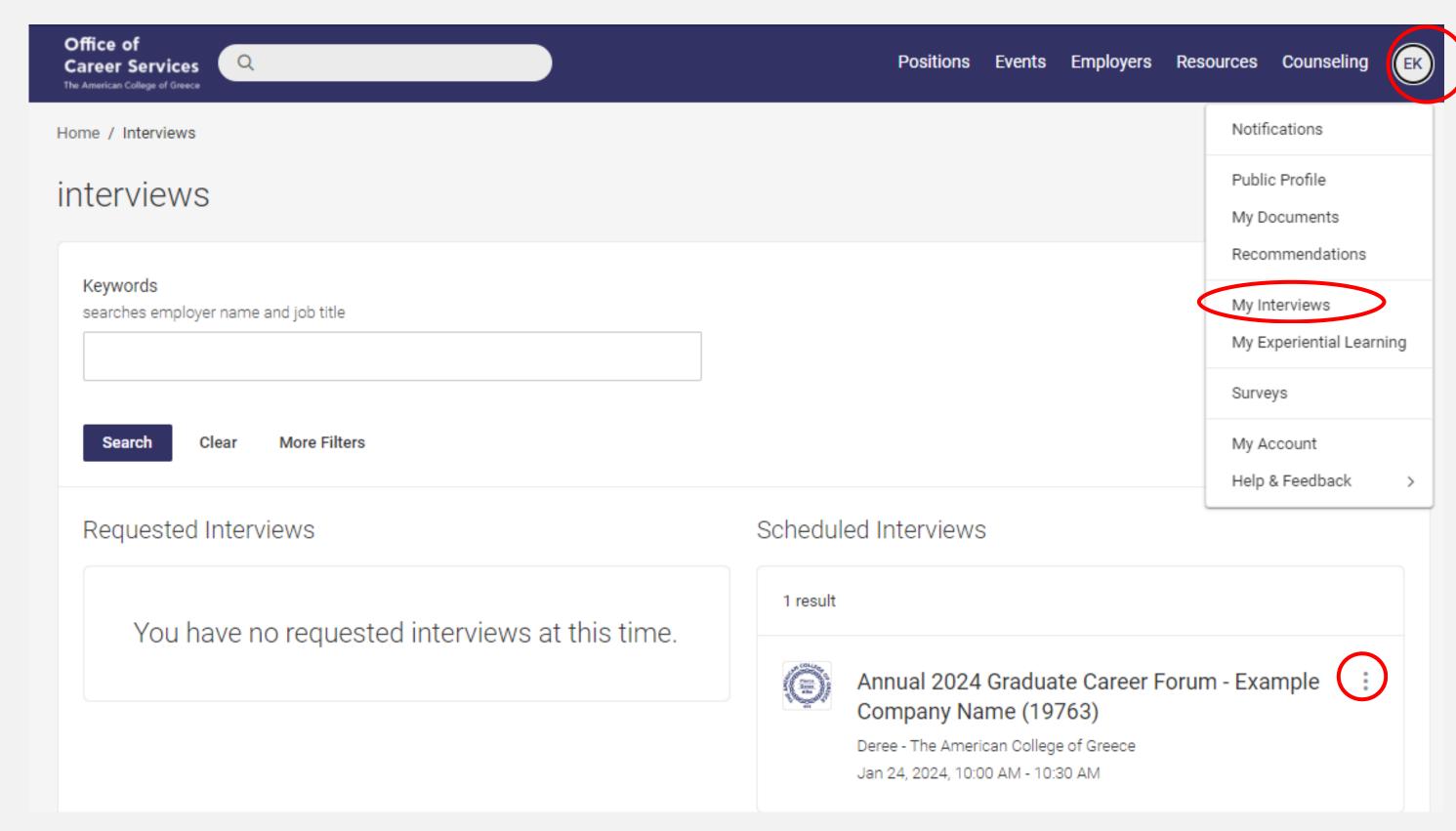
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- Click on the purple 'Apply to Interview' button and you will able to submit your CV and select a time slot. If a time slot is not available, it will be greyed out and you will not be able to select it
- Click on the 'Submit' button to reserve your 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





ACG Career Services

Contact us at:

Alba

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Deree

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