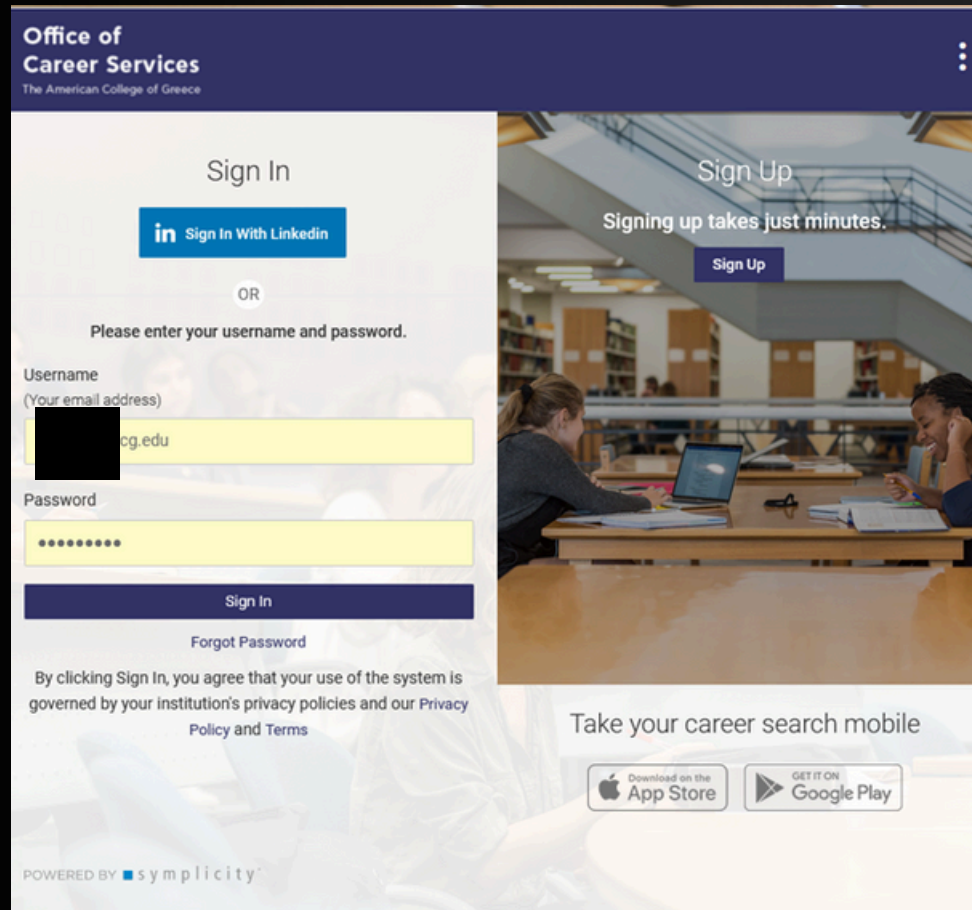


CAREER PORTAL HOW TO GUIDE

Everything you need to know to use
the Career Portal effectively!



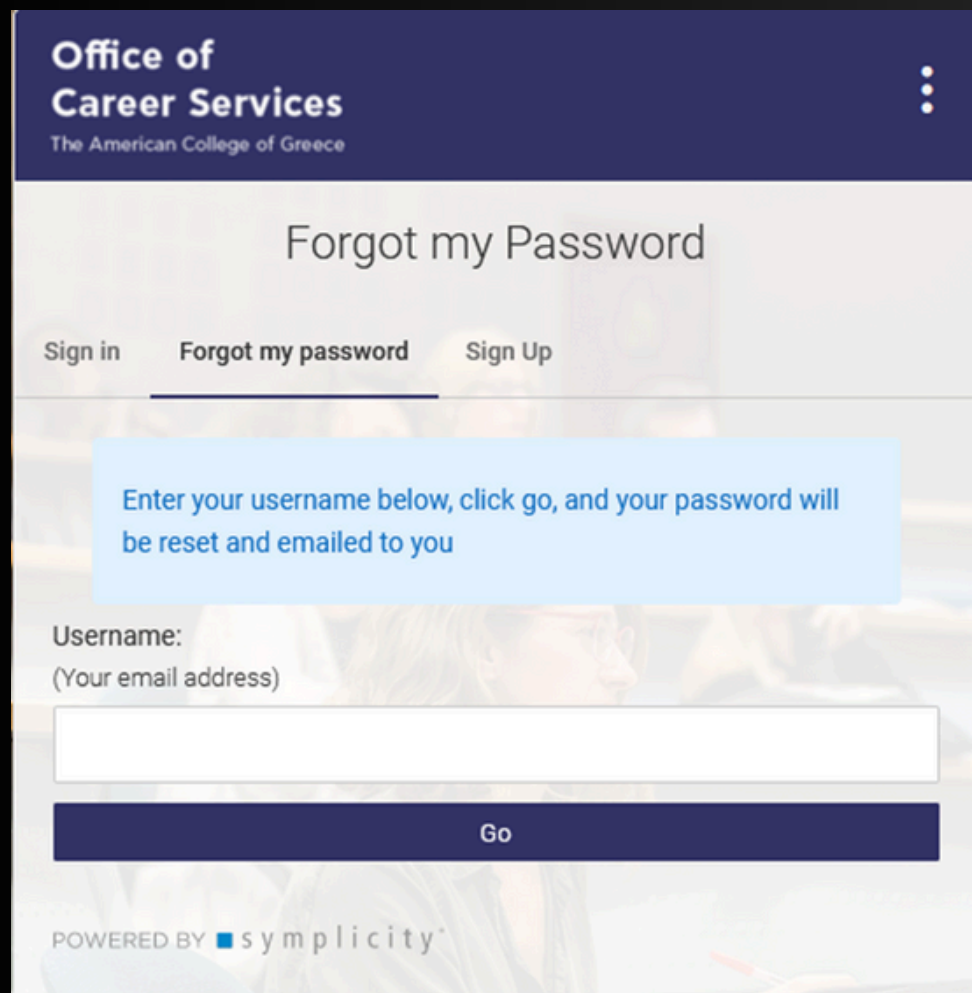


The screenshot shows the 'Office of Career Services' header for 'The American College of Greece'. The main heading is 'Sign In'. Below it is a blue button with the LinkedIn logo and the text 'Sign In With LinkedIn'. Underneath is an 'OR' separator and the instruction 'Please enter your username and password.' There are two input fields: 'Username (Your email address)' and 'Password'. The password field is masked with dots. A 'Sign In' button is below the fields. A 'Forgot Password' link is also present. At the bottom, there is a disclaimer about the system's use and links to 'Policy and Terms'. A 'Take your career search mobile' section features 'Download on the App Store' and 'GET IT ON Google Play' buttons. The footer says 'POWERED BY ■ simplicity'.

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.



The screenshot shows the 'Office of Career Services' header for 'The American College of Greece'. The main heading is 'Forgot my Password'. Below it are three tabs: 'Sign in', 'Forgot my password' (which is selected), and 'Sign Up'. A blue box contains the instruction: 'Enter your username below, click go, and your password will be reset and emailed to you'. There is a 'Username: (Your email address)' input field and a 'Go' button. The footer says 'POWERED BY ■ simplicity'.

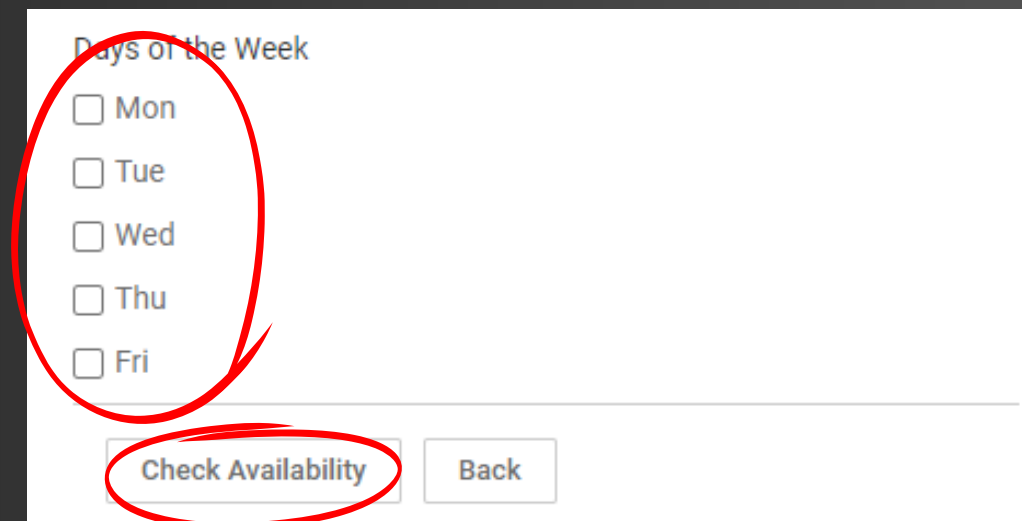
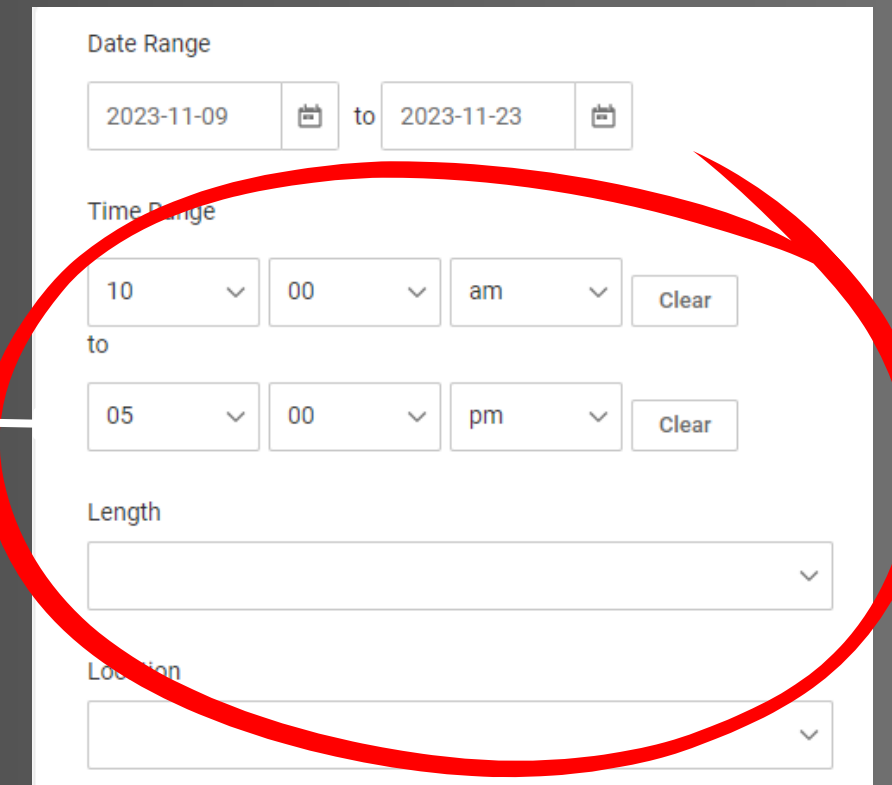
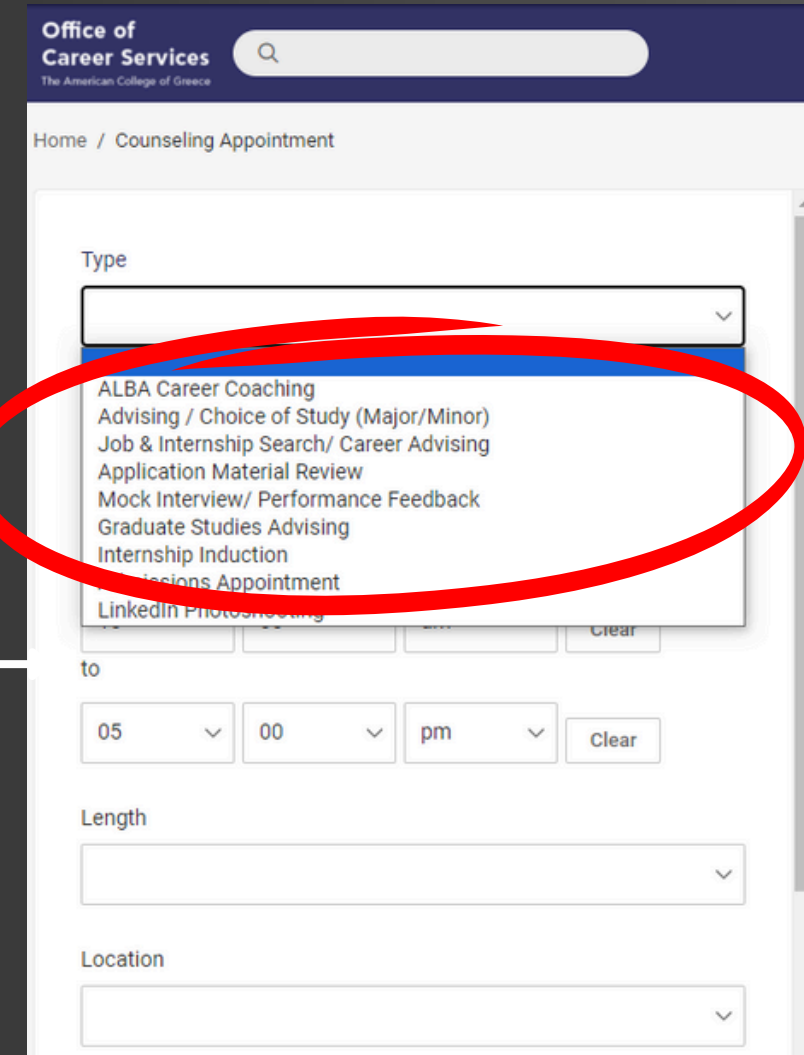
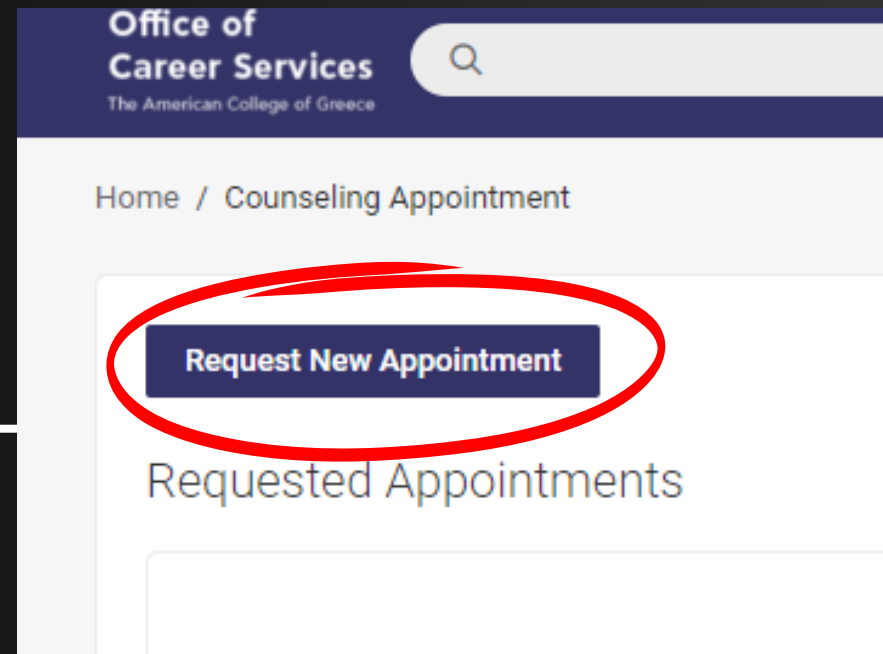
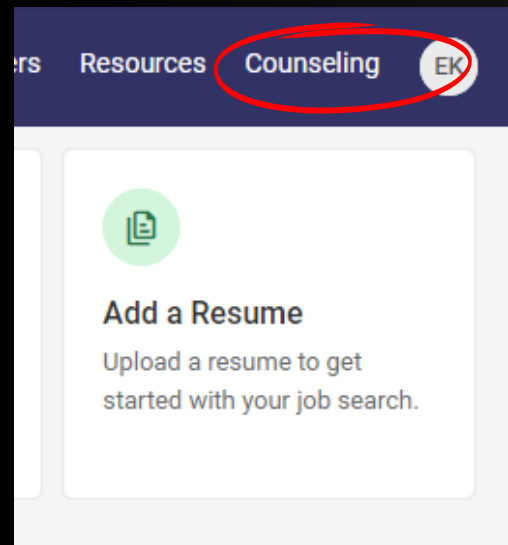
Forgot my Password:

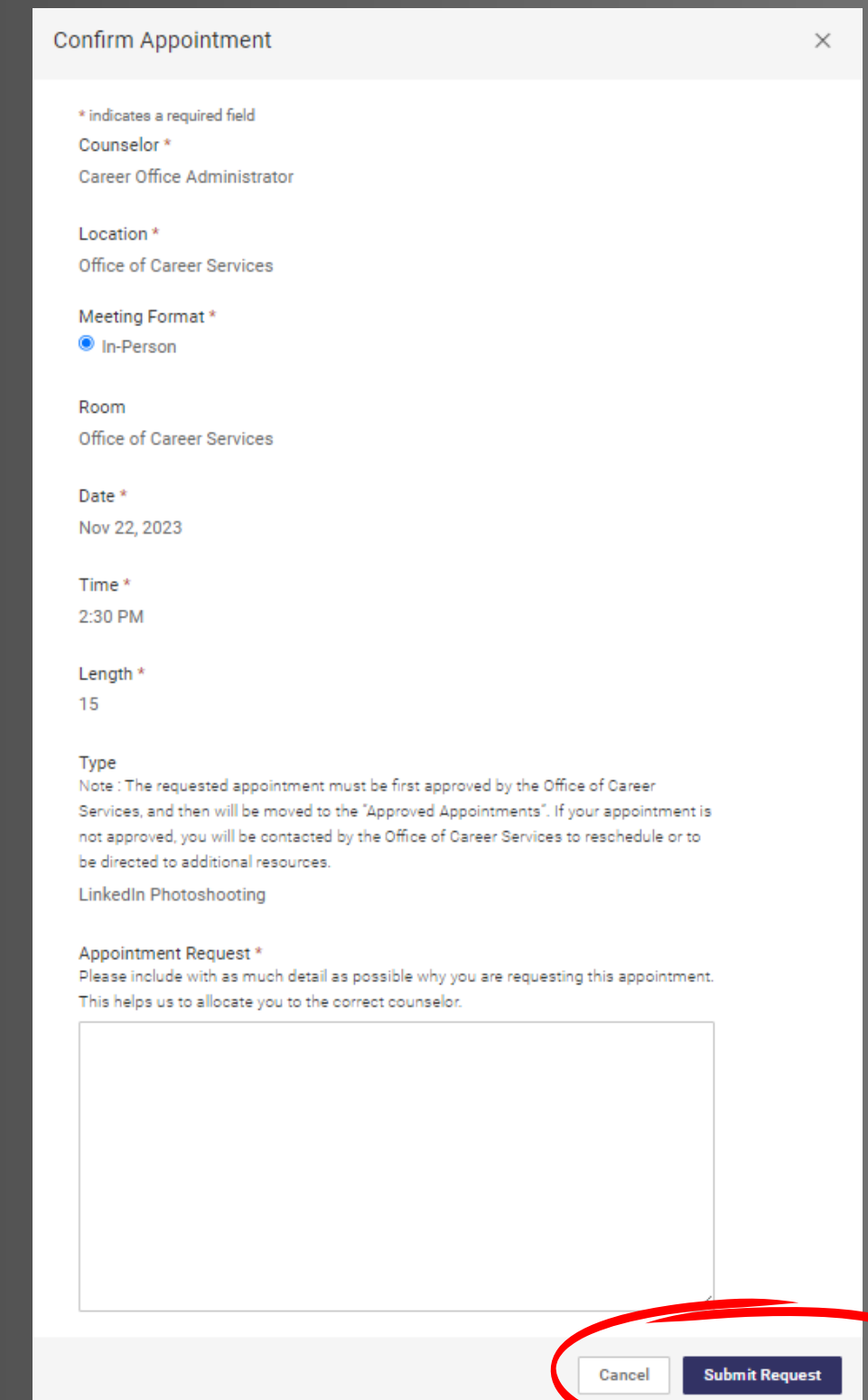
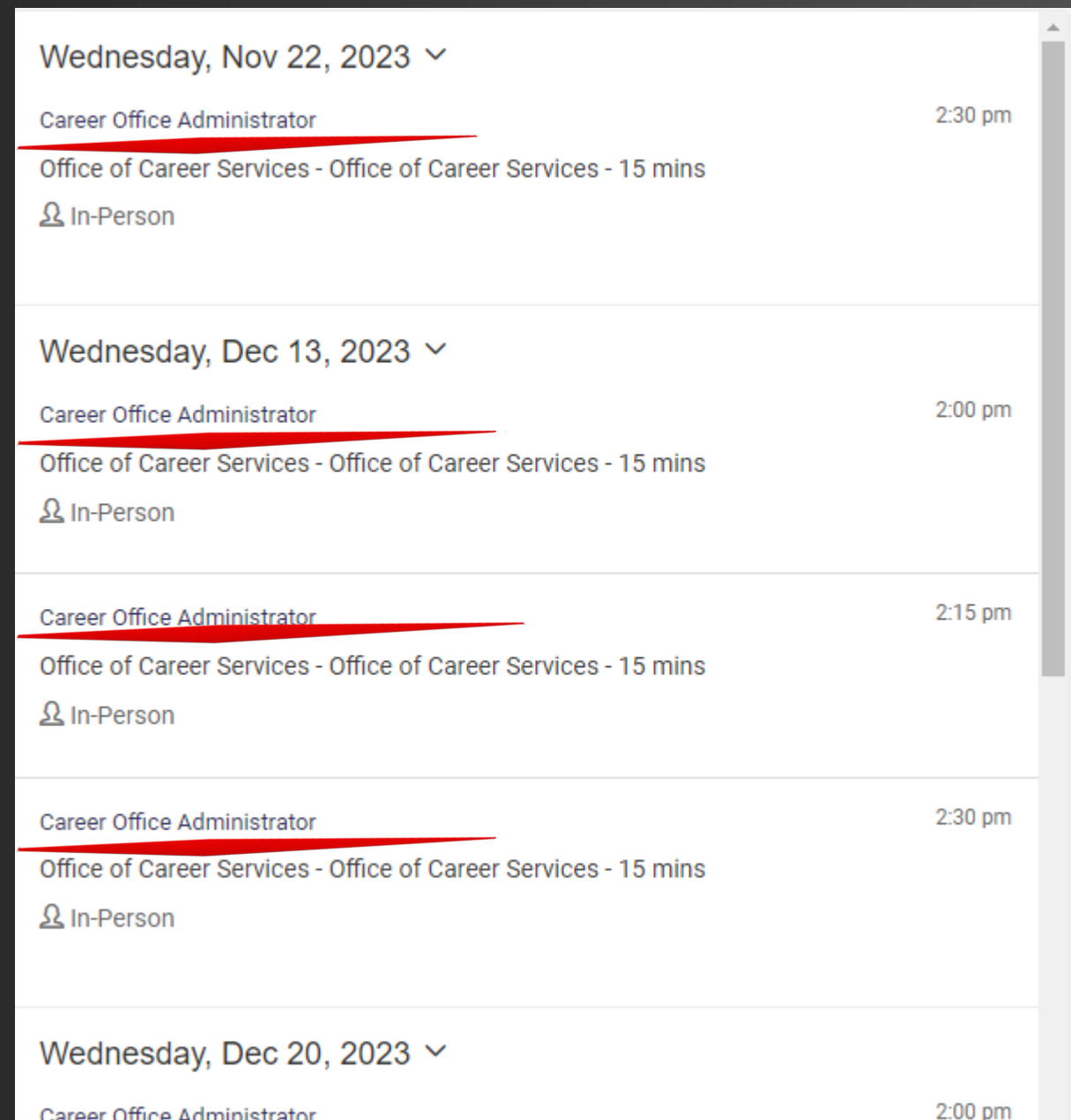
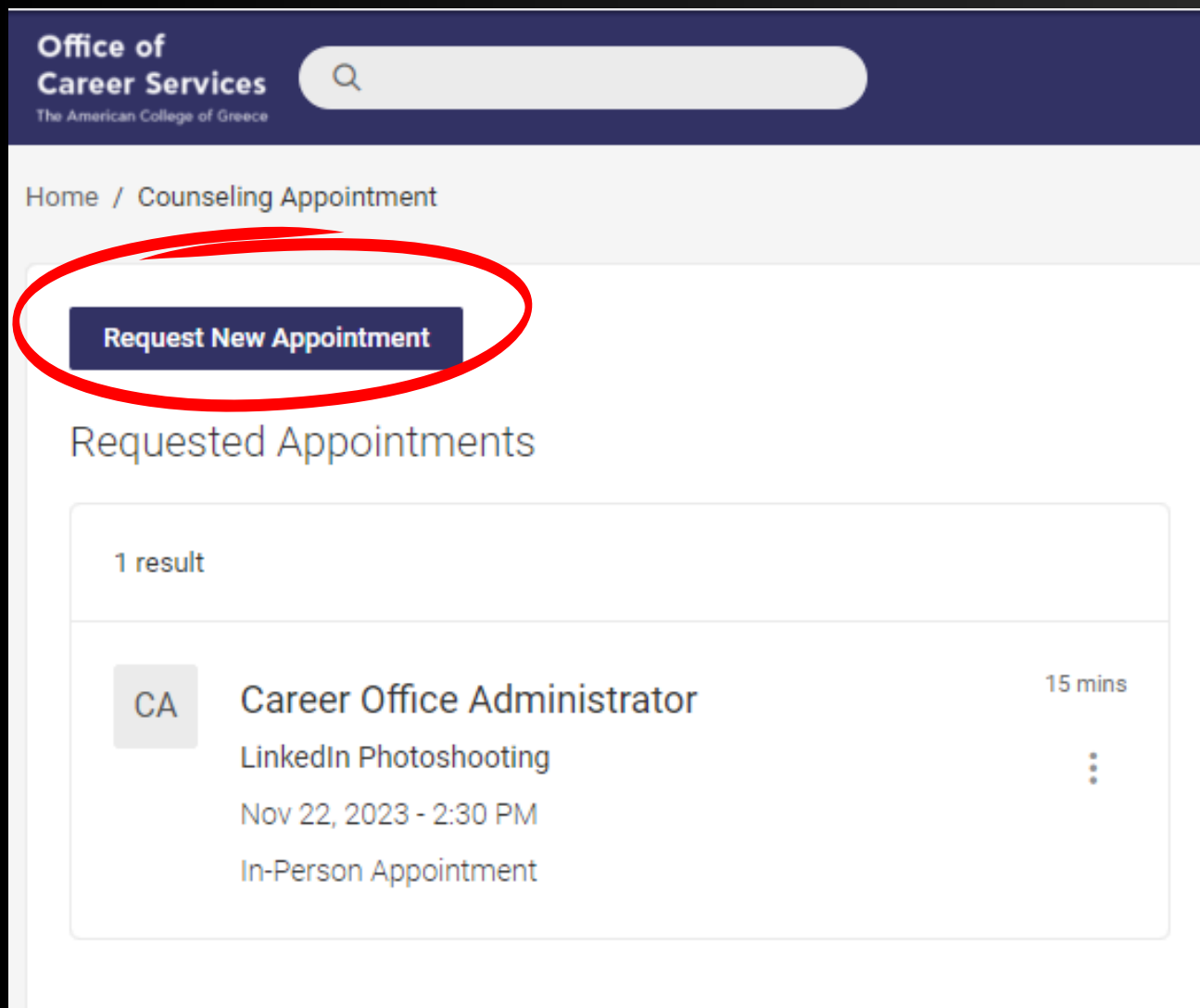
If you do not recall your password, click “Forgot Password”, and type in your ACG Email in order to reset your password and gain access to your account. If you are an alumni of ACG and no longer have access/access to your ACG email account, contact the Office of Career Services in order to change your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

Book your Appointment

- Click on 'Counseling'
- Click 'Request New Appointment'
- Choose the type of appointment you would like, the date and time range that works best for you, and then press "Check Availability"

ACG Career Services

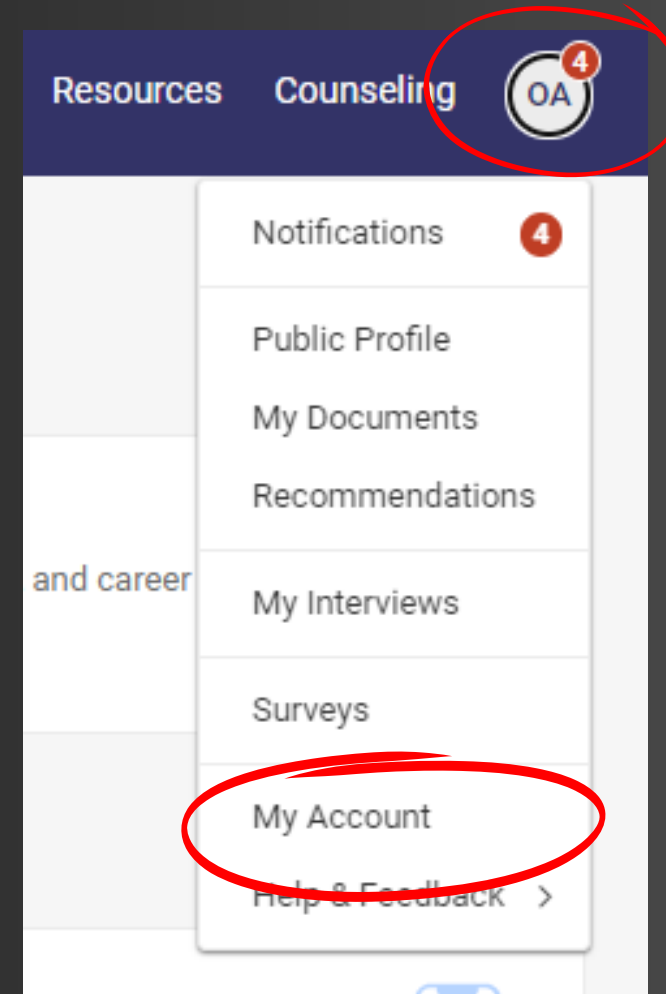




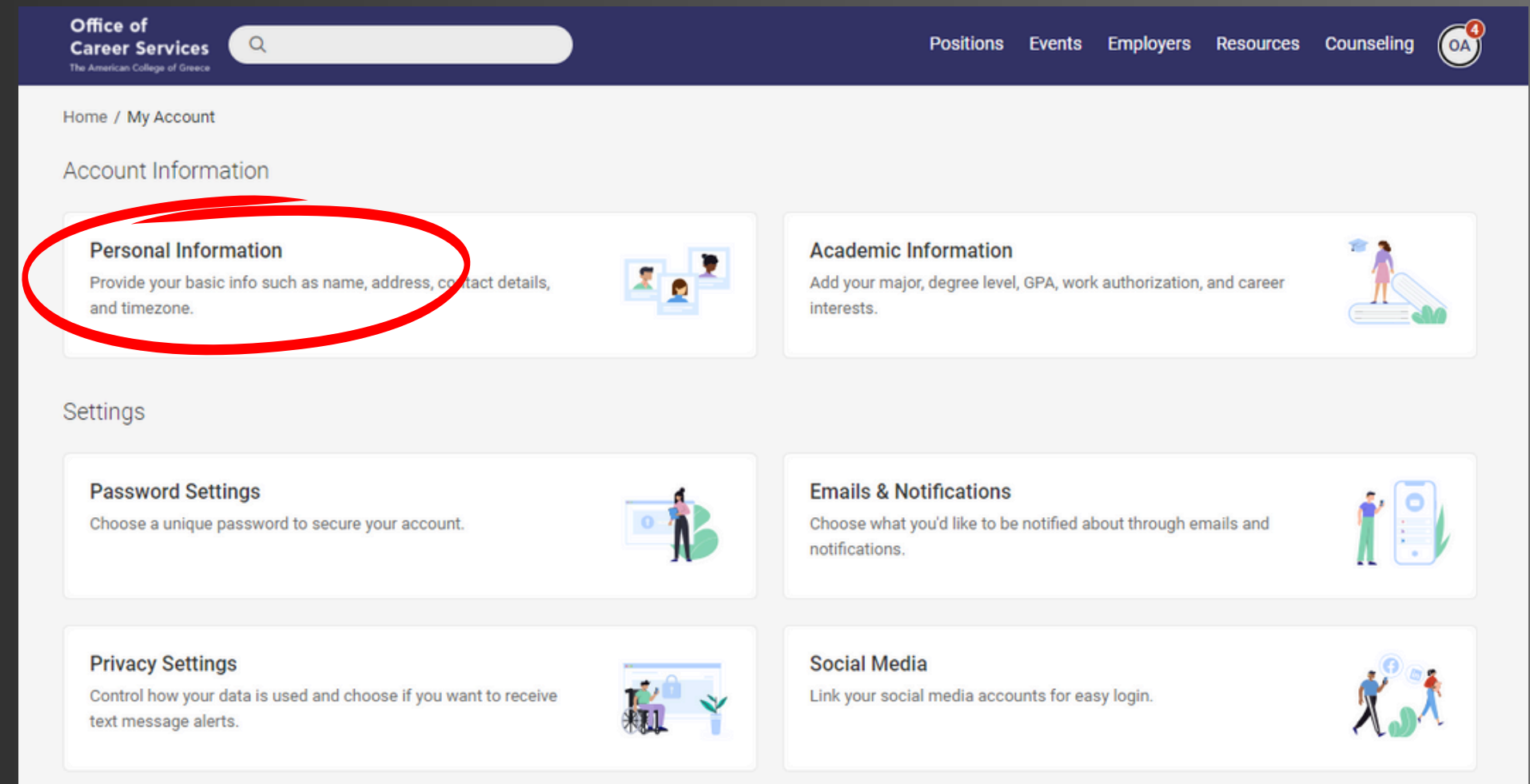
- Make sure the date matches your pick, and then choose one of the available timeslots
- Choose a timeslot and press “Submit Request”
- After that, a new requested appointment will appear in your profile.
- Note: The requested appointment must be first approved by the Office of Career Services, and then will be moved to the “Approved Appointments”. If the requested appointment is not available, you will be contacted by the Office for an alternative appointment.

- Click on your initials in the top right corner
- From the drop-down menu select "My Account"
- Under the "Account Information" you can update your personal and academic information

Additionally, you may find change your account information and set your notifications in the "Settings" section



Edit your Profile



ACG Career Services

Accessing my Reviewed CV

- If you have requested for your CV to be reviewed, you will be able to access your reviewed CV from the Career Portal
- In the Career Portal Main Page, click on your Profile
- Press the “Notifications” option

The screenshot shows the ACG Career Services website. The top navigation bar is dark blue with the text "Office of Career Services" and "The American College of Greece" on the left. A search bar is next to it. On the right, there are links for "Positions", "Events", "Employers", "Resources", and "Counseling". A circular profile icon with "OA" and a red notification badge with the number "5" is also present. Below the navigation bar, the main content area has a dark blue background with a keyboard and a notebook. The text "Rock your LinkedIn Profile, Benefit from LinkedIn Learning" is displayed in white, with a green "REGISTER NOW!" button below it. On the right side of the main content area, a white dropdown menu is open, showing options: "Notifications" (with a red notification badge and the number "5"), "Public Profile", "My Documents", "Recommendations", "My Interviews", "Surveys", "My Account", and "Help & Feedback >". Below the main content area, there are five white cards with icons and text: "Video Interview Practice" (with a person icon), "Career Explorer" (with a magnifying glass icon), "Career Finder" (with a lightbulb icon), "Public Profile" (with a person icon), and "Add a Resume" (with a document icon).

Office of Career Services
The American College of Greece

Positions Events Employers Resources Counseling

Notifications 5

Public Profile

My Documents

Recommendations

My Interviews

Surveys

My Account

Help & Feedback >

"Rock your LinkedIn Profile, Benefit from LinkedIn Learning"

REGISTER NOW!

Video Interview Practice
Practice interviewing and receive helpful feedback.

Career Explorer
Learn about popular careers and leading industries.

Career Finder
Take our quiz and get career suggestions.

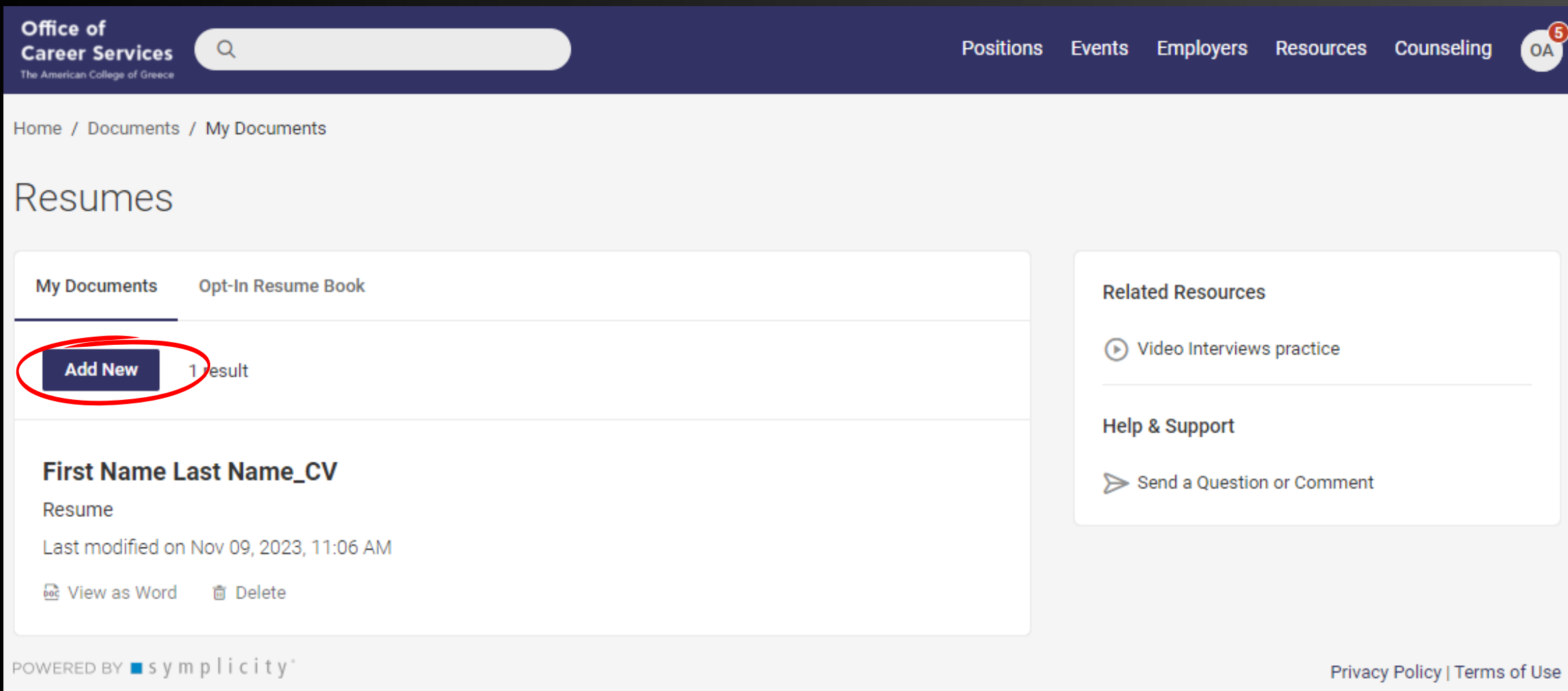
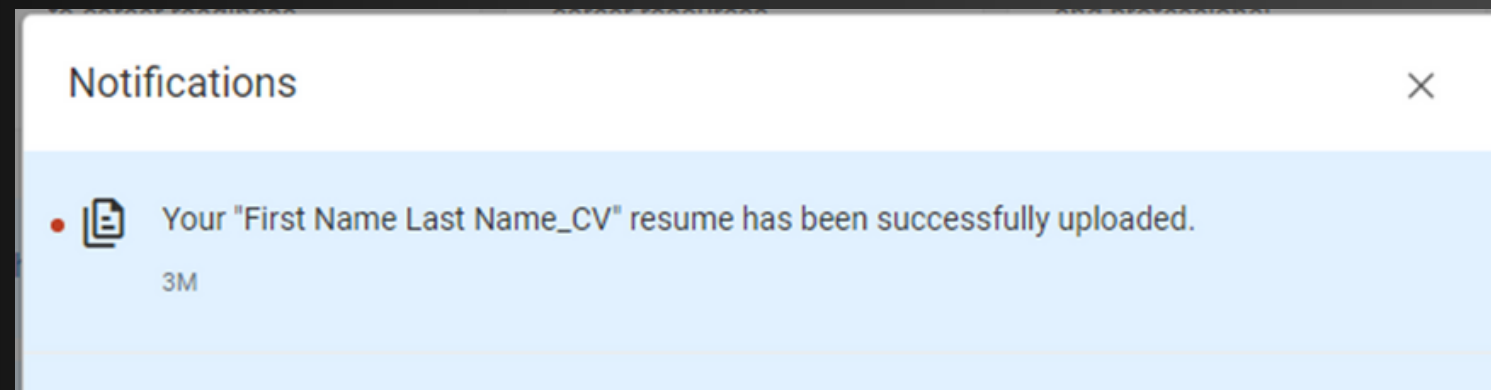
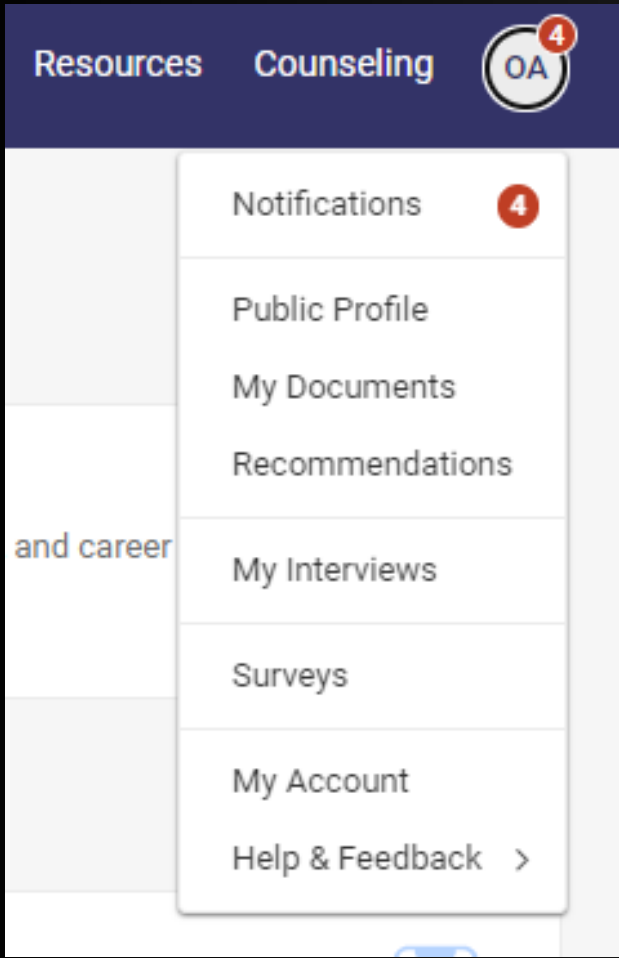
Public Profile
Showcase your academic and professional achievements.

Add a Resume
Upload a resume to get started with your job search.

ACG Career Services

Accessing my Reviewed CV

- If your CV is ready, you will see the corresponding notification
- Click on the notification
- You will find your CV, which you can download as a Word or PDF file
- You may also access it by clicking the “My Documents” tab, under your profile



Upload your CV

- If your reviewed CV requires any additional edits to be made, you should re upload it to the platform after your edits have been made
- You may upload your CV by clicking “Add New”
- You may also upload different versions of your CV to apply for different types of positions

[Home](#) / [Documents](#) / [My Documents](#)

Resumes

[My Documents](#) [Opt-In Resume Book](#)

[Add New](#)

1 result

First Name Last Name_CV

Resume

Last modified on Nov 09, 2023, 11:07 AM



[View as Word](#)



[View as PDF](#)



[Delete](#)

Related Resources



[Video Interviews practice](#)

Help & Support



[Send a Question or Comment](#)

ACG Career Services

Applying for Job Positions

- Click on “Positions”
- From the ‘Search’ tab, you can filter based off position types (Full Time / Part Time / Internship / Corporate Partner Internship* / Work Study)
- To apply for a position, click on the “Apply” button on the posting
- You can also save openings to apply for later by clicking on the star symbol. They can then be found in the ‘Saved’ tab
- ★ You can see all active applications from the ‘Applications’ tab

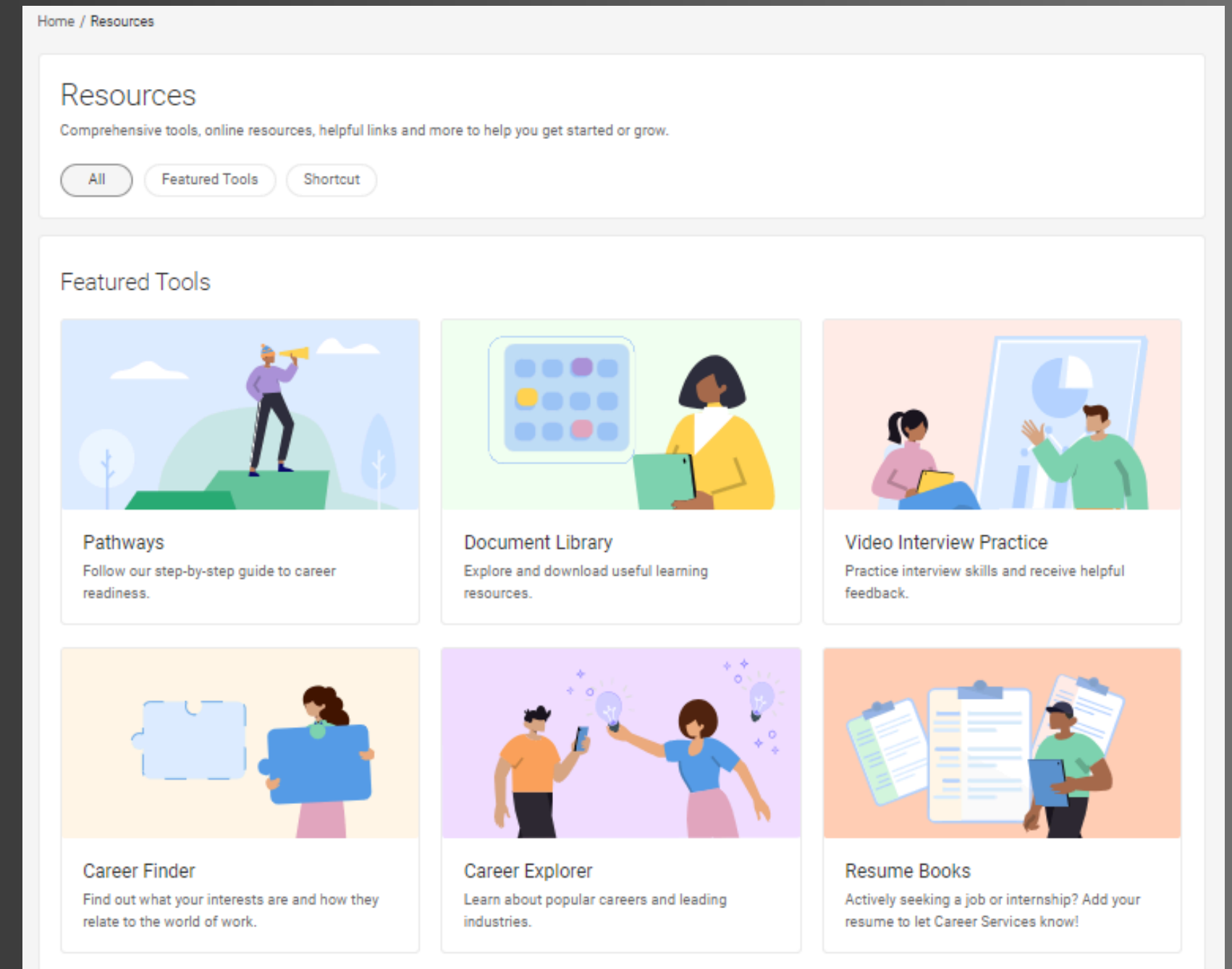
The screenshot displays the 'Office of Career Services' website. The top navigation bar includes links for 'Positions', 'Events', 'Employers', 'Resources', and 'Counseling'. The 'Positions' link is circled in red. Below the navigation bar, the breadcrumb trail reads 'Home / Positions / Discover'. The main section features a search bar with 'Keywords' and 'Location' fields, a '25km' radius selector, and a 'Search' button. Below the search bar, there are filter tabs: 'Show Me', 'Position Type', 'Industry', 'Job Function', 'Remote/On-Site', and 'More Filters'. A dropdown menu for 'Position Type' is open, showing options: 'Full Time Job', 'Part Time Job', 'Internship Position', 'Deree Corporate Partner Internship, Practical Training/ Potential Credit Bearing Position/ Only for Active Students', and 'Deree Work Study on ACG Campus/ Only for Active Students'. The 'Apply' button is visible at the bottom of this dropdown. The main content area displays job listings. The first section, 'People in your network', shows three listings: 'ATHLETIC ASSISTANT' at Deree, 'Accountant Assistant' at Digiastar Technologies, and 'INTRAMURALS ASSISTANT' at Deree. The second section, 'Latest Jobs', shows four listings from Amazon: 'Finance Manager, EU Customer Service' in Berlin, Germany; 'Senior Business Developer, OEM Relationship...' in Clichy, France; 'Senior Partner Development Manager' in Zurich, Switzerland; and 'Responsable des Operations Logistiques' in Lauwin, France. Each listing includes the company logo, job title, location, and a brief description.

*Must be a currently enrolled Deree Undergraduate / Graduate School student in order to be eligible to apply

Accessing Resources

On the Career Portal, click on an “Resources” on the task bar

- Document Library: Access CV templates, workshop recordings & more
- Video Interview Practice: Practice your interview skills
- Career Finder: Take a short test to find out your interests and which careers are a good match
- Career Explorer: Learn about popular careers and growing industries



Accessing Resources

Here you may find links to useful external resources, including the ACG Alumni Networking sites

Shortcut



Sigi 3 Assesment Questionnaire



ACG Connect Alumni Networking Platform – Mentoring Program

Exclusive access to a robust network of alumni who are eager and willing to share their experience and advice about life beyond the American College of Greece!



Youth Empowered by Coca Cola

Free digital learnings and workshops towards building future job market skills



National Digital Academy

Free courses available in Greek and in English to build digital skills & competencies. Please note that the website is only available in Greek.



HigherEd

Global jobs and internships at top companies, Ability and behavior assessments to practice for real-test situations & Masterclass webinars / LOG-IN WITH YOUR ACG EMAIL!



ALBA Networker-Alumni platform



EuroBrussels - The European Affairs Jobs & Internships site

International Internship, traineeship and stage positions in European Union Affairs in Brussels and Europe. Jobs for all levels of experience. Register to their Free Newsletter!



GoinGlobal

Country-specific career and employment information, including worldwide internship and job postings. DO YOUR FIRST LOG-IN ON CAMPUS AND HAVE ACCESS FROM EVERYWHERE!



LinkedIn Learning

Massive video courses taught by industry experts in software, creative, and business skills, including how to build your own LinkedIn Profile! Use your ACG Network username and password (the one you use for BlackBoard) to log-in.



Woman in International Affairs Network

Listing of world-wide job postings/fellowships for International Affairs positions

Registering for OCS Events & Workshops

On the Career Portal, click on an event organized by the office that you are interested in

Office of Career Services
The American College of Greece

Positions Events Employers Resources Counseling EK


Home / Events

Keywords Search

Type ▾ When ▾ Attendance ▾ More Filters ▾


2 results Show 20 ▾

TODAY

 **Leading Careers Workshop Series**
Rock your LinkedIn profile.
Benefit from LinkedIn Learning.
Workshop — Virtual Workshop

TODAY 5:00 PM - 6:00 PM
"Rock your LinkedIn Profile, Benefit from LinkedIn Learning" **ATTENDING**

THIS WEEK

 NOV 15 1:00 PM - 6:00 PM
Network Me Up: V+O
Student Fair

Registering for OCS Events

Click the “Submit” button to register.
You will also receive a a confirmation email to
your user account email

Events

About the event

Network Me Up! is a series of events organized by the ACG Office of Career Services with key companies operating in the Greek market. The goal of the events is to bring students & recent alumni for an up-close and personal event in order to gain real insight into a day in the life at these companies and network effectively for future internship/employment opportunities. The Office of Career Services partners with these companies in order to create a unique experience for the attendees, that's not just another company presentation. Stay tuned for future events that take place throughout the academic year.

V+O Group Takes You on a Journey to Explore the World of Communication, Advertising, and Marketing! No matter your background or your studies, Join Us at Deree, The American College of Greece, for an Unforgettable U WE ONE Day!

We Are V+O! We are communication catalysts; we change, we protect, we support and help businesses, brands and institutions to grow. We are a #true, #one, #ethical and #driver of success and change team of professionals with concrete knowledge and accumulated experience. An agency of conversation starters, enablers and storytellers of an original and disruptive sort that clients need. In 23 years we have become a dynamic hub of collective intelligence, with a presence in 7 countries, 220 clients, and more than 150 employees.

November 15, ACG Events Hall / Upper Level Library

V+O Day - Agenda

13:00-13:00 – Registration/Check-in

13:30-14:00 – UWEONE. Welcome On Board

14:00-14:45 - Corporate communication and the skill-set needed in a strategic consulting agency

14:45-15:30 – NetWorkMeUp, V+O Career talks (Vol. 1)

15:30-16:00 – Mindhaus: *From consumer insights and marketing strategies to integrated communication campaigns: Case studies:ETC/ MSIET, Greece marketing strategy/ UNWTO, TBEX Europe 2023*

16:00-16:30 – Curious Ahead: Company credentials and digital marketing skill-set

16:30-16:40 – Qs&As

16:40-17:10 – Unlimited Creativity: The DNA of a creative agency

17:10-18:00 – cc your CV (Vol.2)

About the Companies:

V+O Communication: Fully integrated communication and PR services. Strategic communications, media relations, public affairs and crisis management are the core services.

Curious Ahead: The digital arm of V+O. Holistic digital communications strategy & implementation. SoMe and engagement, paid media and analytics, digital strategy.

Unlimited Creativity: An above and beyond 360 powerhouse of result driven ideas. Creative services, branding, design & ad services.

Mindhaus, Tourism Marketing Strategy: The tourism marketing strategy agency focusing on travel and destination strategic marketing.

Submit

Cancel

* indicates a required field

ACG Career Services

Registering for OCS Workshops

Click the “Attend” button to register.
You will also receive a a confirmation email to
your user account email

Office of
Career Services
The American College of Greece

PositionsEventsEmployersResourcesCounselingOA¹

Home / Events / THE INTERVIEW LAB: Get t...

Events

THE INTERVIEW LAB: Get the Job!

Nov 21, 2023 2:30 PM - 3:30 PM

John S. Bailey Library Conference Room

Add To CalendarAttend

Name

THE INTERVIEW LAB: Get the Job!

Workshop Start

Nov 21, 2023, 2:30 PM

Workshop End

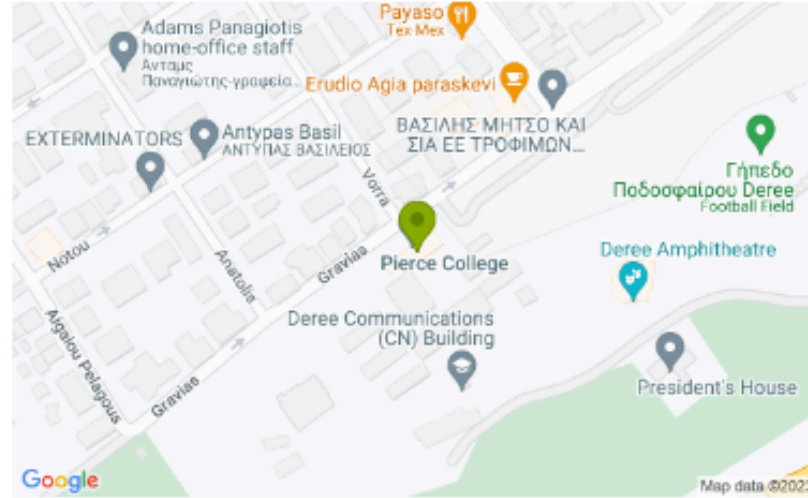
Nov 21, 2023, 3:30 PM

Description

Try new techniques to convince the recruiters & refine your use of language to stand out in interviews.

Location

John S. Bailey Library Conference Room



Related Resources



[Video Interviews practice](#)

[How to Build Your CV](#)

Help & Support

[Send a Question or Comment](#)

**GET READY, GROW,
THRIVE!**

Contact us at:
 career@acg.edu
 2106009800 #1311