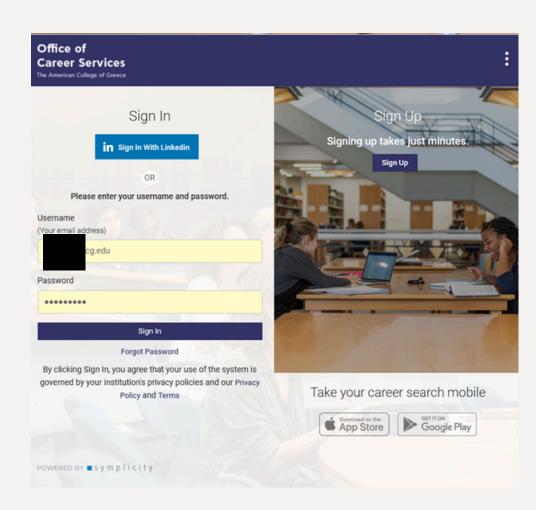


## CAREER DAYS

# HOW TO GUIDE

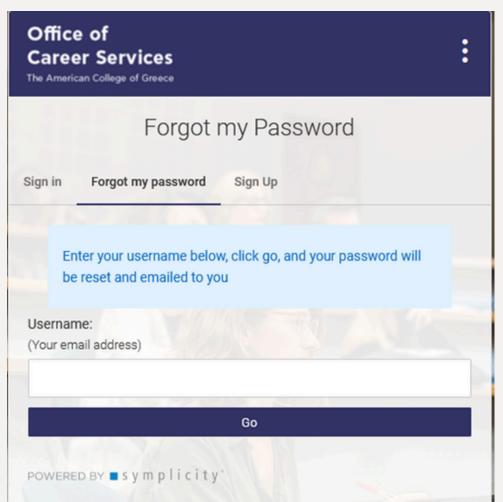
Everything you need to know to prepare and attend Career Days at Deree!



#### Login:

Login into the Career Portal:

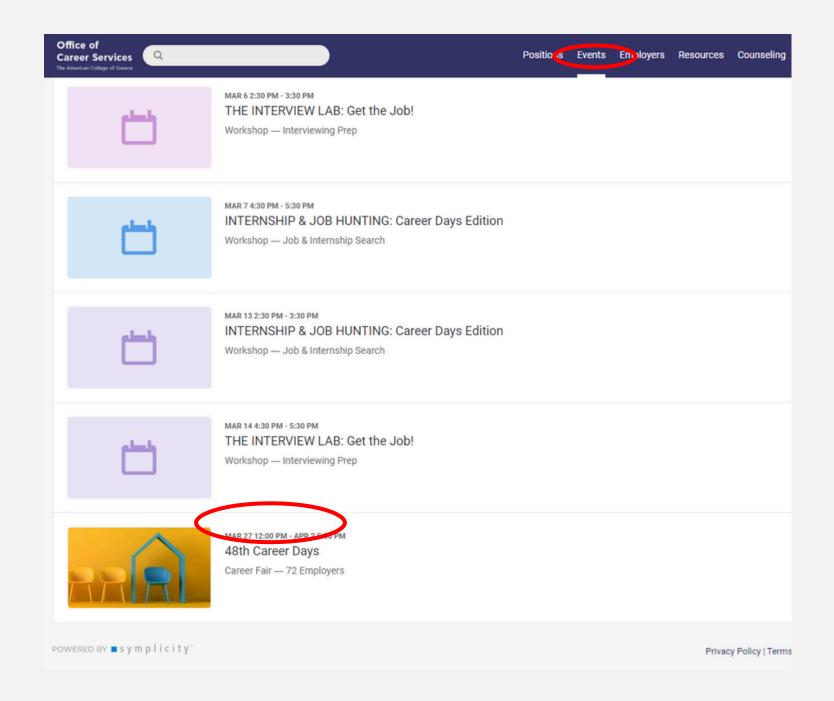
If you are an ACG student/alumni, an account has already been created for you. Your username is your ACG email and your password is unique to the portal. Follow the instructions below if you do not have your credentials.



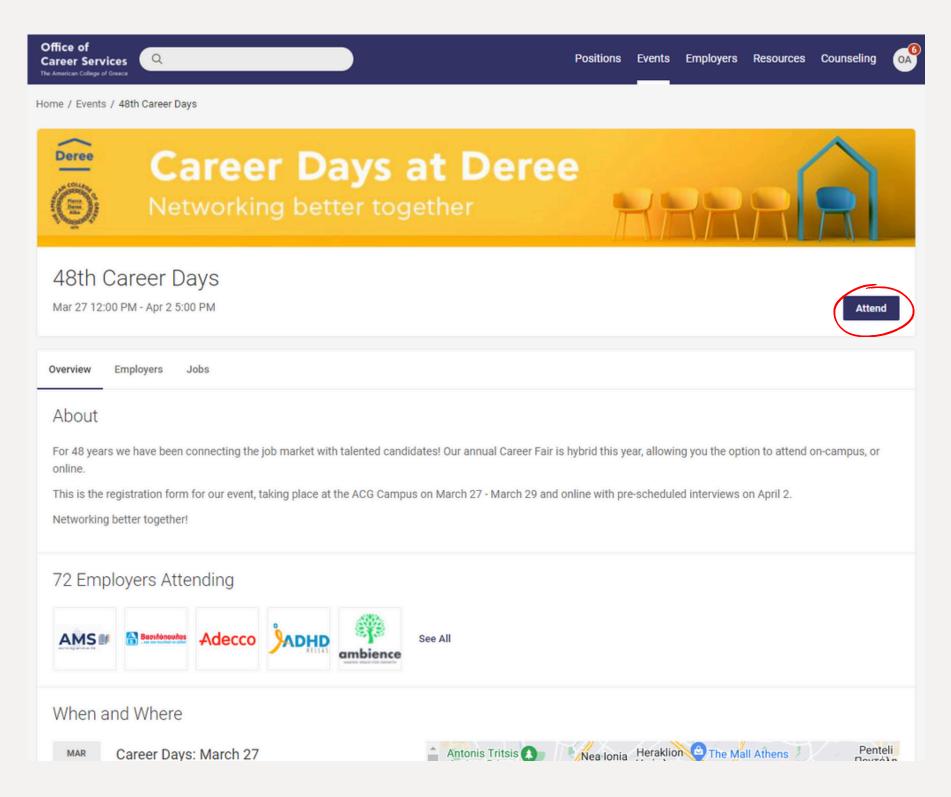
#### Forgot my Password:

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.

#### How to register for Career Days



- Click on the 'Events' button
- Select 'Career Days'
- Click on 'Attend' to confirm your attendance in the event



### PREPARATION



#### Update your CV, research attending organizations and excel!

• Update your CV through the templates provided <a href="here">here</a> and send it to us for review at career@acg.edu with the subject line "CD Review 25"

#### **CV Templates**

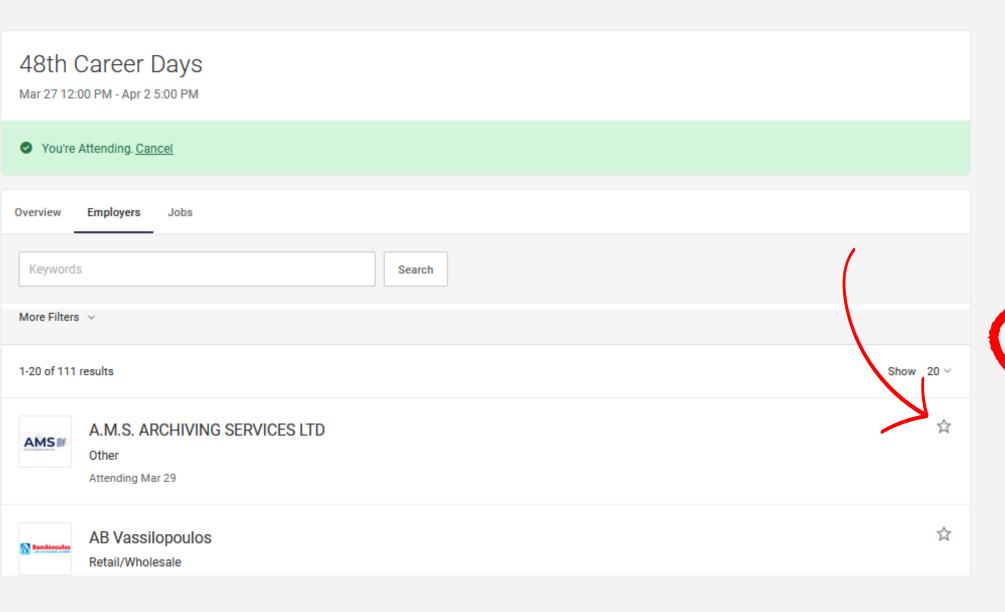
- Fill in your personal information on the template attached without changing its format.
- Use the appendices so as to create an exceptional resume.
- In the appendices, you will also find a list of OU degrees, so as to properly mention your OU degree on your resume.
- Watch the How-to build your CV Tutorial Video <u>here</u>
- Bring multiple copies of your CV to the on-campus fair
- Research the organizations attending the fair and their job openings

## HOW TO GUIDE

#### Research organizations attending



- From the event page, research the organizations attending by clicking on the 'Employers' tab
- Click on 'More Filters' to filter by day attending, majors/job functions recruited, industry, and if they accept non-Greek speakers
- Mark your interest in companies by clicking on the star icon



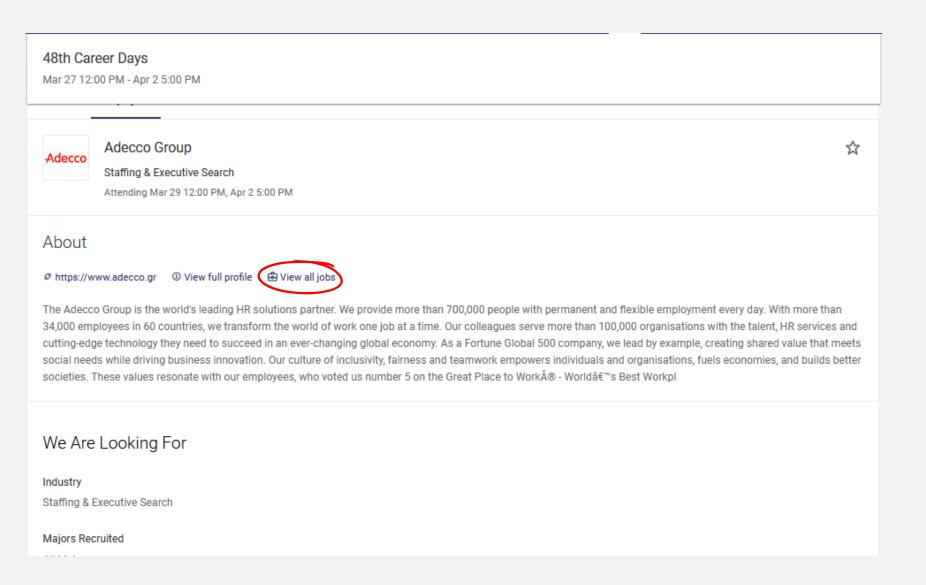
<b>48th Career Days</b> Mar 27 12:00 PM - Apr 2 5:00 PM		
маі 27 12.00 Рм • Арі 2 5.00 Рм		
Overview Employers Jobs		
Keywords Sea	rch	
More Filters ∨		
Position Types		Industry
	v	
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Day		Majors Recruited
☐ Career Days: March 27		•
☐ Career Days: March 28		
☐ Career Days: March 29		
☐ Career Days: April 2 (Online)		
Please indicate which job functions your organization recruits for:		Could non-Greek speakers be considered for positions in your organization?
	v	O Yes O No
		Clear Cancel Ap

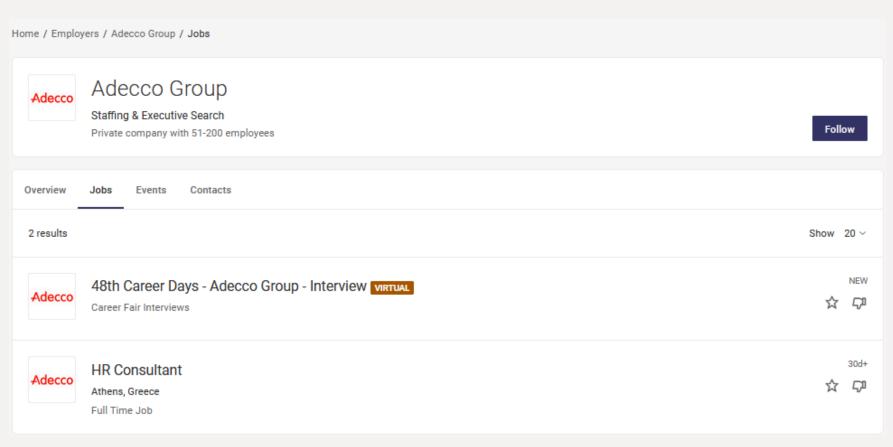
# HOW TO GUIDE

#### View all job openings



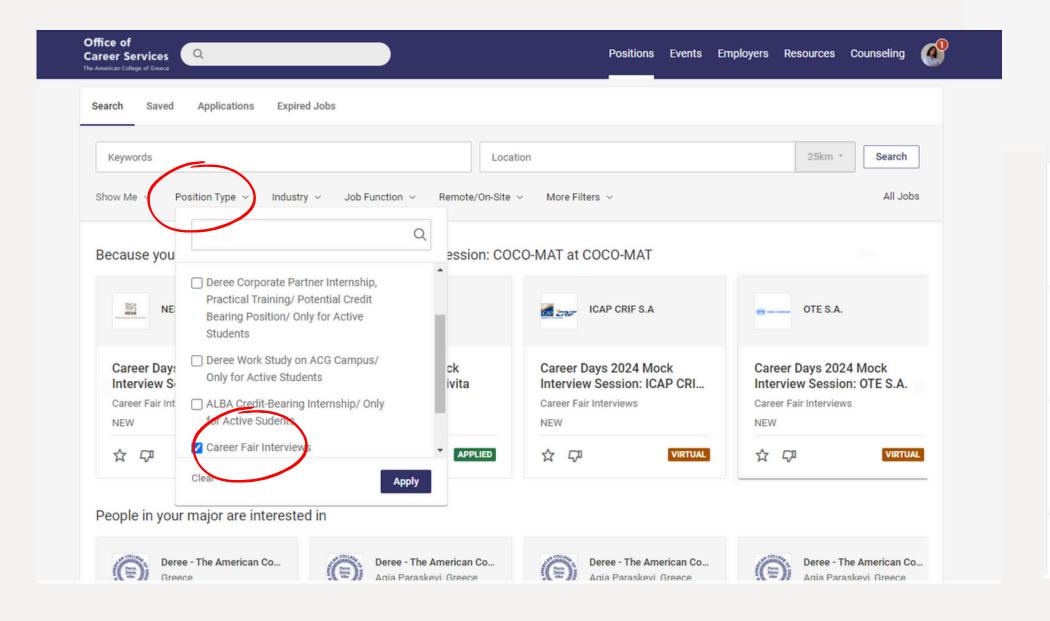
- Click on the Company Name to find out more about the company
- Click 'View all Jobs' to see any current job/internship openings being offered
- If a company is attending online, you can click the relevant job posting (See Example '48th Career Days Adecco Group Interview') to book your interview slot for the online date. Alternatively, follow the process described in the next slides.

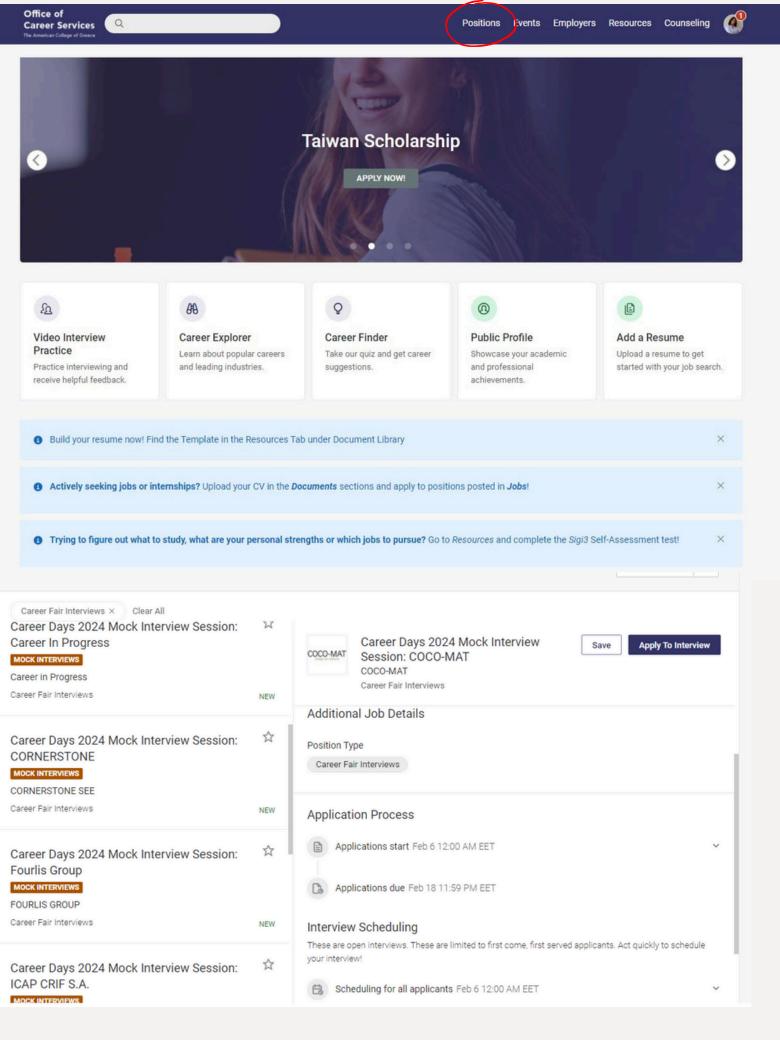




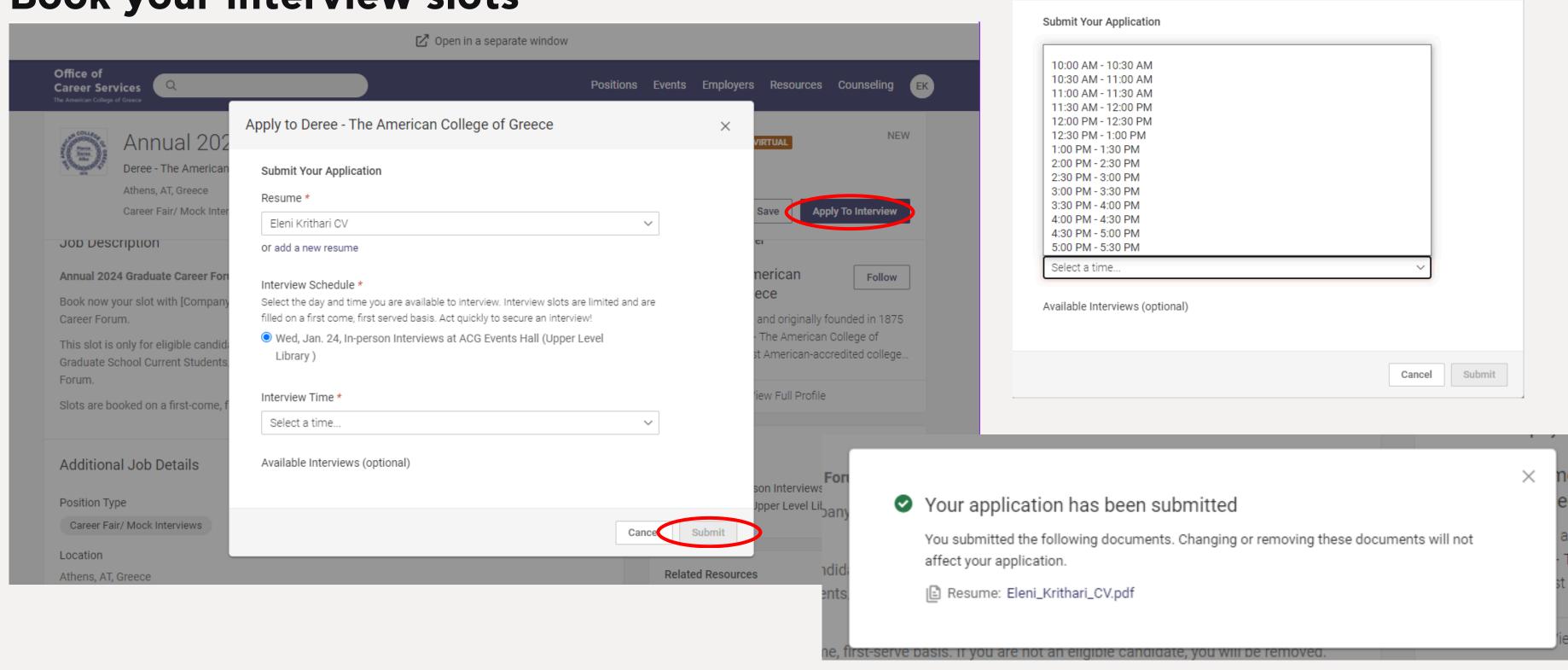
#### Pre-book an interview (Online Day only)

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





#### **Book your interview slots**



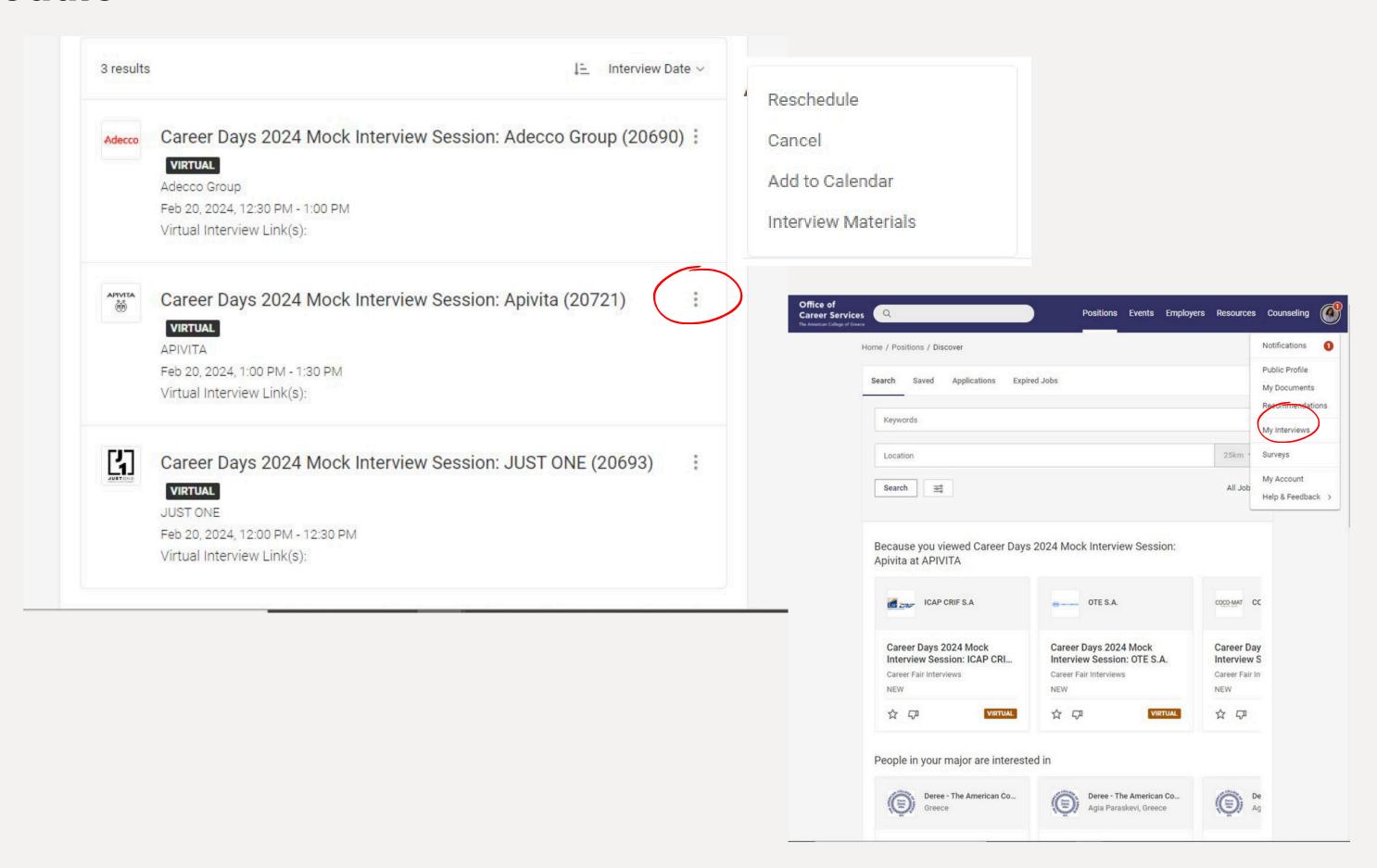
Apply to Deree - The American College of Greece

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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.

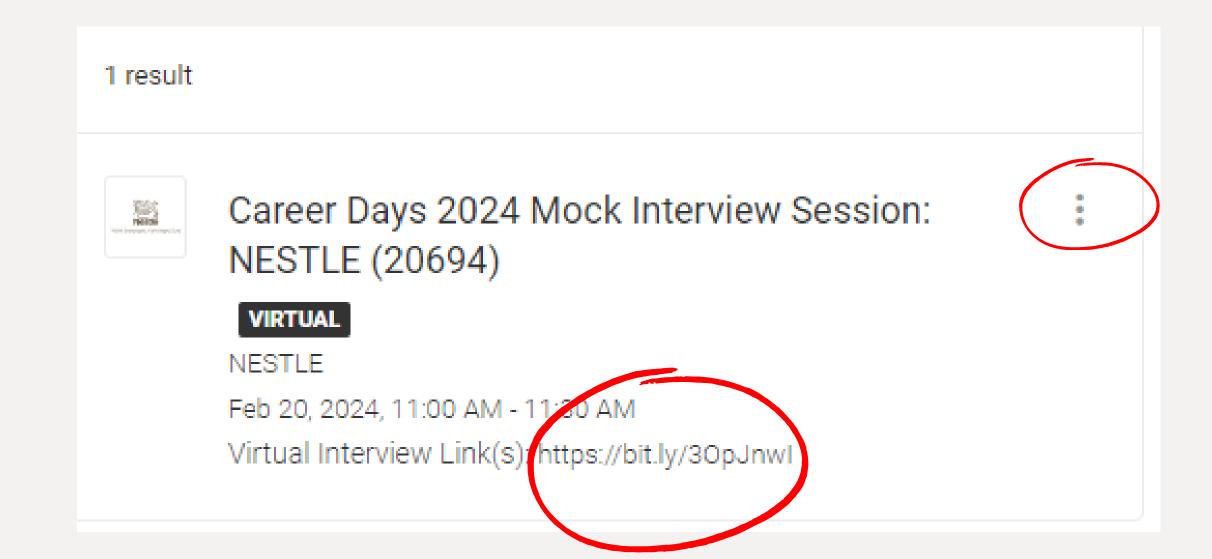
#### Interviews schedule

- 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



#### 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



Reschedule
Cancel
Add to Calendar
Interview Materials

#### **Contact Us**

#### **ACG Career Services**

- career@acg.edu
- 210 600 9800 ext. 1311