



MOCK INTERVIEW **HOW TO GUIDE**

How to book and manage your interview slots

The screenshot shows the 'Office of Career Services' header for 'The American College of Greece'. The page is split into two main sections. The left section is titled 'Sign In' and features a 'Sign In With LinkedIn' button, an 'OR' separator, and a text prompt 'Please enter your username and password.' Below this are input fields for 'Username (Your email address)' and 'Password', followed by 'Sign In' and 'Forgot Password' buttons. A disclaimer at the bottom states that using the system agrees to the institution's privacy policies. The right section is titled 'Sign Up' with the text 'Signing up takes just minutes.' and a 'Sign Up' button. At the bottom of the right section, there is a banner for a mobile app with 'App Store' and 'Google Play' download buttons. The footer indicates the system is 'POWERED BY symplcity'.

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.

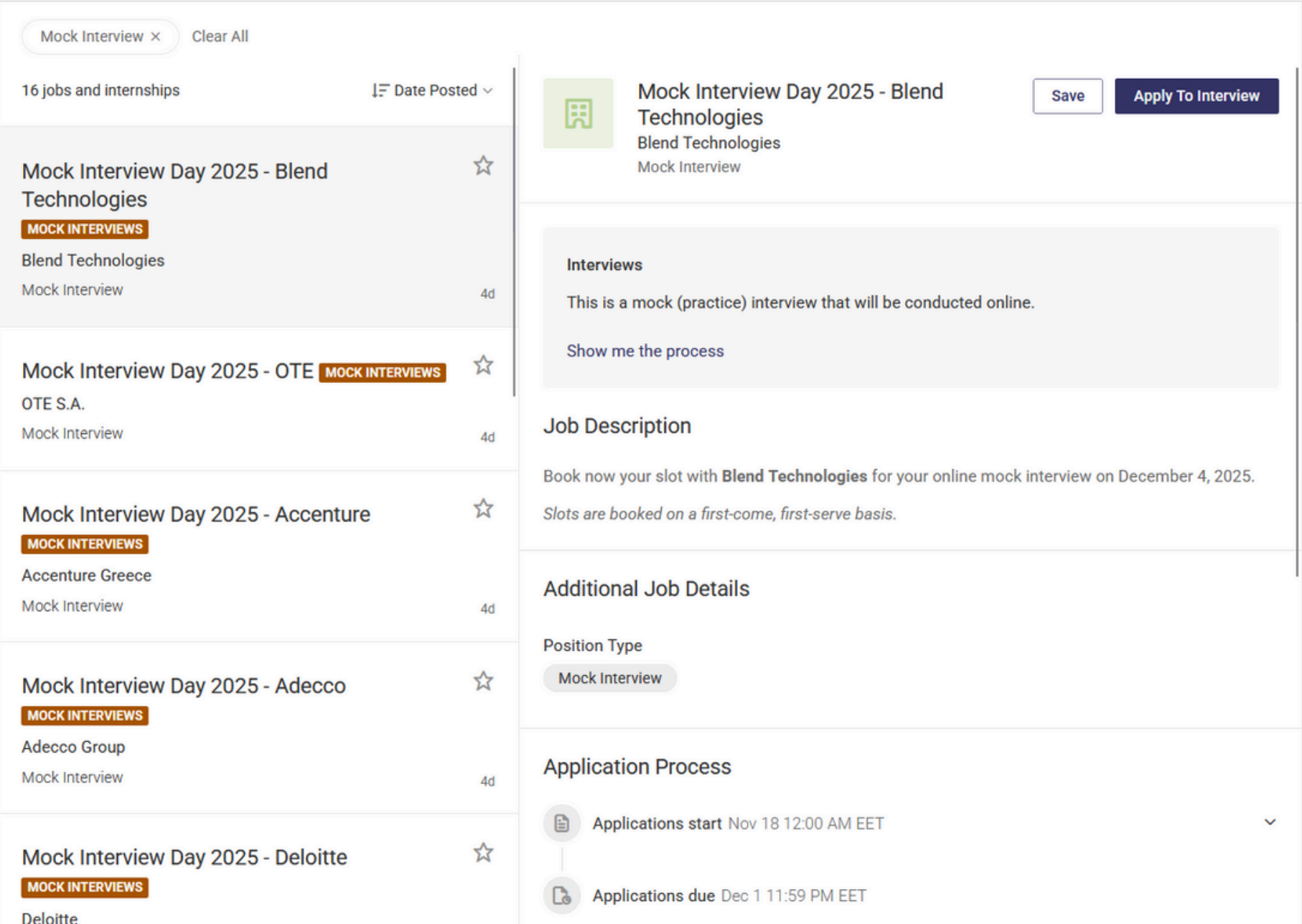
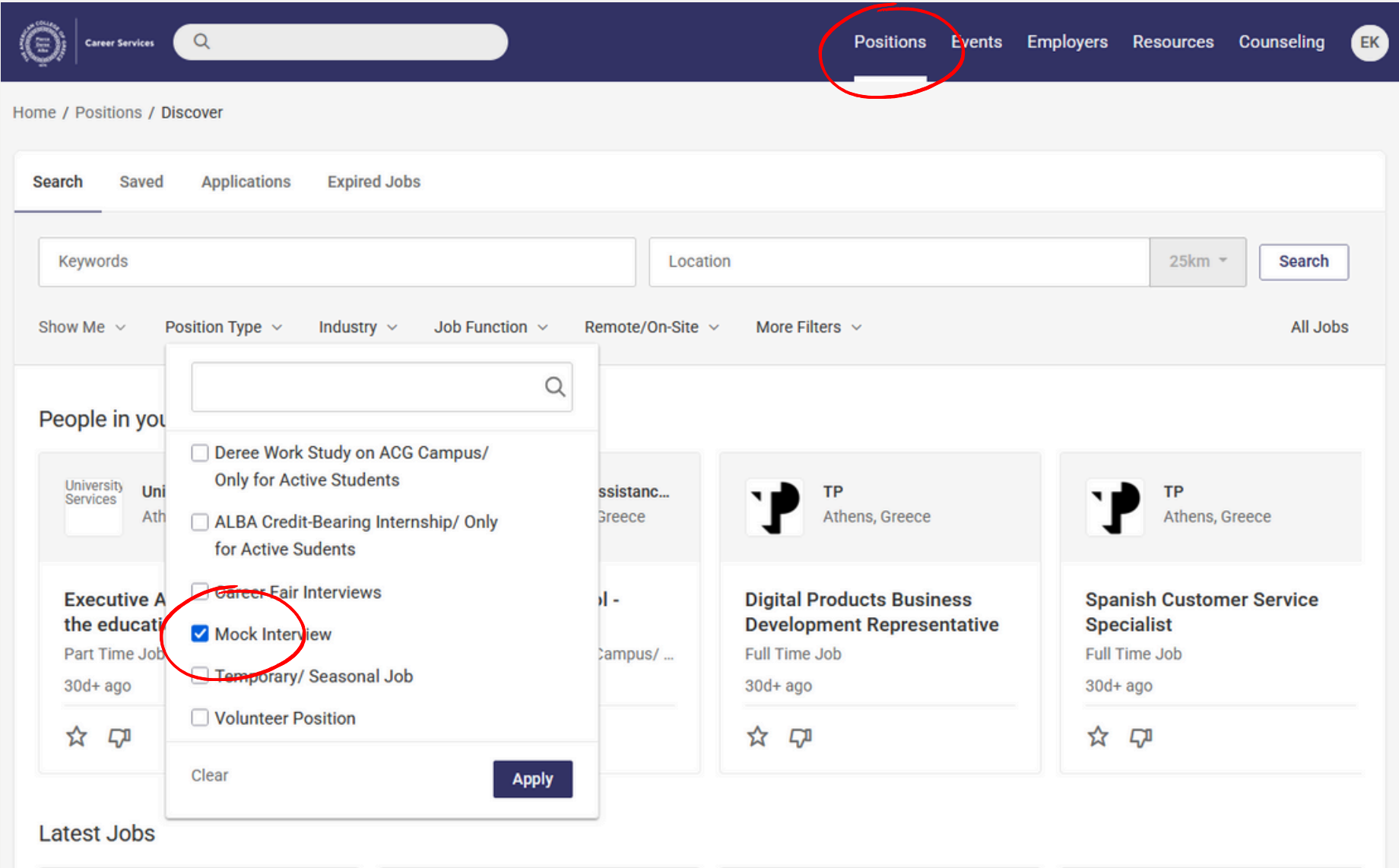
The screenshot shows the 'Office of Career Services' header for 'The American College of Greece'. The page title is 'Forgot my Password'. Below the title are three tabs: 'Sign in', 'Forgot my password' (which is selected), and 'Sign Up'. A light blue instructional box states: 'Enter your username below, 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. At the bottom of the input area is a dark blue 'Go' button. The footer indicates the system is 'POWERED BY symplcity'.

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 ACG Career Services in order to change your email address and gain access to your account.

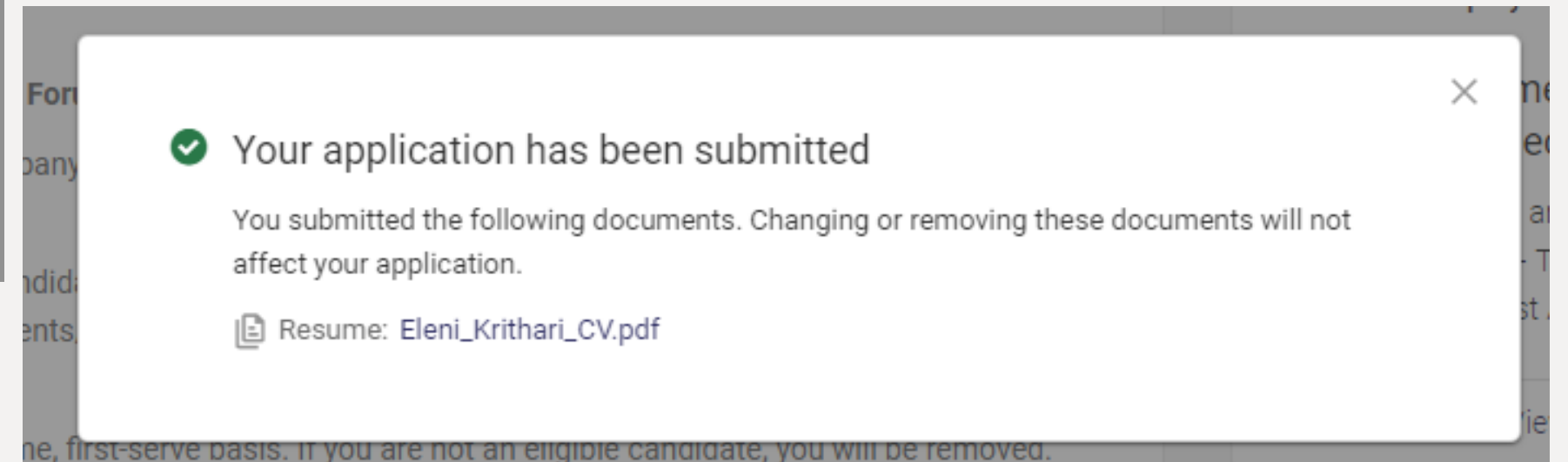
Book your Interview Slots

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



Book your Interview Slots Cont.

The screenshot shows a web application interface for booking interview slots. A modal window titled "Apply to Blend Technologies" is open. It contains a "Submit Your Application" section with a "Resume *" dropdown menu showing "Eleni Krithari CV" and a link "or add a new resume". Below this is the "Interview Schedule *" section, which includes instructions and a radio button selection for "Thu, Dec. 04, Virtual Interviews". The "Interview Time *" section features a dropdown menu with a list of time slots: 1:00 PM - 1:30 PM, 1:30 PM - 2:00 PM, 2:00 PM - 2:30 PM, 2:30 PM - 3:00 PM, 3:00 PM - 3:30 PM (highlighted), 3:30 PM - 4:00 PM, 4:00 PM - 4:30 PM, and 4:30 PM - 5:00 PM. A "Submit" button is located at the bottom right of the modal. In the background, a job listing for "Mock Interview Day 2025 - Blend Technologies" is visible, with a purple "Apply To Interview" button circled in red.




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- 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

3 results

Interview Date



Career Days 2024 Mock Interview Session: Adecco Group (20690)

VIRTUAL

Adecco Group

Feb 20, 2024, 12:30 PM - 1:00 PM


Virtual Interview Link(s):

Reschedule

Cancel

Add to Calendar

Interview Materials




Career Days 2024 Mock Interview Session: Apivita (20721)

VIRTUAL

APIVITA

Feb 20, 2024, 1:00 PM - 1:30 PM

Virtual Interview Link(s):



Career Days 2024 Mock Interview Session: JUST ONE (20693)

VIRTUAL

JUST ONE

Feb 20, 2024, 12:00 PM - 12:30 PM

Virtual Interview Link(s):

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Career Services
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Because you viewed Career Days 2024 Mock Interview Session:
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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>

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Reschedule

Cancel

Add to Calendar

Interview Materials

Contact Us

ACG Career Services

 careerevents@acg.edu

 210 600 9800 ext. 1311