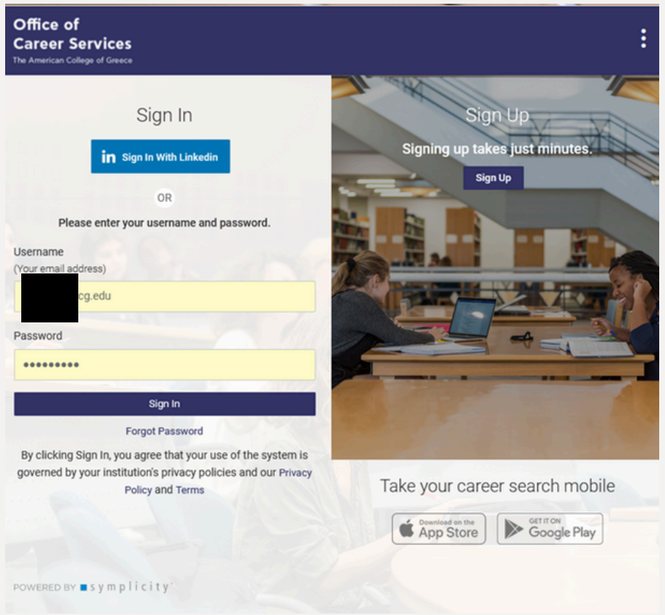
MOCK INTERVIEW

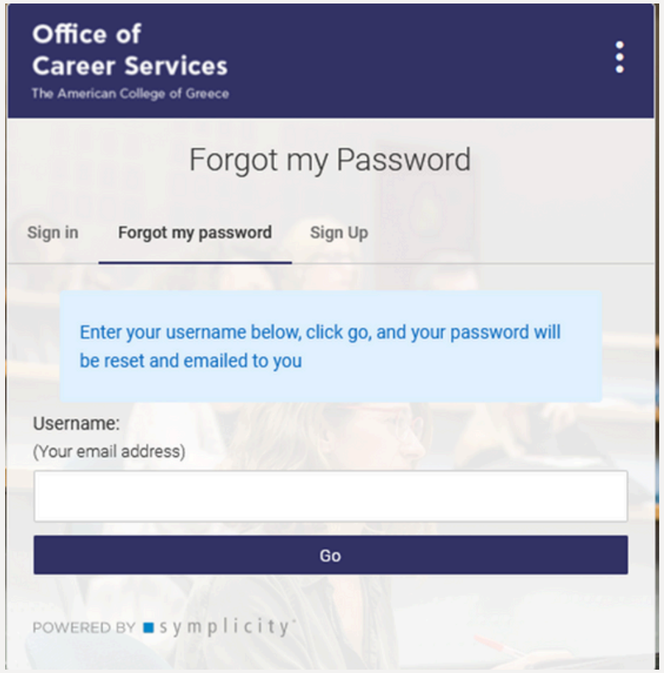
HOW TO GUIDE

How to book and manage your interview slots



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.

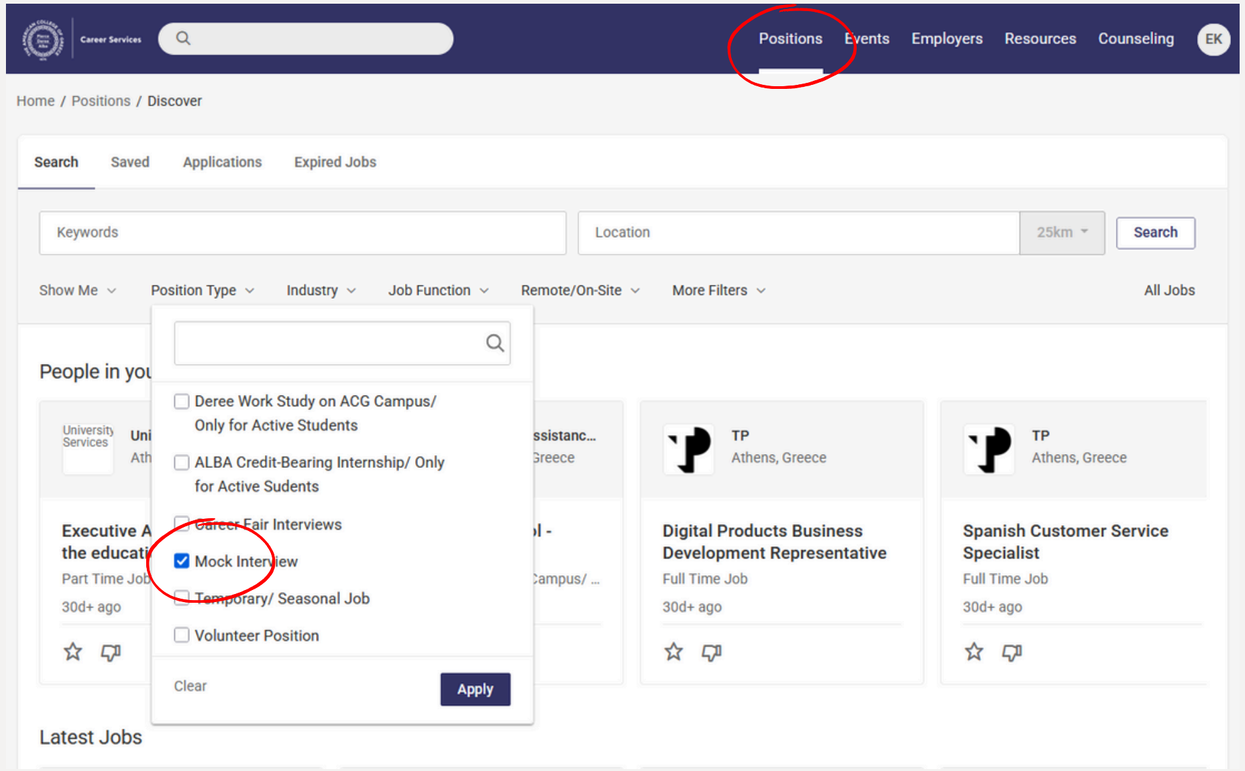


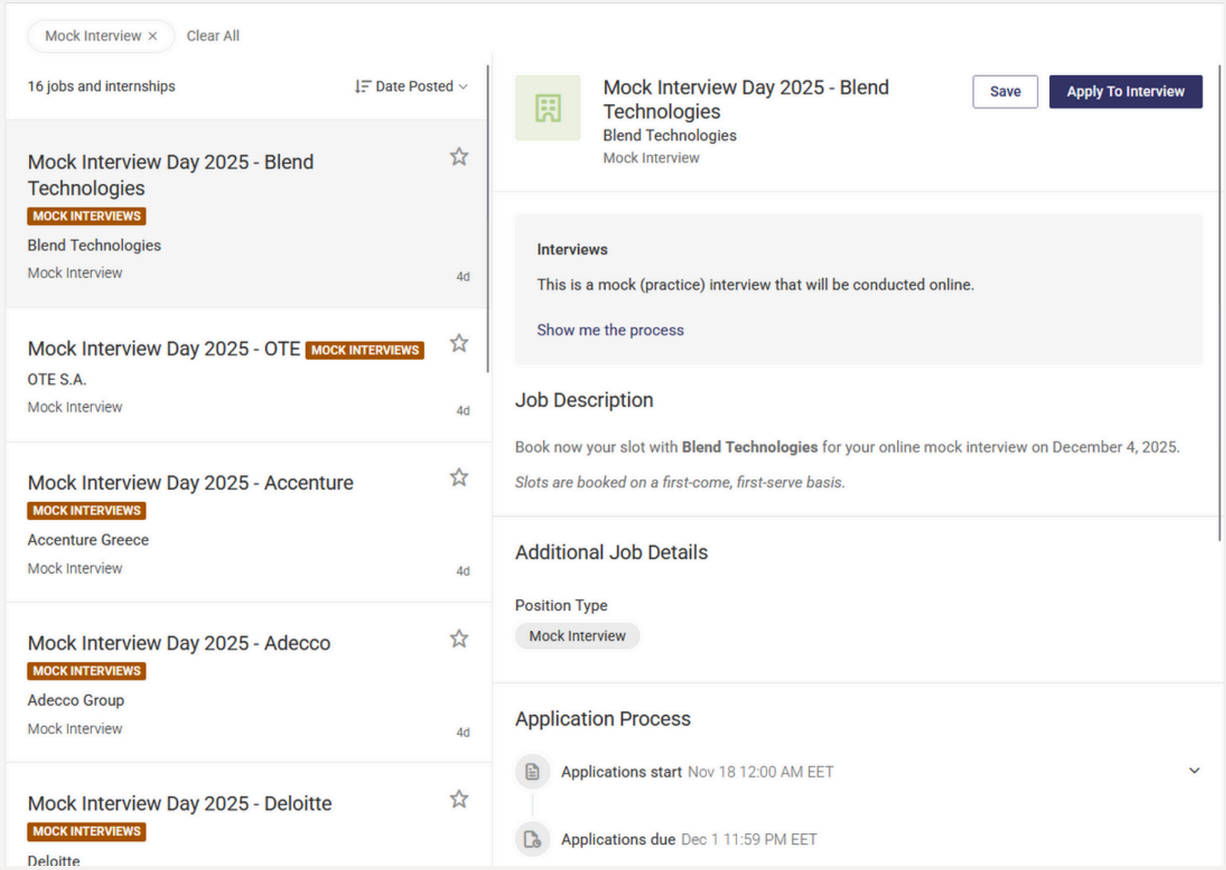
Forgot My Password:

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.

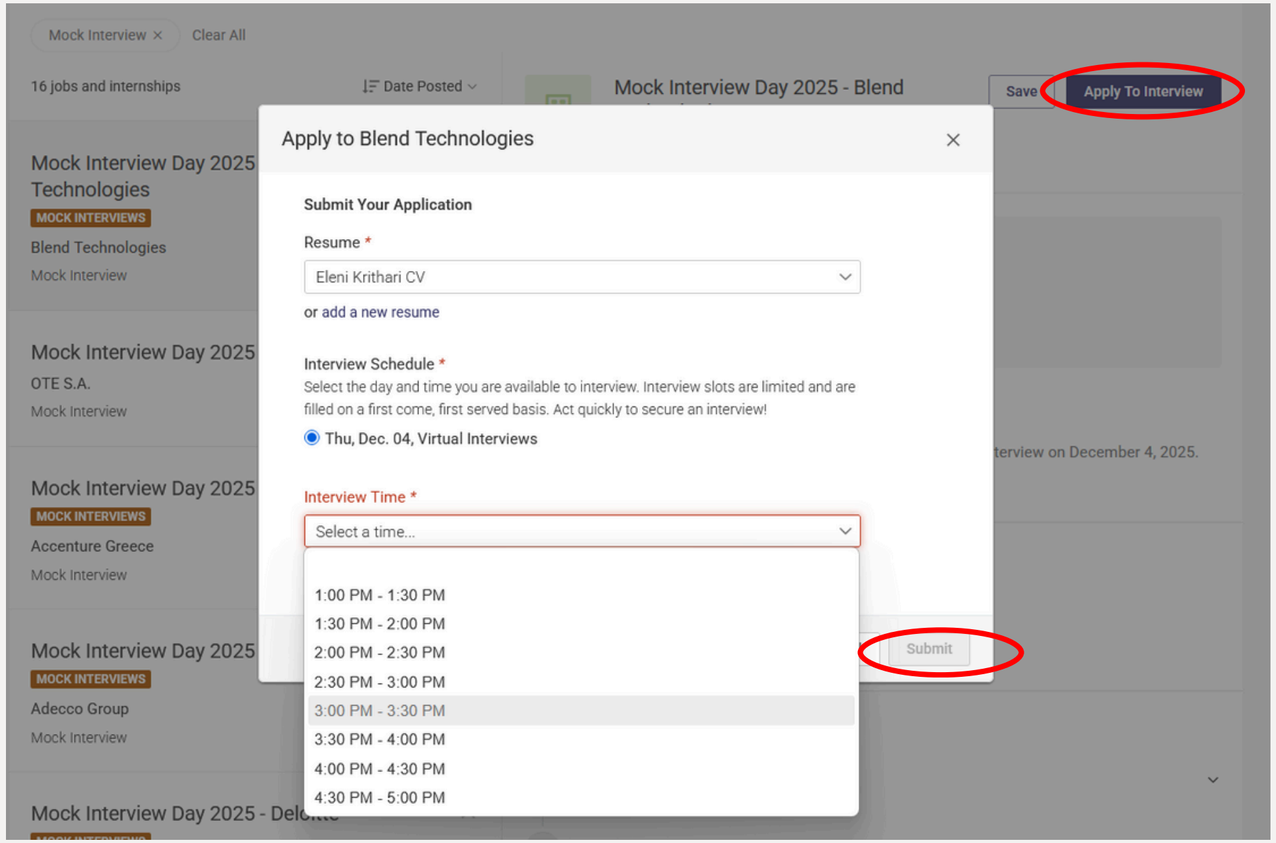
Book your Interview Slots

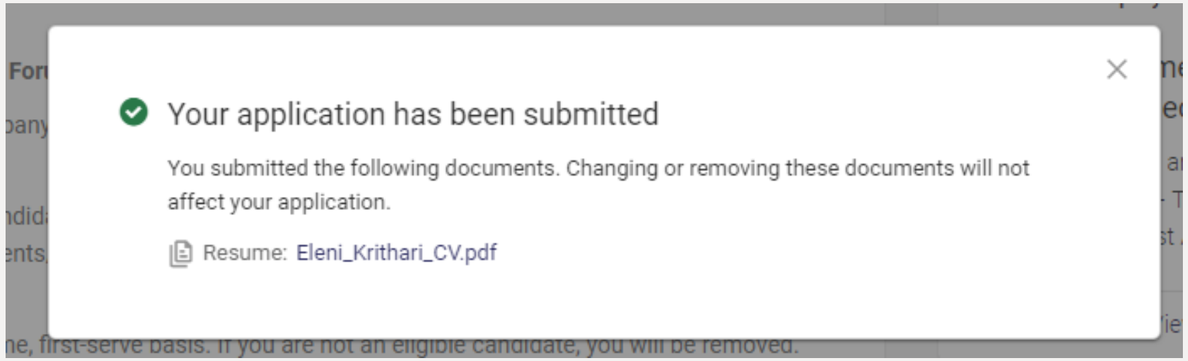
- Click on 'Positions'
- Click "Position Type" and check "Mock Interviews" then press apply
- Scroll down and all available interviews will appear





Book your Interview Slots Cont.

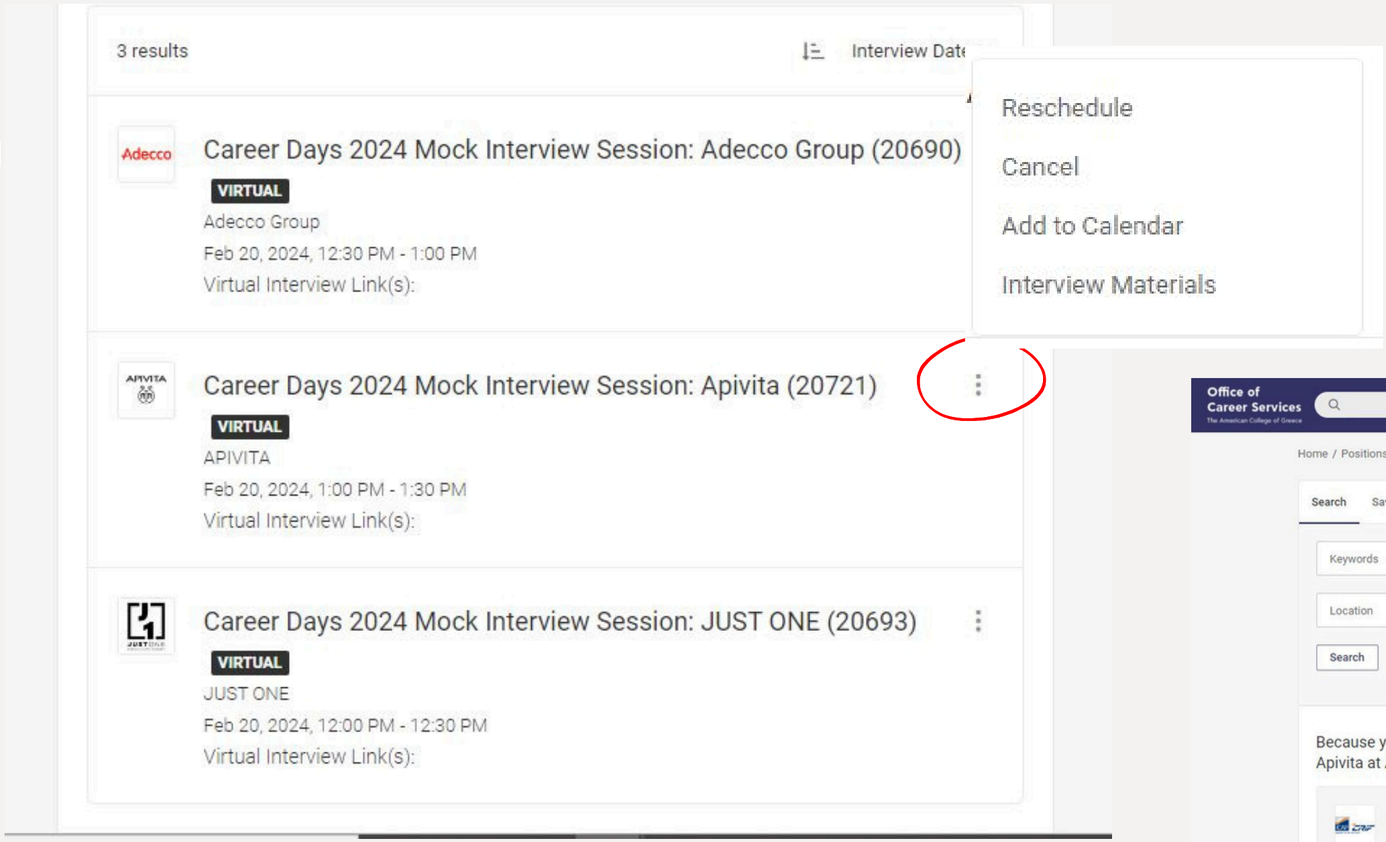


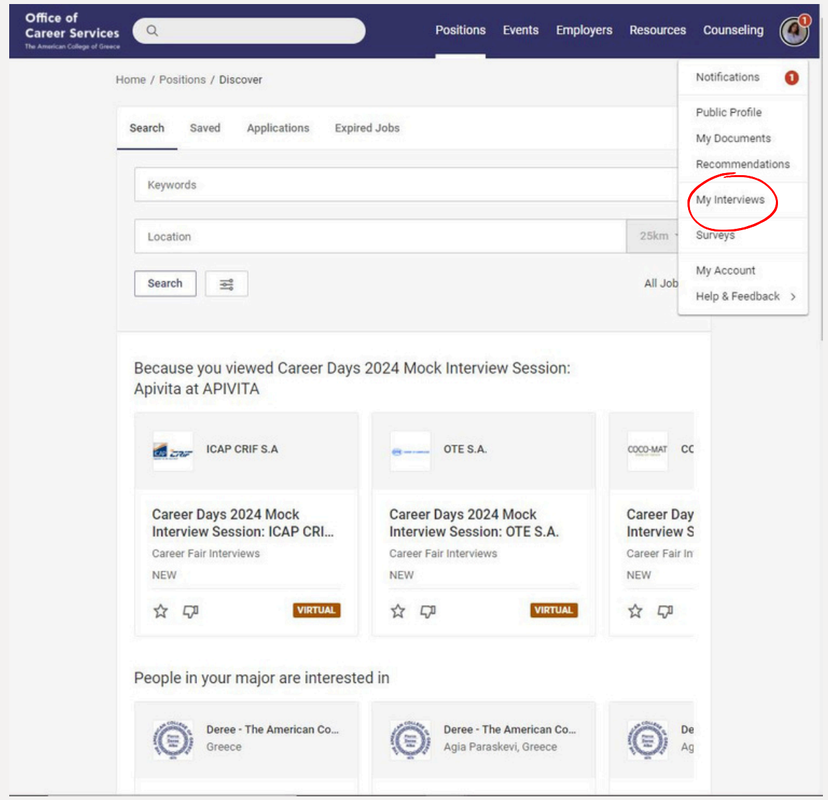


- Click on the purple ‘Apply to Interview’ button and you will able to submit your CV and select a time slot. If a time slot is not available, it will be greyed out and you will not be able to select it
- Click on the ‘Submit’ button to reserve your slot
- Your slot has been reserved when you see the “Your application has been submitted” on the pop-up

Interviews Schedule

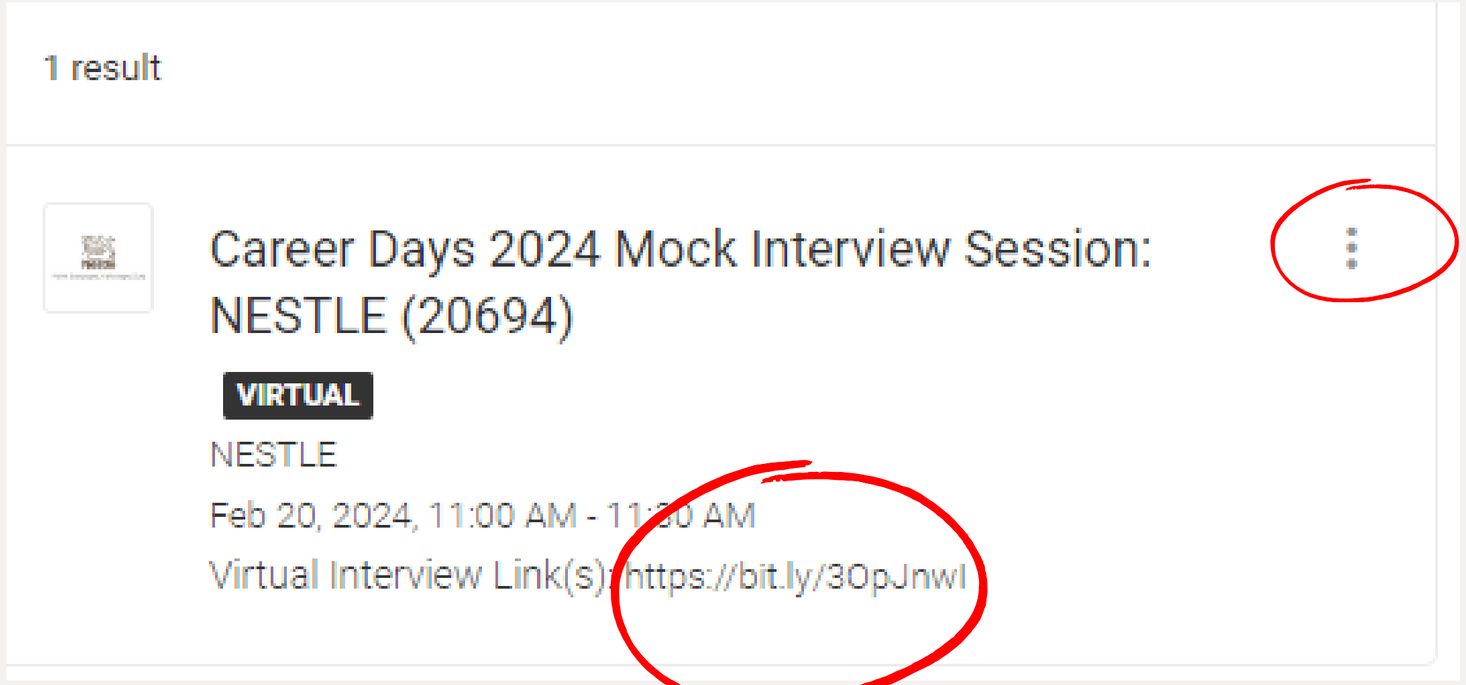
- You can view and manage all your scheduled interviews by clicking on the circle on the righthand side of the screen, from the drop-down menu select “My Interviews”
- By clicking on the 3 dots next to the relevant interview you have the options to reschedule, cancel, add to your calendar or review the CV submitted

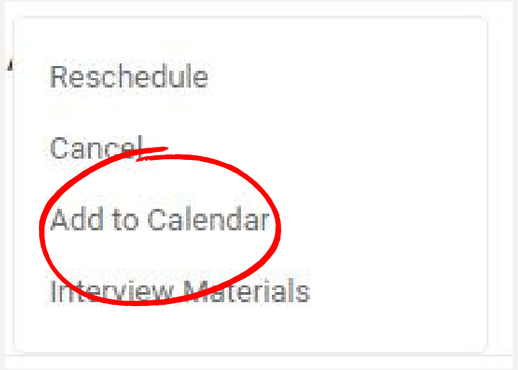




Interviews Schedule cont.

- 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





Contact Us

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