

Search Associates – International Recruiting Fair

16-18 January 2009

HONG KONG

Candidate Information

To Candidates: Attendance at this fair is by invitation only. “Checking” interest in the Hong Kong-January Fair on the Search Associate online application does NOT constitute an invitation. Please see information below for invitation details.

Venue: Chinese International School,
1 Hau Yuen Path,
Braemar Hill,
Hong Kong
Contact Barry Drake:
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Organizers: Rob Graham: rob@search-associates.com.au
Barry Drake

Invitation for a Candidate place at the Hong Kong January 2009 Recruitment Fair

1. **NOTE:** Your place at the Fair is only definite when you have received confirmation from your Search Associate sponsor. Before an invitation to the Hong Kong - January Fair 2009 is issued, candidates need to have registered with Search Associates, **well** in advance of the Fair. All candidates also need to have requested a minimum of four (4) confidential evaluations, completed online with signed printouts sent directly to the senior associate with whom the candidate has registered. These four evaluations/references should include at least three (3) from past or present supervisors and one (1) past or present parent of children you have taught. These confidential evaluations need to be received before 1 December 2008. Please be considerate and approach your referees in good time.
2. Candidates registered already with a member of the Search Associates team (Jim Ambrose, Bob Barlas, Marie Bogat, David Cope, Harry Deelman, Sally Gordon, Rob Graham, Dexter Lewis, Jessica Magagna, John Magagna, Jere Packard, John Ritter, Ray Sparks, Michael Williams) need to ask their associate sponsor to send them an invitation to attend the Bangkok – January 2009 Fair.

Fair Schedule:

Date	Time	Activity	Location	Comment
16 January Friday	1.00 pm-5.00 pm	Recruiter Fair registration	CIS	Reviewing files and extending early written invitations to candidates for interviews
	2.00 p.m. – 4:00 p.m.	Candidates arrive	CIS	Candidate registration / orientations
	4.30 pm – 5.00 pm	Recruiter orientation	CIS	All recruiters
	5.00 pm – 5.30 pm	Candidate orientation	CIS	All candidates
	5:30 p.m. – 8:00 p.m.	Interview sign-up session	CIS Sports and Movement Centre	All candidates and recruiters
	8:00 p.m. – 10.00 p.m.	Reception for recruiters and candidates	CIS	Recruiters and candidates only, food and drink provided
17 January Saturday	8:30 a.m. – 7.00 pm	Interviews	CIS	As arranged by recruiters (in CIS classrooms)
	12:00 noon – 7:00 p.m.	School presentations	CIS	30 minutes presentations by each attending school (optional)
	8:00 p.m. – 22.00 p.m.	Recruiters Reception	L'Hotel	Recruiters and spouses only, food and drink provided
18 January Sunday	8:30 a.m. – 5.00 pm	Interviews	CIS	As arranged by recruiters (in CIS classrooms)
	12:00 noon – 5:00 p.m.	School presentations	CIS	30 minutes presentations by each attending school (optional)

Departure best planned: NOT before Sunday 18 January 2009, evening

Notes:

- * Essential attendance from afternoon on Friday 16th January to late afternoon on Sunday 18th January 2009 (**Please note: attendance is by invitation only**).
- * Registration for Candidates begins on 16th January at 2:00 p.m. The latest possible time to arrive is 4:00 p.m. (to collect your candidate pack and name badge). All candidates **must** attend the candidate orientation at 4:30 p.m. on Friday.
- * The interview sign-up session starts on 16th January at 5.30 p.m. (until 8.00 p.m.) – **DO NOT BE LATE**. The interviews that you arrange will determine your schedule for 17-18th January.

Accommodation:

Hong Kong has many cheap hotels (review via the Internet) but for convenience of access to the Chinese International School where the Fair will take place we would recommend:

L'Hotel: 18 King's Road, Causeway Bay, Hong Kong. Tel: (852) 3553 2898. Fax: (852) 2553 2888
Email: info@lhotelcausewaybayhv.com

Newton Hotel, North Point: Address : 218 Electric Road, North Point, Hong Kong Telephone : (852) 2807-2333 Fax : (852) 2807-1221. E-mail : newtonhk@newtonhk.com

City Garden Hotel. Address: 9 City Garden Road, North Point, Hong Kong. Telephone: (852) 2887 2888
Fax: (852) 2887 1111. Email: info@citygarden.com.hk

Harbour Plaza Hotel: Address: 665 King's Road, North Point, Hong Kong. Tel: (852) 2187 8888 Fax: (852) 2187 8899 Email: hnp@harbour-plaza.com / www.harbour-plaza.com/hnp

Regal Hotel Causeway Bay: 88 Yee Wo Street, Causeway Bay, Hong Kong. Tel : (852) 2890 6633. Fax : (852) 2881 0777. Email : rhk.info@RegalHotel.com

Rosedale Hotel on the Park: 8 Shelter Street, Causeway Bay, Hong Kong. Tel: (852) 2127 8888 Fax: (852) 2127 3333. Email: hotel@rosedale.com.hk

Newton Inn North Point. 88 Chun Yeung Street, North Point, Hong Kong Tel : (852) 2130-3388 Fax : (852) 2130-3399. E-mail : newtoninn@newtoninn.com

Travel: Make own arrangements early; flights in and out of Hong Kong in January can be very busy.

Visas: Most participants traveling from overseas will require no visa but, if in doubt, please check with your travel agent.

Conditions Pertaining to Teacher/Candidates

1. Requesting a place well before 1 November 2008 is preferred, to enable better attention to your needs.
2. If your place has been confirmed, schools may be informed that you are coming, so please do not withdraw.
3. Before an invitation to the Hong Kong - January Fair 2009 is issued, candidates need to have registered with Search Associates, **well** in advance of the Fair. All candidates also need to have requested a minimum of four (4) confidential evaluations, completed online with signed printouts sent directly to the senior associate with whom the candidate has registered. These four evaluations/references should include at least three (3) from past or present supervisors and one (1) past or present parent of children you have taught. These confidential evaluations need to be received before 1 December 2008. Please be considerate and approach your referees in good time.
4. Candidates registered already with a member of the Search Associates team (Jim Ambrose, Bob Barlas, Marie Bogat, David Cope, Harry Deelman, Sally Gordon, Rob Graham, Dexter Lewis, Jessica Magagna, John Magagna, Jere Packard, John Ritter, Ray Sparks, Michael Williams) need to ask approval of their associate to send the candidate an invitation to the Hong Kong – January 2009 Fair.
5. Hong Kong - January Fair 2009 candidate information (application information, bio notes, and evaluations) for recruiters will NOT be prepared if the invitation confirmation (your RSVP) is received after 15 December 2008
6. The complete set of candidate information, as noted above, will be copied and distributed to all the recruiters on 9 January 2009, so that they have time to review candidate information prior to the sign-up session on 16th January 2009.
7. Collect your candidate pack on Friday 16th January, so that you will have plenty of time to study the contents before the Candidate Meeting, the Interview Sign-up Session, the School Presentations, and your Interviews. Candidates who are well prepared stand a far better chance of placement.
8. The Candidate Meeting will start at 5.00 p.m. on Friday 16th January. This is when we will explain how the Fair is organized. Make sure that you have had time to study your candidate information packet **before** this meeting, especially the Schools Information and Vacancies booklet, so that you will know which recruiters you need to approach to request interviews at the Interview Sign-up Session (Friday 16th January 2009, 5:30 p.m.) and which school presentations you would like to attend (17th and 18th January). No guarantee can be given that any given Head will interview you, let alone that any job offer(s) might come your way, but part of our function is to help all candidates and all Heads to

gain as much as possible from the Fair. Dress for the Interview sign-up session in business / interview attire.

9. Your word is your bond, both in promising accuracy and honesty in all papers you submit and in all statements you make, and in your response to any job offer(s) made to you. The same applies to interviewers, who have also been asked not to put any candidates under pressure for an immediate answer if a job is offered at (or soon after) the Hong Kong Fair. In particular, any candidate attending two fairs in rapid succession should honor his/her commitment to **both** fairs by meeting, at least, any/all schools with which the candidate has had pre-fair communications.
10. Schools will provide candidates with reasonable time to decide upon an offer of employment. This means that a candidate will have up to three days to decide upon an offer made at the fair or by noon on Wednesday 21st January 2009, whichever comes first. This timing applies only when the candidate feels that more time is needed to make a decision. This timing also makes it possible for recruiters to offer the same position, if necessary, at the next fair or in a timely manner to another candidate if you decline. Both candidates and recruiters should understand that agreement to these timing arrangements is a condition of participating in the fair. Candidates are encouraged to research schools in advance, whenever possible, so that decisions can be made promptly. Recruiters are encouraged to have ample information available in print, including complete sample contracts, to give to candidates to expedite this decision-making.
11. Accepting an invitation to the Hong Kong - January Fair 2009 confirms that - if not paid by you already - you promise to pay the Search Associates office you have registered with all fees due. This "Fair costs" fee is waived for candidates who have paid a Search registration fee and for whom this is their first Search Fair. For second or later Search Fairs within a given registration period, an additional charge of US\$50 is requested towards these "Fair costs". All fees due must be paid to your specific sponsoring associate before the Fair.

We look forward to welcoming you at the Search Hong Kong January 2009 Fair.

Rob Graham and Barry Drake