

4:00 - 5:00 p.m. Intern Orientation (Required for All Intern Candidates) Cambridge Room

5:15 - 6:00 p.m. Special Early Sign Up Session for Intern Candidates ONLY Ballroom

This is a wonderful time for interns to have a chance to sign up for interviews for some of the schools that have internships. It's a great opportunity to practice "selling" yourself and trying to get an interview without the stress and tension that tends to accompany the Friday a.m. session. All of the schools at this session will be at the Friday morning session as well. This is an important opportunity for interns!

6:15 - 7:15 p.m. Candidate Orientation (Required for all new candidates..advised for returnees) Ballroom

It is very important that ALL NEW candidates attend this meeting. We will review the basics of the fair and allow plenty of time for questions and answers. If you have attended the Cambridge Search Fair in the past, we strongly recommend that you attend, as things do change from year to year vis a vis recruitments fair..the choice, however is yours. While much of the information may be things you have heard before, we hope that you will still leave having picked up something new...and...**your** insight and ideas are valuable to those attending for the first time. **Additionally, this is the ONLY time during the Job Fair when we have the opportunity to meet with ALL candidates. As a result, we rely on everyone being there in order to announce any important changes or updates to the schedule.**

7:30 Evening at Large

We recommend that you continue to review openings and plan your strategy for which schools you'd like to talk to the following morning. This is a good evening to get out of the hotel, grab a bite to eat, and then come home early and get a good night's sleep so you're refreshed and energized to help you through the excitement of the next three days.

Friday, February 5, 2010

7:00 - 8:00 a.m. Browse and Check Final Vacancy Listings posted in the ballroom Ballroom

This is when you will see the most current list of openings. Nothing high tech about it...just good old fashioned news print with the good news and the bad news. **There will be some disappointments and some surprises....so have a good look around at ALL school listings as there may be something you had not expected that feels like "the perfect match". Again...if you stay open minded and flexible, the experience will be a great one for you.**

8:00 - 10:00 a.m. **First of Two Friday** Interview Sign Up Sessions for ALL Candidates Ballroom

This is an exciting and critically important part of the Job Fair. This is your opportunity to "sell yourself" and arrange your interviews for the rest of the Fair. ***Be positive, polite, enthusiastic, professional and friendly.*** Plan to leave a resume and photo if the recruiter seems interested in your doing so. If the recruiter is not willing to grant you an interview, be gracious, thank them, and leave a resume and photo. Something may change down the road and they may want to see you at a later time or get back in touch with you after the fair. If you are unable to arrange an interview with a school in which you are VERY interested, plan to attend their school presentation...sit in the front, ask questions, help with the LCD projector, etc. **Things happen in the most unusual and surprising ways!**

10:15 - 12:00 p.m. **Second of Two** Interview Sign Up Sessions for ALL Candidates Ballroom

As the Ballroom is unable to accommodate all of the registered schools in one session, there will be a second group of schools available in this time slot with which to arrange your interviews. You will receive a list of these schools in your packets when you register on Thursday. **DO NOT schedule interviews to take place during this time.** Remember that there will likely be openings as some of the schools in each session that you may not have known existed until sign up time. **Don't limit your opportunities. Everyone should plan to attend both sign up sessions on Friday morning!** Again, you never know what you may discover if you just keep your eyes, hearts and minds open.

12:00 - 6:00 p.m. Candidate Interviews with Recruiters as scheduled above Recruiters' Hotel Rooms

Most interviews will be scheduled for half hour blocks. Be prompt! A kiss of death is to be late for an interview. If an earlier interview is going to make you late, you need to either politely leave the "problem" interview or ask if you may phone the next appointment to tell them that you are running late. With interviews scheduled so close together, it is very important to stay on schedule. As much as possible, try to keep from scheduling back to back interviews. If you are lucky and have lots of interviews, this may not be possible...but start by leaving time between and then fill in the blanks.

Remember that when leaving time to get from one interview to the next, that the elevators can be very slow when they are busy! Don't let a slow elevator make you late for an interview. In doubt? Climb the stairs...you'll be on time and feel better for having gotten the exercise!

12:00 - 6:00 p.m. School presentations - 25 minutes each...see schedule in registration packet

Most of the schools at the Fair will provide a twenty-five presentation on their school. This is a terrific opportunity to learn more about the school, the country, the culture of both the school and the country and to get to know the recruiter a bit better. It's particularly important to try and attend the presentation for schools in which you are very interested. It is yet another indication to the recruiter of your level of interest in her/his school. If there is a school in which you are interested, for which you were unable to arrange an interview...go to the presentation! You never know what may come about as a result of an informal conversation and some well placed questions. If you have not been able to arrange many interviews, use your time between them by attending these presentations. This is an excellent chance to learn more about international schools in general and find out how different they can all be from one another! It's fine to attend a presentation even if there is no opening appropriate for you...simply because you are interested in learning more about the school for future reference. **It's all about networking!**

6:30 p.m. Recruiter/Candidate Reception begins!

Ballroom

This is a lovely reception put on for everyone in attendance and sponsored by Clements International. There will be lots to eat and you will have been given drink tickets when you register on Thursday. Most important of all, however, this provides you with an outstanding networking opportunity. **Come and relax and enjoy yourself, and network, network, network!** Everyone will be wearing their name tags...don't be shy!

Saturday, February 6, 2010

8:00 a.m. - 6:00 p.m. Interviews and School Presentations Continue

Sunday, February 7, 2010

8:00 a.m. - Interviews continue, as needed.

Frequently Asked Questions about Search Associates Job Fairs

The following are some notes to help you navigate your way through the Job Fair. We will go over much of what is included below at the Candidate Orientation on Thursday, February 4, from 6:15 - 7:15 p.m. **Please note that your attendance at this meeting is required if you are a new candidate to a Search Cambridge Fair, and strongly encouraged if you are a returning candidate.** We will leave plenty of time for questions and answers. Also, Sally Gordon will be holding a mini orientation for newcomers following the BIG orientation on Thursday evening. **So, if you are new to Search Associates, we recommend that you stay for another half hour or so to have additional questions addressed that may not have been answered in the large group session.** ! If you're an old hand at this, you are still welcome to stay.

A Job Fair is a meeting grounds where school recruiters needing terrific educators can interview individuals looking for great teaching jobs. In most cases, the recruiters have a limited number of job openings which will be posted behind their tables in the large room where you will be arranging interviews on Friday morning for the rest of the weekend. Your first impression may be that you feel overwhelmed and somewhat intimidated. This is a very normal reaction...and we all

experience it. So...don't let it get the best of you. We have pre screened our candidates and are confident that you are a great teacher and worthy of finding a wonderful position. The experience can seem unnerving not only for you, the candidates, but for the recruiters as well and sometimes even for Search Associates Staff! But, it always works. Again, if you stay positive and open minded and flexible, this part of the Fair can actually be fun!

Here is a taste of what you can expect.

DAY ONE: Thursday, February 4, 2010

1. Arrive at the Hyatt in plenty of time to register. The Search Associates registration area will be in the Crispus Attucks Room on the first floor of the hotel. There you will be welcomed by Search Associates Staff, registered, given a packet of material and informed of any last minute changes. The packet will include your name tag which must be worn at all times during the Fair. The name tag will have your drink tickets inside...don't lose them...you'll want them☺!
 2. You will then have time to get the "lay of the land". Wander around the hotel and find out where the different events are happening so that you can be on time for each of them. This is a wonderful time to visit with other candidates. One of the fascinating parts of a Search Associates Job Fair is that even though you are in essence surrounded by your competition, there remains an air of support and collegiality. Not everyone leaves a job fair with a job in hand, but just about everyone does leave a job fair having made some wonderful friends. Please look for maps of hotels on easels in the corridor in front of the Search Associates office. These maps will have all of the room locations so you know where you are going and how to get there!!
 3. Find the Candidate Lounge Areas (Paine and Saloman Rooms) which are just across the way and down the hall from the registration area. Take some time to go through the school applications on the web site. You can also see if there have been any new positions posted or even deleted. Remember, the most accurate information in regards to vacancies will be up in the ballroom at 7am Friday morning before the sign up sessions. Most of you have been researching the web site so for several months, now...keep doing so as changes happen daily as evidenced through the daily update you receive. It is important to understand that the vacancies listed on the web and what you see Friday morning will vary...so try not to be disappointed if a job you really wanted to apply for is no longer available. Well...of course you'll be disappointed, but don't be surprised!
 4. There will be a "mail room" just as you enter the Candidate Lounge. Each of you will have a hanging file in which recruiters can leave messages for you. Each school will have a hanging file in which you can leave messages for them. Its fine to bring some notes already prepared to leave in a recruiter's file. Keep it short and sweet and tell them you're looking forward to meeting them at the sign up session and to arranging a time to interview with them. Be sure to leave contact information with them....your room number and/or cell phone number. You may leave a resume and photo...but don't overdo it! These folks have a ton of paperwork that they're already having to wade through...simple is better at this stage in the game. Check your own file frequently for messages from schools...and don't despair if it feels as though everyone else has gotten mail and you have not. This is only one means of communication and not all schools take advantage of it.
- PLEASE** do not put folders of information in the recruiter files...these will be removed by the Search Associates' staff as there simply is not space for them. Save these for when you meet the recruiters. Please do not read this, however, and feel you **HAVE** to have a folder...you do not!
5. **At 4:00 p.m. if you are an intern candidate**, please report to the Cambridge Room (Just behind you as you go up the escalator in the lobby) for your intern orientation session. Please be prompt!
 6. **At 4:00 p.m. if you are an administrative or counseling candidate**, this is your opportunity to sign up with some of the schools looking to fill admin and counseling openings. This will be held in the Ballroom which is just beyond the elevators. Not all schools with admin and/or counseling openings will attend this session...AND....all schools at this session will also attend the large sign up session on Friday morning. It's a great chance to be in a smaller group trying to arrange interviews. We encourage you to take advantage of this. If you have a teaching partner, s/he should attend this session and the Friday morning one with you.

7. **At 5:15 p.m. if you are an intern candidate**, it's now your turn to report to the Ballroom for the special interview sign up session for interns....this is a great "warm up" for Friday...so don't miss it!

8. **At 6:00 p.m., begin to wander across to the Ballroom** where you will then be in plenty of time to get front row seats for the Candidate Orientation session that will begin promptly at 6:15 p.m. **We have limited time for this**, so please be there promptly. John Magagna and Sally Gordon will be presenting the bulk of this orientation. We have a wealth of information to share. We will allow time for questions and answers at the end of the session. The goal of the orientation is to provide you with as much information as possible to make the experience a productive and successful one for you. As mentioned above, Sally will stay back with anyone new to a Search Job Fair to answer specific questions for "first timers" and walk you through the next few days.

9. The rest of the evening is yours to do with as you please. This is a good time to continue to look through the openings and strategize for the next day's sign up session. Our only strong recommendation is to get a good night's sleep and eat breakfast on Friday!!! The excitement begins very early on Friday and you'll need all your energy to make it a great experience. OK...it's not our ONLY recommendation...because of course we recommend that you stay flexible, open minded and open hearted throughout...and fasten your seat belt for the roller coaster of emotions you are likely to experience...and enjoy it!

DAY TWO Friday, February 5, 2010

1. **At 7:00 a.m. the doors to the Ballroom will be open.** At this time, you may browse the list of openings that will be hand printed on large sheets of paper behind each school table where the recruiters will be sitting. The tables will be around the perimeter of the room arranged alphabetically by country...or as close as we can manage! This is the most accurate list of openings to date. You'll have an hour in which to browse the ballroom as the sign up session begins promptly at 8:00 a.m. There is no formal ringing of a bell, or opening of the doors, but rather this just sort of morphs into the sign up session. Be patient and don't waste your time in long lines. You will not be able to see the 2nd session signup vacancies at this time. They'll appear when we take the first session ones down...and there are no doubt going to be surprises...**so plan to attend both sessions.**

2. **At 8:00 a.m. it all begins!** You should be poised and ready to meet the recruiters and get your interviews arranged for the rest of the weekend. We do not schedule interviews for you...this is for you to do at both Sign Up Sessions. The recruiters will be behind the tables. You will no doubt already have a list of schools with which you hope to secure an interview...now's your chance to do so. You'll have reviewed the openings between 7:00am and 8:00am and now can begin waiting patiently in lines to meet the respective recruiter and try to make an appointment for an interview. This can be a bit on the intimidating side...but it can also be exciting and energizing. Think positive. Talk with individuals at the Fair who have been through it before and get some advice from them.

We suggest that you try to avoid waiting in long lines. Take advantage of the shorter lines, and go chat with recruiters who have no one at their table. Sally and her husband, Bob, landed one of their best postings (Tanzania) as a result of doing this. You just never know! Senior Associates will be wandering during these sessions (not aimlessly, we promise). We are there to help you and try to keep things moving along. If you are standing in a line that is NOT moving, ask someone to hold your place and try and find a Senior Associate, who will step in and help.

3. **At this point you are making a first impression...and we all know that first impressions are lasting!** You are NOT trying to get a job; you ARE trying to get an interview. Be polite, professional, enthusiastic and sure of yourself, but do not be cocky. You will only have about one minute in which to do this. Some of you may have already heard from recruiters and know that they are expecting to see you to arrange an interview. These are the ones to whom a note in their file is a great idea...and then you can follow up with them at the table. If you have been contacted by a recruiter and are NOT interested in speaking with them or setting up an interview, please be courteous and politely let them know you are not interested.

Our advice to you is to get as many interviews as you are able to manage. Each interview is an excellent learning experience and potential networking opportunity. PLEASE look at schools in countries you have never heard of; you might be pleasantly surprised. Do not, at this point, dwell on salaries or living conditions...that will come later, if at all. This is a time only to arrange an interview and should take no more than one to two minutes once you are at the table.

If you are a couple...divide and conquer :-) Make sure that you let the recruiter know that you are half of a couple and arrange the interview for BOTH of you. Interviewing as a couple is a fabulous experience. It gives you both the opportunity to play up each other's strengths. It also gives the recruiter the opportunity to see how you interact as a couple and support one another...it's simply a lot of fun and a very different feel to an interview if you've never had this experience before. Be sure you have decided before hand which time slots each of you will be trying to fill so that you don't double book your time, and each of you should have a copy of your partner's resume and photo with you if they'd like you to leave it with them.

4. The first sign up session will run to about 10:00 a.m....the second will begin as close to 10:15 as possible...these actually tend to meld into one another. **Plan to go to both sign up sessions** as there may be something wonderful as session 2, that you hadn't known was a possibility. **Do not schedule interviews that conflict with these times.**

5. At 12:00 or so, the interviews begin! These will be held in the interviewer's hotel rooms. This may seem odd for you new comers...but it is the norm and it's actually quite comfortable and relaxed. A list of recruiters and their room numbers will be posted in various locations around the hotel. Be sure to check for room numbers prior to your interviews...or better yet, **jot down the recruiter's room number when you schedule your interview.** These numbers will be posted as soon as we receive the information from the Hotel Staff...it may be as late as Friday a.m. for some of them...but we'll post these as soon as we know them.

BE PROMPT FOR YOUR INTERVIEWS! While this no doubt seems obvious, its importance cannot be overstated. If you are unavoidably delayed and will be late, let the recruiter know. As most appointments are only 1/2 hour, every minute counts and if there is an interview scheduled back to back with yours, you will not have the luxury of being able to run beyond the scheduled time. If for any reason you need to cancel an interview, **TELL THE RECRUITER! Do not be a no-show!** This is unprofessional and the recruiters share this sort of information with one another. Leave them a note in their box, call their hotel room or knock on their door and tell them you have to cancel. Do whatever it takes to inform them so that they have a chance to schedule another candidate in your place.

6. Remember to check your mail file on a regular basis. This is really the best way for schools to get in touch with you while you are at the fair, in addition to leaving messages on your room/cell phones....so you might want to check messages there as well. **Also, plan to bring some nice note cards on which you can write thank you notes as soon after your interviews as possible.** This is particularly important if you are very interested in the position...but is a nice gesture to thank someone for their time even if you're not interested.

7. Throughout the day on Friday and Saturday (see your schedule) there will be a series of 25 minute presentations by schools. You will be given this schedule at registration and should arrange your interviews (whenever possible) in a way that allows you to attend the presentations of the schools in which you are particularly interested. There may be schedule conflicts; these are almost impossible to avoid. If it's a choice between a school presentation and an interview, take the interview. If there is a school that did not grant you an interview in which you are really interested, go to their presentation and sit in the front and ask some good questions...you may pique their interest.

8. The rest of the day on Friday should be split between your interviews and attending the school presentations. All the Senior Associates in attendance will be available through the fair to help you in any way we can. If you cannot find your Associate, or if he/she is not in attendance, find someone else. We're all there to help you....use us! Please, however, be patient and understand that we each try to give time to all of our candidates.

9. **6:30 p.m. is your time to relax and refresh and schmooze your hearts out.** This is the reception for candidates and recruiters and it really is a lot of fun and a welcome treat at the end of a long and stressful day. We'll look forward to seeing you there, and if you need help trying to identify anyone or find someone find an Associate and we'll do our best to be your scout!

10. Post reception.....go to sleep!

DAY THREE: Saturday, February 6, 2010

1. **8:00 a.m. - 6:00 p.m...Interviews and school presentations continue as above.** You may leave whenever your interviews are finished...but staying until Sunday, if possible, is a great way to go. This gives you the flexibility in arranging interviews on Sunday morning with a school that may be particularly booked up for Friday or Saturday. Better yet, if you'd had a "hot" interview, they may want to meet again on Sunday a.m. for coffee and more talking....if you've got the time, it's a great advantage. But...if you can't, don't worry about it....do the best you can with the time you have. Whether you leave on Saturday or Sunday, please be sure to see your Associate prior to leaving the Fair and let us know where things stand. If your Associate is unavailable or not attending, please find another Associate as we're interested in supporting you to the best of our ability...the more information you give us...the better a job we can do. It is also important that you complete and return the evaluation form (we want to get better each year), and leave it in the Search Office together with the form in your packet about offers and acceptances.

2. **1:00 – 2:00 p.m. - Optional Third Sign Up Session.** This is an excellent opportunity to try and line up some additional interviews for the rest of the weekend if you still have time available and are still looking. There could be 5 jobs in total posted at this sign up session or 20 jobs. We never know so please do not have any expectations one way or the other. In essence, we do not know which schools will be attending, but you never know.....your job might be there waiting for you☺. If you're still looking, and still wanting additional interviews....come to this session!

3. If you're leaving on Saturday...please travel safely and keep in touch!

DAY FOUR Sunday, February 7, 2010

1. **8:00 a.m. - 11:00 a.m. Interviews continue as needed....first round and often "call backs".** This is a good time if you have stayed, to try and find your Associate (or Associate Surrogate) and fill her/him in on what's happened and what's in the cards for you down the road. You will most likely have to wait to chat with an Associate...please be patient....and we'll do our best to get to everyone....some of you will just be a quick....yippee....and others will need a bit more time. Remember, that we're available throughout the fair to help....don't wait until the last day if you need something during the fair.

2. As in Day three....please be sure to see a Senior Associate, if only for a minute, prior to your departure so we know how things went. Also, before you leave, please complete and return the evaluation form (we want to get better each year) and leave it in the Search Office together with the form in your packet about offers and acceptances.

3. Travel safely...and reflect on a job well done!

WHAT TO WEAR:

Men: Jackets and ties are always a safe bet. Certainly a tie for the sign-up session and first day's interview. It's fine to be casual at registration and orientation...but there will be recruiters around and about, and remember how important that first impression can be. Please remember that your name tags are to be worn at all times and coordinate nicely with all outfits:-)

Women: Professional looking attire is the best rule of thumb. You do not have to wear a business suit...but if you have one and are comfortable in it, then wear it. I suggest that you wear something that makes you feel like a million bucks...as you'll interview from a position of strength and confidence if you like the way you look! A nice skirt or slacks and a simple top are fine...perhaps something you'd wear to a parent conference or a parent open house. A step up from what most of us would normally wear to teach in. Sally will try to remember to have a can of static guard if you need it!

Bottom line for both sexes is to look professional and neat! If you're coming from a warm climate....bring something to keep you warm while you're outside...you'll be in the hotel most of the time....but the East Coast can be bitterly cold during Fair days!

WHAT TO BRING:

Plan to bring copies of your resume with you preferably with your photo attached or scanned. **The packet of information that we provide to schools does have your online application, but does not have your resume included.**

So, it's a great "extra" to leave with the recruiters...either in their file beforehand, or to leave with them at the interview sign-up or even at the interview. About 20 copies should be ample...but you can always have more copies made at the hotel (not cheap!) if you need them.

If you have a portfolio, it's fine to bring it with you but not necessary... you don't want to even deal with it in an interview unless the recruiter asks except perhaps in the last few minutes. Remember, you typically will only have 25 minutes in which to allow them to get a sense of you and for you to get a sense of them...use it wisely!

Plan to bring your laptop! There will be free wireless access in the 2 candidate lounge areas. While there will be some computers available for your use, we urge you to **bring a laptop if you can**, as that will allow you to get online whenever you need to and not have to wait or to limit your time. We will also have a link uploaded on your candidate home page that will give you immediate access to all the schools present at Cambridge and their school application pages.

Plan to bring your own note cards for writing thank you notes and/or notes of inquiry to schools. This is an excellent personal touch (the thank yous!), and it much more professional and classy if you don't write it on a torn out piece of note book paper! Please be aware that Search Associates will **not** provide writing materials so please plan on bringing nice paper to either write a message to a school OR a thank you note OR both.

Plan to come with an open mind and to be yourself. We pre screen our candidates at Search and do not accept just anyone. To have gotten to the point where you are extended an invitation to the Cambridge Fair means that we feel you are a good strong candidate. We have put together your packets with the strongest reference letters we had on file to "market" you in the best light possible...the rest is up to you.

One last but critically important point. If you leave the fair without a job, please do not despair. While that will no doubt be disappointing, it does not mean that you will not have a job for next year. Openings do continue to occur from now through the start of school. You need to stay in close touch with your associate regarding your availability. Some of the best teachers many of us have worked with were placed after the school year began. **There is life after Cambridge!**

All of the Search staff attending the Fair looks forward to finally meeting you on Thursday the 4th. Have a safe trip and Happy Hunting!