

Search Sydney Job Fair Jan 3rd to Jan 5th 2010 at The Amora Jamison Hotel

Here is some information about the Fair.

Try to keep your CV to 2 pages only (You can have an extra page for referees and another for photos if you wish). Run off 20 copies for job fair. Print your CVs on good quality paper. You can put them in folders if you wish – or just have a staple in the pages. Don't use paper clips – as they come off and recruiters lose the papers. **A Photo is essential. Insert this as a jpeg (do not paste it on...as this does not show that you have IT skills).** Include Name, Qualifications, Teaching Fields, Experience, Interests, and Referees.

- **A Portfolio** (optional) – In this, you can have work samples, photos of you in the classroom etc... It doesn't have to be big. (Just make one portfolio and show it to recruiters. Not too big!)
- **Dress code** – Dress how you would dress for an interview. (Smart casual is recommended)
- Make use of the opportunity for networking– **Talk to people.**
- **Be Open Minded.** Don't go with the idea that you are only interested in one country or one school. Be flexible!
- **The Schools give 30 minute presentations** – Try to attend as many as you can even if you're not interested in going to that school. This way you will get a feel for what international schools are like.
- **What happens about jobs?** Although some jobs are offered at the fair, many offers are made after the fair. You should always be given time to think about an offer. (a few days to a week – negotiate this with the school) If the school asks for an immediate answer (on the spot) please contact us immediately – as they are not supposed to do this.
- Take a packet of **'Thank You' cards** so you can write to recruiters to thank them for interviewing you. You can also put notes in recruiters' files – so take some nice note paper.
- Please attend the Monday night (7pm to 9pm) **'Recruiter-Candidate Cocktail party'** as this will give you a chance to talk with the recruiters in a relaxed setting. Dress for this is neat casual.
- If you are bringing children, please make arrangements for them to be looked after during interviews and functions.
- If you receive a **'White Slip'** in your folder before the interview sign ups, this means you can go to the front of the sign up line to get an interview time. If you don't want to interview with the school who has given you the white slip – please write a short note to let them know.

You only have 3 days so plan carefully. Make sure you don't plan to have an interview during a school presentation that you want to attend. As mentioned, try to attend as many presentations. Also, make sure you go to all the interviews you sign up for.

DON'T ACCEPT ANYTHING WITHOUT CONTACTING US FIRST.

We can give you advice and tell you about the school.

Once you have said 'Yes' to an offer...**THE OFFER IS BINDING.** Please read the Search Associates Agreement that you signed and sent to us regarding acceptance of offers.

It is ok to say 'No' to offers if you don't feel the job is right for you.

This is a life changing decision you are making. Talk to people (including Search) and make the decision carefully.

Ethical Practice for Recruiters: **Employment Offers at Search Associates Recruitment Fairs**

It is in-keeping with the Code of Ethics that recruiters should give candidates adequate time to consider employment offers. This time should be sufficient for candidates both to reflect on the offer itself, and to complete interviews with other schools, during the recruitment fair.

If a candidate so wishes, he or she may accept at any point following an offer being made. Search Associates expects that recruiters observe the following guidelines, as a matter of professional ethics.

When making an offer of employment to a candidate at a Search Associates Recruitment Fair, the recruiter should explain the following:

1. The candidate needs to respond to the offer by the published end date and time of the recruitment fair, or within minimum 24 hours of the offer being made, whichever is later.
2. Where the candidate intends to attend another recruitment fair within 24 hours of an offer being made, the recruiter may require a decision by midnight of the day before the start of that recruitment fair.
3. Recruiters may deviate from these standards only to extend the deadline for response beyond the periods stipulated above.

Search Associates
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