

Search Associates – International Recruiting Fair

Also featuring a special “**International Baccalaureate Workshop**”

19-21 February 2010

San Francisco, USA

Candidate Information

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

Venue: **The Westin San Francisco Airport**
One Old Bayshore Highway
Millbrae, CA 94030 tel (650) 872-8115 fax (650) 872-8104

Organizer: Michael Williams search@mdwilliams.net

Invitation for a Candidate place at the San Francisco 2010 Recruitment Fair

- NOTE:** Your place at the Fair is only definite when you have received confirmation from your Search Associate sponsor. Before an invitation to the San Francisco Fair 2010 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. 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 25 January 2010. Please be considerate and approach your referees in good time.
- 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, Gez Hayden, Dexter Lewis, Jessica Magagna, John Magagna, John Ritter, Diane Sherman, Ray Sparks, Michael Williams, Melinda Williams) need to ask their sponsoring associate to send an invitation to attend the San Francisco 2010 Fair.

Fair Schedule:

Date	Time	Activity	Comment
19 February 2010 Friday	8:00 a.m. – 11:00 a.m.	Candidate registration	Check-in
	9:00 a.m. – 11:00 a.m.	(Optional Workshop) International Baccalaureate Program (High School, Middle School, and Primary Years Overview)	An increasing number of international schools are “IB schools”. This overview will provide a foundation for educators and begin to open doors to schools with IB programs.
	11:15 a.m. – 12:00 noon	Candidate orientation	Overview of Fair procedures and protocol
	12:30 p.m. – 5:30 p.m.	30 minute presentations by attending schools	Familiarize yourself with different schools from around the world
	5:30 p.m. – 6:30 p.m.	Candidate sessions:	Interviewing skills, Moving overseas, Flavors of overseas schools (finding the right match)
	6:30 p.m. – 8:00 p.m.	Interview sign-up session	Meet school administrators and sign up for interviews: This session is MANDATORY . It determines your schedule for the next two days.
20 February 2010 Saturday	8:00 a.m. – 6:00 p.m.	30 minute presentations by attending schools	Familiarize yourself with different schools from around the world
	8:00 a.m. – 6:00 p.m.	Interviews	Fixed interviews as arranged during interview sign-up session (in hotel rooms or common areas)
	6:30 p.m. – 9:00 p.m.	Social for all participants	Food and drink provided (cash bar)
21 February 2010 Sunday	8:00 a.m. – 6:00 p.m.	Interviews	Fixed interviews as arranged by recruiters (in hotel rooms or common areas).

Departure best planned: NOT before Sunday, 21 February 2010, evening

Notes:

- Essential attendance from morning of 19 February (Friday) to evening on 21 February (Sunday). **Please note: attendance is by invitation only**
- All candidates **must** attend the candidate orientation meeting at 11:15 a.m. on 19 February, Friday
- A special workshop has been arranged from 9:00 a.m. – 11:00 a.m. on Friday, 19 February. This session is an overview of the International Baccalaureate Program (IB diploma for high school, Middle Years Program, and Primary Years Program). Many international schools are IB schools. Having this overview might help open doors to more school choices for candidates. You are highly encouraged to attend this pre-fair workshop (free of charge).
- The interview sign-up session starts on 19 February, 6:30 pm – 8:00 pm – **DO NOT BE LATE**. The interviews that you arrange will determine your schedule for February 20, 21.

Accommodation:

Candidates are NOT required to stay at the hotel, but there is a slight convenience factor in terms of availability for interviews and "exposure" to the recruiters, all of whom stay at **The Westin San Francisco Airport Hotel**. There are many less-expensive hotels (review via the Internet) in the vicinity of the Westin Airport Hotel in Milbrae.

Hotel Arrangements and Charges: Hotel accommodations are arranged directly with the hotel. Charges are to be settled with the hotel on departure

The Westin San Francisco Airport Hotel room reservation (only after you have received a confirmed invitation to this fair by your sponsoring associate):

Bookings must be made using the Westin's online reservation system (the link is provided in the candidate invitation) and early reservations are recommended (by October/November)

Please note that the hotel could be fully booked by December, so we strongly recommend that reservations be made EARLY (Oct / Nov 2009), and no later than 18 January 2010. Although bookings can be made after 18 January 2010 (depending upon room availability), the Westin Hotel cannot guarantee the preferred rate if late bookings are made.

* Your booking must be guaranteed by credit card. Book earlier than the final deadline noted above. If it is necessary to cancel a reservation, it must be cancelled by 6:00 p.m. on the day prior to arrival to avoid cancellation fee. Departure date must be confirmed at time of check-in. Early departure fee of \$50.00 will be applied to all unscheduled early departures.

Travel: Make own arrangements early; flights in and out of the U.S. A. can be very busy.

Visas: Many participants traveling from overseas will require no visa but, if in doubt, please check with your travel agent and/or nearest USA embassy / consulate in good time.

Conditions Pertaining to Teacher/Candidates

1. Requesting a place well before 15 January 2010 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 San Francisco Fair 2010 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 15 January 2010. 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 San Francisco – January 2010 Fair.

5. Do your homework and use the Search database to become familiar with the school demographics, salaries, benefits, packages, etc. of schools from around the world.
6. The Candidate Meeting will start at 11:15 a.m. on Friday, 19 February. This is when we will explain how the Fair is organized.
7. The Interview Sign-up session will be held Friday, 19 February from 6:30 p.m. – 8:00 p.m. Make sure that you have had time to study your candidate information packet **and** 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. No guarantee can be given that any Head will extend an offer to 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.
8. 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 the San Francisco 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.
9. 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 will 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 may be asked by the recruiter to respond to an 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 second recruitment fair.
 3. Recruiters may deviate from these standards only to extend the deadline for response beyond the periods stipulated above
10. 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 San Francisco Fair 2010 confirms that - if not paid by you already - you promise to pay the Search Associates office you have registered with, all fees due to cover catering and other services provided by the hotel at this fair. 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 San Francisco January 2010 Fair
Michael Williams, Senior Associate