

Search Associates San Francisco 2010 Recruitment Fair 18 - 21 February 2010

SCHOOL RECRUITER Information and Conditions for Participation

Organizer: Michael Williams

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

If your school is interested in recruiting at this Search-San Francisco (February 2010) Recruitment Fair and your school has not received an invitation yet, please contact [Michael Williams](mailto:mwilliams@searchassociates.com)

The number of recruiting schools will be limited to 50. A waiting list is being established.

Fair Schedule:

Day	Date	Time	Activity	Location
Thurs	18 Feb	3:00 pm – 6:00 pm	Check-in for recruiters	Lobby outside of Control Room
		6:00 pm – 7:00 pm	Recruiter orientation (optional)	Search office / Control Room
		7:00 pm – 8:30 pm	Recruiter welcome reception	Aspen
Fri	19 Feb	8:00 am – 9:00 am	Late check in for recruiters	Lobby outside of Control Room
			Review candidate files, extend invitations to interview	
		8:00 am – 11:00 am	Candidate registration	
		9:00 am – 11:00 am	IB overview – candidates (optional)	Ballroom
		11:15 – 12:00 noon	Candidate orientation	Ballroom
		12:30 pm – 5:30 pm	School Presentations	Aspen, Cypress, Cottonwood, Cherry
	5:30 – 6:30	Candidate sessions: Interviewing skills, Moving overseas, Flavors of overseas schools (finding the right match)	Aspen, Cypress, Cottonwood	
	6:00 pm – 6:30 pm	Recruiters set-up for sign-up session	Ballroom	
	6:30 pm – 8:00 pm	Interview sign-up session	Ballroom	
Sat	20 Feb	8:00 am – 6:00 pm	Interviews all day as arranged	<i>In recruiter hotel rooms or hotel common areas</i>
		8:00 am – 6:00 pm	School presentations	Cherry
		6:30 pm – 8:30 pm	Social: Recruiter / Candidates (cash bar)	Ballroom
Sun	21 Feb	8:00 am – 6:00 pm	Interviews all day as arranged	<i>In recruiter hotel rooms or hotel common areas</i>
		6:00 pm	Recruiter Dinner	Aspen

How to apply for a place as a Recruiter at Search Associates' San Francisco Fair:

1. Contact Michael Williams to request an invitation. E-mail: search@mdwilliams.net. There are limited spaces for schools, and a waiting list is established. Invitations will be e-mailed to invited schools.
2. Once you have confirmed your acceptance of the invitation to this fair, **register your school's vacancies electronically and add information about your school and its hiring policy to the Search Associates Schools Database**. This will allow teachers to see that you will be interviewing at the San Francisco Fair and will allow you password-protected access to the Search Associates Candidate Database to review teacher candidates' details in advance of the Fair - a free service to all schools attending at least one Search Associates Recruitment Fair.

Note: You complete the electronic registration ONCE only for ALL Search Associates Fairs. Thereafter we request that you update the information on your school's vacancies regularly. You will have password-protected access to your own school's online information in the Search Associates Schools Database.

Hotel Booking (only after you have received a confirmed invitation emailed to invited schools by Michael Williams):

*** Bookings must be made using the Westin San Francisco Airport Hotel's online reservation system** (provided only in the San Francisco Fair invitation):

NOTE: 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, Search Associates and the Westin San Francisco Airport 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.

Hotel Charges: To be settled directly with the hotel on departure and are listed on the hotel website by using the online link provided in the invitation

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 embassy / consulate in good time.

Conditions pertaining to Heads/Interviewers:

1. Attendance at this fair is by invitation only. Once an invitation is extended, payment of the US \$500.00 (+ \$250.00 per additional interviewer) by 15 November 2009 will secure the placement. Any unconfirmed place at that date may be given to a school on the "Waiting List" for the San Francisco Fair.
2. Having booked, candidates will know your school is coming, so please do not withdraw.
3. Please update your school vacancies regularly for accuracy. Candidates are visiting the Schools Info/Opening section on a daily basis.

4. All heads/interviewers must interview in the Westin Airport Hotel, and to do so, room reservations must be made via the Westin online room reservation system. The nights of 18, 19, and 20 are essential, and the night of 21 February is strongly recommended.
5. The usual code of school and interview ethics applies. Please be entirely honest about the school, the post, if known, and all conditions. Uncertainty regarding whether or when a vacancy may emerge and delay in communicating with the candidates after the Fair are fully understandable and acceptable if stated and explained to candidates at interview. Please record the same information about uncertainties and expected timing of later decisions with Search Associates at the Fair.
6. Candidates will be told firmly that their word is their bond, and the same applies to interviewers. **Verbal offers are binding.** A standard-form "Letter of Intent" will be available at the Search desk for your optional use. Many schools use their own form or provide contracts at the fair.
7. As a general guideline, whenever practical, no jobs should be offered until the recruiter has interviewed all candidates who have been firmly promised interviews for that job.
8. Schools will provide candidates with reasonable time to decide upon an offer of employment. 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.
9. 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.
10. By registration agreement with Search Associates, a school agrees to pay the placement candidate fee for any Search Associate intern, teacher, or administrator hired by the school. Should a candidate's partner be hired at the fair or within one year of the fair, the school agrees to pay this candidate fee as well.
11. Please keep in touch with Search Associates to strengthen and speed up your appointments for future vacancies.

We look forward to welcoming you at the Search San Francisco 2010 Fair.