

Search Associates San Francisco 2009 Recruitment Fair 14-16 February 2009

SCHOOL RECRUITER Information

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 2009) Recruitment Fair and your school has not received an invitation yet, please contact
[Michael Williams search@mdwilliams.net](mailto:search@mdwilliams.net)

The number of recruiting schools will be limited to 45. A waiting list is being established.

Fair Schedule:	Candidates:	14 – 16 February 2009
	Schools (attending AAIE)	15 – 16 February 2009
	Schools (not attending AAIE)	14 – 16 February 2009

Special Note:

The San Francisco Fair overlaps the AAIE Conference in San Francisco by one day. We have worked to create a schedule to allow recruiters to attend both events fully, but still open our fair on Saturday. Since most of the fair candidates do not have more than one personal day in their U.S. school, we want to take advantage of their weekend. The activities that we are scheduling on Saturday are targeted to the candidates and will include a half-day overview of the IB program, sessions on working overseas and interviewing skills, the candidate's orientation session, and presentations by schools not attending the AAIE Conference. We are also structuring some activities in the morning on Sunday, which are only open to recruiters who are not attending the AAIE Conference i.e. their school presentations and candidate file reviews. For recruiters attending AAIE, we'll also make an offer to deliver to their hotel room (on Friday or Saturday at the AAIE Conference), the CD with all candidate dossiers (including the confidential evaluations) for any recruiter wanting to receive them early, in case they have any down time during the conference. We will then make ourselves available at the conference hotel by mobile phone and e-mail to drop any "invitations to interview" into candidates' mail slots on a school's behalf. It is not necessary for recruiters to miss any AAIE Conference activities. We've worked hard to try and arrange a schedule that will allow recruiters to maximize their time at both the AAIE Conference and take part in the Search San Francisco Fair

Saturday, 14 February:

9:00 am to 12:00 noon	(Optional) Candidate Workshop – International Baccalaureate Program overview (IB diploma, MYP, PYP) - recruiters are welcome to attend this session as well
12:00 noon to 2:00 pm	Candidate registration
2:00 pm to 3:00 pm	Candidate orientation
12:00 noon – 2:00 pm	Recruiter registration for schools NOT attending AAIE
3:00 pm to 6:00 pm	School presentations by schools NOT attending AAIE

Schools attending AAIE:

- *At your request, we will deliver a CD with candidate dossiers and confidential evaluations to your hotel (13 February, afternoon)*
- *We will receive emails from you and place invitations for you in candidate files (14, 15 February)*
- *We will create your charts of job postings (you can email these to us) (13 -14 February)*

6:30 pm – 8:30 pm Recruiter Welcome Reception

Sunday, 15 February:

9:00 am to 2:00 pm	School presentations by schools NOT attending AAIE
12:00 noon to 1:00 pm	Recruiter registration (schools attending AAIE)
2:00 to 3:00 pm	Recruiter orientation
2:00 to 3:15 pm	<i>Candidate meeting: "Considerations when moving overseas" and "Interviewing skills, protocol, procedures"</i>
3:00 to 3:30 pm	Recruiters: Set up for interview sign-up
3:30 to 5:00 pm	Interview Sign-Up Session
6:00 to 9:00 pm	Interviews

Monday, 16 February:

8:00 am to 6:00 pm	Interviews
10:00 am to 5:00 pm	School presentations (optional) by schools attending AAIE
6:30 pm to 9:00 pm	Social for all participants - food and drink (cash bar)

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.

Accommodation / Interview Rooms:

All recruiters **must** interview at the Westin San Francisco Airport Hotel, where Search Associates has arranged an advantageous room rate. Absolute deadline for Westin bookings: **15 January 2009, but best before October / November**- See **Note** below.

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 2008), and no later than 15 January 2009. Although bookings can be made after 15 January 2009, 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 your own travel arrangements early; flights in and out of San Francisco 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 October 2008 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 SF Airport Hotel, and to do so, room reservations must be made via the Weston online room reservation system. The nights of 14, 15 February are essential, and the night of 16 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. This means that a candidate will have up to three days to decide upon an offer made at the fair or by noon on Thursday, 19 February 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 other candidates should the offer be declined. 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.
9. 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.
10. 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 2009 Fair