

Search Associates **Bangkok-Spring 2010** Recruitment Fair **19-21 March 2010**

SCHOOL RECRUITER INFORMATION

This fair is particularly appropriate for teachers who find Bangkok accessible and for whom the spring timing is convenient. The fair features around 30 schools from an ever-widening list of locations, but schools from Asia are expected to form the majority.

Candidate invitations will be offered to quality educators.

Organizers: Michael Williams (assisted by Harry Deelman)

Dates: 19-21 March 2010 (Arrival in Bangkok on 18 March is recommended)

- **Friday, 19 March:** Recruiter registration (8:00 a.m. – 10:00 noon)
- **Friday, 19 March:** Recruiter orientation (10:00 a.m. – 11:00 a.m.)
- **Friday, 19 March:** School presentations (1:00 p.m. – 6:00 p.m.) (each school has 30-minutes, optional)
- **Friday, 19 March:** Sign-up session for interviews (6:30 p.m. – 8:30 p.m.)
- **Saturday, 20 March:** Interviews
- **Saturday, 20 March:** School presentations (con't)
- **Saturday, 20 March:** Social for recruiters and candidates
- **Sunday, 21 March:** Interviews
- **Sunday, 21 March:** Recruiter dinner (6:00 p.m.)

Venue: **The Westin Grande Sukhumvit**, 259 Sukhumvit Road, Bangkok 10110, Thailand [above Robinsons Supermarket, right by the Asok Skytrain station or Sukhumvit Subway station].
Tel.: (from overseas) +66 2 207 8000; (within Thailand) 02 207 8000.
Fax: +66 2 651 1080.

If your school is interested in recruiting at this Search Bangkok-Spring 2010 Recruitment Fair and your school has not received an invitation yet, please contact **Michael Williams** (search@mdwilliams.net)

How to apply for a place as a Recruiter at Search Associates' Bangkok-Spring Fair:

1. Contact Michael Williams to request an invitation. search@mdwilliams.net.
2. Once your invitation has been confirmed, **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 Bangkok-Spring 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: Entering your vacancies and school information automatically updates this for all of your registered fairs. Please update your school vacancies and information 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 Grande Sukhumvit Hotel, where Search Associates has arranged an advantageous room rate. Absolute deadline for Westin bookings: **15 February 2010, but best before January** - See **Note** below.

Hotel Booking (only after you have received a confirmed invitation to this fair):

*** Bookings must be made using the Westin's online reservation system. A link will be provided on the recruiter invitation:**

Please note that the hotel could be fully booked by February, so we strongly recommend that reservations be made EARLY, and no later than 15 February 2010.

* Your booking must be guaranteed by credit card. Book earlier than the final deadline noted above. Cancellations can be made without penalty until the Westin's determined date; beyond this date, there is a cancellation fee equivalent to one night's stay.

Hotel Charges: To be settled directly with the hotel on departure

Travel: **Make own arrangements early; flights in and out of Thailand 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 Royal Thai 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 \$600.00 (+ \$300.00 per additional interviewer) by the deadline stated in the invitation will secure the placement. Any unconfirmed place after the invitation deadline may be given to a school on the "Waiting List" for the Bangkok Fair.
2. Having booked, candidates will know your school is coming, so schools are urged not to 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 Hotel, and to do so, room reservations must be made via the Westin online room reservation system. The nights of 19, 20 March are essential, and the night of 18 and 21 March are highly 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.

Fair Schedule:

Date	Time	Activity	Location	Comment
19 March Friday	9:00 a.m. – 12:00 noon	Recruiter registration	Board II / lobby	Reviewing files and extending early, written invitations to candidates for interviews
	8:00 a.m – 10:00 a.m.	Recruiter meeting	Foyer A	This meeting is optional for recruiters familiar with Search Fairs and mandatory for new recruiters or those who would like a review of procedures and conditions.
	10:00 a.m. – 12:00 noon	Candidate registration	Board II / lobby	
	Noon – 1:00 p.m.	Candidate meeting	Foyer A	
	1:00 p.m. – 6:00 p.m.	School Presentations		Each school has a 30 minute presentation (optional)
	6:00 p.m.	Recruiters set-up for sign-up session	Ballroom	
	6:30 p.m. – 8:30 p.m.	Interview sign-up session	Ballroom	
20 March Saturday	8:00 a.m. – 6:00 p.m.	Interviews		As arranged by recruiters (in hotel rooms or common areas)
	8:00 a.m. – 6:00 p.m.	Presentations	Ballrooms and State I and II	30 minutes presentations by each attending school (optional)
	6:30 p.m. – 8:30 p.m.	Reception / social	Ballroom	For all candidates and recruiters (cash bar)
21 March Sunday	8:00 a.m. – 6:00 p.m.	Interviews		As arranged by recruiters
	6:00 p.m.	Recruiter dinner		

We look forward to welcoming you at the Search Bangkok-Spring 2010 Fair.

Sincerely,

Michael Williams and Harry Deelman