

**Search Associates Hong Kong-January 2010 Recruitment Fair**  
**22-24th January 2010**  
**SCHOOL RECRUITER Information**

**Organizers:** Rob Graham and Barry Drake

**Venue:** Chinese International School,  
1 Hau Yuen Path,  
Braemar Hill,  
Hong Kong  
**Contact Barry Drake:** [barryd47@gmail.com](mailto:barryd47@gmail.com)

**Fair Hotel:** L'Hotel  
18 King's Road,  
Causeway Bay,  
Hong Kong.  
**Tel:** (852) 3553 2898  
**Fax:** (852) 2553 2888  
**Email:** [info@lhotelcausewaybayhv.com](mailto:info@lhotelcausewaybayhv.com)

If your school is interested in recruiting at this Search-Hong Kong (January 2010) Recruitment Fair and your school has not received an invitation yet, please contact [Barry Drake at: barryd47@gmail.com](mailto:Barry Drake at: barryd47@gmail.com)

The number of recruiting schools will be limited to around 40. A waiting list is being established.

**Fair Schedule:**

<b>Date</b>	<b>Time</b>	<b>Activity</b>	<b>Location</b>	<b>Comment</b>
<b>22nd January Friday</b>	1.00 pm to 6.00 pm	Recruiter Fair registration	L'hotel	Reviewing files and extending early written invitations to candidates for interviews
	7.00 pm to 9.00 pm.	Reception for recruiters and spouses	L'hotel	
<b>23rd January Saturday</b>	8:00 am to 9.30 am	Candidate registration	CIS	CIS staffroom / Search office
	8.00 am to 9.00 am	Late recruiter registration	CIS	Reviewing files and extending early written invitations to candidates for interviews
	9.00 am to 9.30 am	Recruiter Briefing	CIS	CIS staffroom / Search office
	9:30 am to – 10.00 am	Candidate Briefing	CIS	CIS auditorium
	10.00 am to 12.00 am	Interview sign up session	CIS	All candidates and recruiters. CIS Sports and Movement Centre
	12.00 am to 1.00 pm	Lunch	CIS	Lunch provided for recruiters and candidates
	1.00 pm to 6.00 pm	Interviews	CIS	As arranged by recruiters (in CIS classrooms )
	1.00 pm to 6.00 pm	School presentations	CIS	30 minutes presentations by each attending school (optional)
	6.30 pm to 8.00 pm	Reception	CIS	Fort all recruiters and candidates
<b>24th January Sunday</b>	8:30 am To 5.00 pm	Interviews	CIS	As arranged by recruiters (in CIS classrooms )
	8.30 am to 5:00 pm.	School presentations	CIS	30 minutes presentations by each attending school (optional)

**How to apply for a place as a Recruiter at Search Associates' Hong Kong-January Fair:**

- Contact Barry Drake to request an invitation. E-mail: [barryd47@gmail.com](mailto:barryd47@gmail.com) There are limited spaces for schools, and a waiting list is established. Invitations will be e-mailed to invited schools.
- 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 Hong Kong-January 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.

**Interview Rooms:**

All recruiters **must** interview at the facilities provided by the Chinese International School.

**Hotel Booking** (only after you have received a confirmed invitation emailed to invited schools by Barry Drake

\* The recommended Hotel is L'Hotel (details above). Bookings should be made using the reservation attached

Please note that the hotel could be fully booked by December, so we strongly recommend that reservations be made EARLY (Late Sept / Oct 2008), and no later than 21st November 2009. Although bookings can be made after 21st November 2009, Search Associates and L'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. **Please note: Any no show or cancellation that occurs within 14 days prior to the arrival date is subject to the one night's room charge and will be billed and charged to the individual guest's account or credit card guarantee.**

**Travel:**

**Make own arrangements early; flights in and out of Hong Kong in January can be very busy.**

**Visas:**

Most participants traveling from overseas will require no visa but, if in doubt, please check with your travel agent.

**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 (+ \$400.00 per additional interviewer) by 30th October 2009 will secure the placement. Any unconfirmed place at that date may be given to a school on the "Waiting List" for the Hong Kong 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 at the facilities provided by the Chinese International School.
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 our 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. 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:

- a) 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.
  - b) 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.
  - c) Recruiters may deviate from these standards only to extend the deadline for response beyond the periods stipulated above.
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 Hong Kong-January 2010 Fair.