

Search Associates – International Recruiting Fair
22nd-24th January 2010
HONG KONG
Candidate Information

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

Venue: Chinese International School,
1 Hau Yuen Path,
Braemar Hill,
Hong Kong

Organizers: Rob Graham: rob@search-associates.com.au
Barry Drake: barryd47@gmail.com

Invitation for a Candidate place at the Hong Kong January 2010 Recruitment Fair

1. **NOTE:** Your place at the Fair is only definite when you have received confirmation from your Search Associate sponsor. Before an invitation to the Hong Kong - January 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 1 December 2009. Please be considerate and approach your referees in good time.
2. 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, Ray Sparks, Michael Williams) need to ask their associate sponsor to send them an invitation to attend the Hong Kong – January 2010 Fair.

Fair Schedule:

22nd January Friday	4.00 pm to 6.00 pm	Early bird candidate registration	L'hotel, Causeway Bay	Candidates can pick up files and continue their detailed review of jobs available and school details
23rd January Saturday	8:00 am to 9.30 am	Candidates arrive and are registered	CIS	CIS staffroom / Search office. Candidates can pick up files and continue their detailed review of jobs available and school details
	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	For all recruiters and candidates
24th January Sunday	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)

Departure best planned: NOT before Sunday 24th January 2010, evening

Notes:

- * Essential attendance from Saturday morning 23rd January to late afternoon on Sunday 24th January 2010
(Please note: attendance is by invitation only).
- * Registration for Candidates begins on 23rd January at 8.00 p.m. The latest possible time to arrive is 9.15 a.m. (to collect your candidate pack and name badge). All candidates **must** attend the candidate orientation at 9:30 a.m. on Saturday.
- * The interview sign-up session starts on 23rd January at 10.00 a.m. (until 12.00 a.m.) – **DO NOT BE LATE.** The interviews that you arrange will determine your schedule for 23rd to 24th January.

Accommodation:

Hong Kong has many cheap hotels (review via the Internet) but for convenience of access to the Chinese International School where the Fair will take place we would recommend:

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

Newton Hotel, North Point: Address : 218 Electric Road, North Point, Hong Kong Telephone : (852) 2807-2333 Fax : (852) 2807-1221. E-mail : newtonhk@newtonhk.com

City Garden Hotel. Address: 9 City Garden Road, North Point, Hong Kong. Telephone: (852) 2887 2888
Fax: (852) 2887 1111. Email: info@citygarden.com.hk

Harbour Plaza Hotel: Adress:665 King's Road, North Point, Hong Kong. Tel: (852) 2187 8888 Fax: (852) 2187 8899 Email: hpn@harbour-plaza.com / www.harbour-plaza.com/hpn

Regal Hotel Causeway Bay: 88 Yee Wo Street, Causeway Bay, Hong Kong. Tel : (852) 2890 6633. Fax : (852) 2881 0777. Email : rhk.info@RegalHotel.com

Rosedale Hotel on the Park: 8 Shelter Street, Causeway Bay, Hong Kong. Tel: (852) 2127 8888 Fax: (852) 2127 3333. Email: hotel@rosedale.com.hk

Newton Inn North Point. 88 Chun Yeung Street, North Point, Hong Kong Tel : (852) 2130-3388 Fax : (852) 2130-3399. E-mail : newtoninn@newtoninn.com

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 Teacher/Candidates

1. Requesting a place well before 1 December 2009 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 Hong Kong - January Fair 2010 is issued, candidates need to have registered with a member of the Search Associates, team **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 31st December 2009. Please be considerate and approach your referees in good time.
4. If you are new to the Search process and wish to register in order to attend the Hong Kong Fair you should contact Rob Graham at admin@search-associates.com.au
5. 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, Ray Sparks, Michael Williams) need to ask approval of their associate to send the candidate an invitation to the Hong Kong – January 2010 Fair.
6. Hong Kong - January Fair 2010 candidate information (application information, bio notes, and evaluations) for recruiters will NOT be prepared if the invitation confirmation(your RSVP) is received after 10th January 2010.
7. Collect your candidate pack either on Friday evening (22nd) or early on Saturday 23rd January, so that you will have time to study the contents before the Candidate Meeting, the Interview Sign-up Session, the School Presentations, and your Interviews. Candidates who are well prepared stand a far better chance of placement.
8. The Candidate Meeting will start at 9.30 a.m. on Saturday 23rd January. This is when we will explain how the Fair is organized. Make sure that you have had time to study your candidate information packet **before** this meeting, especially 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 (Saturday 23rd January 2010, 10.00 a.m.) and which school presentations you would like to attend (23rd and 24th January). No guarantee can be given that any given Head will 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.

9. 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 (or soon after) the Hong Kong Fair. In particular, any candidate attending two fairs in rapid succession should honour his/her commitment to **both** fairs by meeting, at least, any/all schools with which the candidate has had pre-fair communications.

10. 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.

12. Accepting an invitation to the Hong Kong - January 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. This "Fair cost" 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 Hong Kong January 2010 Fair.

Rob Graham and Barry Drake