

Email to “Active” Candidates

(This is the email we sent when your account was changed to Active status.)

Your account is now "Active". You can continue enhancing your profile in Active status. You can request additional references, refine your CV, upload documents or tweak your information for a more competitive profile. Hint: to see what recruiters view (without references) click "My Profile, View My Profile" from your dashboard.

We've compiled essential information to help you make the most of your Search membership. We'll send monthly updates during the recruiting season and you can access these and a copy of this "Active" email on the [Email Updates](#) page if you want to refer back to them.

Take time to read [Job Search FAQs](#) and the [Candidate FAQs](#) on your dashboard. Also, visit our [Registered Candidates Website](#) for top tips to help you succeed in your international job search.

YOU NEED TO BE PRO-ACTIVE WITH YOUR JOB SEARCH!

To maximize your Search membership, we recommend:

- Receive the **daily email updates** with all the new jobs posted in the last 24 hours. You can filter this to match just your job preferences, under "My Account, Email Preferences". Unfortunately, you cannot filter by regional preferences.
- **Search Jobs.** Use the 'View all of my matches' option under Vacancy Matches on your dashboard to search only for matching vacancies.
- **Research schools** using our database, "favourite" schools and create a list of your preferred schools for quick easy reference. If you need help navigating the database, let us know.
- **Register for a Search Job Fair** and expand your opportunities (see below).

Here are links to important information and tips:

- [Applying for Jobs](#). How to research vacancies and apply for positions through the Search database
- [Job Search Strategies](#). Tips on how to approach your job search and our Recommended Strategy.
- [Cover Letter Tips](#). Your goal is to get an interview!
 - Once you have a good template, you can apply to many schools with moderate effort. We recommend that you apply for many positions in many schools in different regions of the world - in other words, keep an open mind and cast a wide net!
- [Interview Tips](#). For online or in-person interviews at fairs, Including sample questions.
- [Considering and Accepting Offers](#). Your WORD IS YOUR BOND! How to evaluate offers, what questions to ask, how to avoid professional pitfalls.

Schrole and School Websites

If you are directed to apply via “Schrole” **notify me immediately**. Many schools use multiple recruiting agencies, but Search candidates do not need to go through the lengthy Schrole application process, *so save yourself a lot of time and check with us first!*

If you are directed to a school's website to complete an application form, send me an email. Search has special arrangements with many schools to circumvent the online application! But some schools (usually the larger, more popular schools) insist that all applications go through their website, and if so, you will just have to follow their process. *But check with me first.*

SEARCH RECRUITMENT FAIRS

Attending a Search Fair should be a part of your job search strategy, complementing your online applications. Check our [Fair Webpage](#) for the fair schedule and eligibility criteria. Your Search membership fee includes one Fair; there is a US\$75 fair fee to attend an additional fair.

[The Toronto Search Fair](#) is Feb 8-9, 2025, held in partnership with Queen's University. Queen's used to host its own Fair (TORF) but has now joined Search Associates to make the Toronto Search Fair the premier international teacher recruiting event in Canada. If you are in or near Canada, especially if you are new to international teaching, we encourage you to take advantage of this amazing job fair. Read about the success of the [2024 Toronto Fair](#).

Your Responsibilities as an Active Search Candidate

1. Read and respond to any emails (and check your junk mail folder). We send out regular emails and updates, with important information and tips, so please make sure you read them. We will always give you a heads up if fairs are about to close so read our emails and make sure you don't miss any deadlines!
2. Keep your profile up to date. If we note something that needs updating, we will let you know. It is our responsibility to ensure your profile is as competitive as possible, so do not ignore our suggestions.
3. Auto-Archived. Keep your account active by logging in at least once/month, otherwise our system will Archived your account and you will lose access to the database and schools won't be able to see your profile or applications. Email me to re-activate your account (this has to be done manually). If we don't hear from you, we will contact you for an update. Don't just rely on the daily email updates.
4. Keep us informed of any progress. The best way to do this is to cc me on communication with schools and recruiters. If I'm kept in the loop, it makes it easier to intervene or advocate on your behalf if necessary.

5. If you accept an offer, email me to let me know (within 7 days). If you decide to suspend your search and/or will remain at your current school for another year, email me to let me know.
6. Being an Active member of Search means that you are actively seeking a job for the following school year. There is no such thing as a "soft search". We monitor our database regularly, and any inactivity will prompt us to ask about your job search status.

Let us know if you have any questions or if you need any advice. **Especially if you are new to Search!** Our goal is to provide personal service and professional advice, especially during the exciting recruiting season. Barbara and I aim to reply within 48 hours, so if you don't hear from us, send us another message!

We are here to assist you throughout your job search journey - as much or as little as you want.

Good luck!
Gary