



# Job Search Tips and Frequently Asked Questions

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## ACTIVE STATUS

### **My account has just been activated, now what?**

Most people begin by searching our database for positions and researching school information. You will do this by accessing your candidate dashboard and clicking on the **“My Job Search”** tab. Here you can do a variety of searches using the search criteria filters as you see fit. It is rather easy to navigate but if you have any questions, just ask! Once you find positions of interest, you should contact the school. Please read detailed information about how to contact/apply to a school in the **“Contacting Schools”** section below.

### **Does Search Associates set up interviews for me and/or put me in touch with schools?**

No. Your Associate does not set up interviews or contact schools on your behalf. Each candidate manages their own job search in the way that best suits their needs. However, your Associate (and their office staff) are available to assist you with any questions, concerns or just to sound things out, whenever you need it.

### **What is Search Associates’ role in my job search?**

Our purpose is to connect candidates and international schools through our online database, job fairs and the collective and individual contacts of our Senior Associates. Your Associate (me) will be here to assist you in any way possible throughout your job search to include advice about your job search, information about a school, questions about a job offer, screening your **“profile”** to make sure you are applying for positions that relate to your experience/education, reviewing your references to make sure you have what recruiters are looking for and so forth. There is really no question you cannot ask so please contact us when you have questions. We will certainly do our best to assist you in any way that we can. That said, please make sure you are reading the information we send as we have tried to answer a large number of common questions sent to us over the years that should prove to be very helpful along the way.

### **How long does my registration last with Search Associates?**

If you became active prior to June 15th 2024, your registration is good for three years OR until such time as you accept a position at an international school whether through Search Associates or by other means, whichever comes first.

If you became active on June 15th 2024 or later, your registration is good for one year, OR until such time as you accept a position at an international school whether through Search Associates or by other means, whichever comes first. Your membership can be renewed seamlessly for one more year at a reduced cost. Should you wish to extend your membership for a third year, you will need to re-apply for membership, which will likely involve updating your profile and obtaining updated references.



**Search**  
**ASSOCIATES**  
SPANNING THE GLOBE WITH A PERSONAL TOUCH

Please make sure you carefully read the signed agreement you have with Search Associates for more detailed information about our registration/active status policies as well as other important information regarding your relationship with Search Associates.

**Can I modify/update my application and resume even after I am activated?**

Yes. You can make any changes to any part of your profile at any time. However, if you add a new current work experience, please contact me immediately so I can access your profile again as this would be new information that I would need to review. In addition, please note that candidates must have references from their current employment to stay in active status.



## CONTACTING SCHOOLS

### Should I be emailing schools now that my account is active?

Yes. However, you should only contact a school if there is a position they have posted that is of interest to you and you have met the requirements a school may have listed in the comments section under that vacancy. In other words do not waste your time, or the school's, applying for positions when you do not meet the qualifications listed. If you are part of a teaching couple, and see that your school of interest only has one vacancy available, you can certainly contact the school for that specific vacancy stating that you are part of a teaching couple and if any positions open up for him/her in the future, you would both be very interested. That said, contacting a school which only has one vacancy available is not going to attract a lot of interest since a good number of schools would rather not hire one half of a teaching couple without vacancies being available for both.

### How should I contact a school?

On the Search Associates school profile; you will see a **"Contact school"** button next to the vacancy so you can craft an email expressing your interest in that vacancy. When the email is sent, it comes from a "searchassociates.com" email letting the school know you are a SEARCH registered candidate (**which is what you want them to know**). There will also be a link embedded in the email taking them directly to your profile. Once they view your profile, and they are interested in your candidacy, they will reach out to you using the contact information you have on your profile.

Expressing your interest is vacancy specific. In other words, if there is a Math position open and a Science position open at the same school, you will click on the "Contact School" button next to each vacancy and send your email of interest for each one. If you are part of a teaching couple, each partner will be sending an email of interest for their own subject. However, you should always mention that you have a teaching spouse in your cover letter saying something like "My partner is also a Search Associates member who can teach X" If you know there is a vacancy open for your partner, you can say "My partner is also a Search Member and would be interested in the X vacancy you also have available." These don't have to be your exact words but this will give you some idea. Please note that a school can view both teaching partners' profiles together as they are linked in our system.

You will also see, for some school vacancies, an **"APLi Now"** button. (**Please download attachment "APLi by Search Associates" for more detailed information.**) What does this mean? In a nutshell, this is a new application management platform we have developed for our member schools which assist schools with managing large number of applications in one location. Search Associates candidates will have the benefit of copying all of their information over to APLi, including confidential references, so they can easily and quickly submit an application for a vacancy. This is a very new service and at this time, not all schools are using it which is why you will see this button next to some vacancies and not others. However, over the next year, we



expect that a larger number of our schools will transition over to this application management system to help streamline their recruiting efforts.

**\*\*If you submit an application through “APLi” you do NOT need to also send an inquiry email to the school through the school profile page.**

### **Do I need to attach my resume and other teaching documents in my email to a school if they are not using “APLi” to receive applications?**

NO! When you email a school **through the SEARCH website**, they will have direct access to your profile which includes your online application, bio notes, and confidential online references and resume.

NOTE: If you choose to send through your own email provider, make sure you put in the subject heading “Search Associates” and the vacancy of interest.

### **What should I be writing to the school when I want to express an interest in a position they have posted?**

Keep the email short! Recruiters do not want to read through tons of information. The email should be no longer than three paragraphs in length. In the first two paragraphs, you should be hitting the important points such as:

1. I am a Search Associates registered candidate!
2. What position are you inquiring about?
3. What certification/ teaching credentials you have?
4. What experience do you have relating to the position?
5. Why would you be a good fit?
6. Say something personal about the school letting them know you took the time to learn about their school
7. End with a sentence stating they can view your full profile on our website and you would be available to interview with them if they feel you would be a good fit
8. If you are attending a fair, tell them which fair you will be attending

Of course, you can write this in your own style and your own wording but this will give you a good starting point. **NOTE:** You do not need to inform me of any emails you send to schools in this manner as I automatically get a copy! **Please do not send an email to the school if they are requesting you submit an application through APLi. These vacancies will be easily identified by an “APLi Now” button!**

### **Where do the emails go when I send them through the Search Associates website?**

All schools are asked to provide a “Candidates inquiry” email address on their school profile page. All emails sent through our system are sent to this email address.

### **What if I do not hear anything after sending my initial inquiry?**

Unfortunately, it is not uncommon not to get a response. That being said, and for good measure, you can also follow up a week or so later (if the position is still open) through your OWN email provider. The reason is that



some schools, depending on their school email system, may bounce the searchassociates.com email. This does not happen often but again, in the interest of good measure it cannot hurt to follow up but I would only do so if you are really interested in the position. If you choose to email them in this manner, make sure you put in the subject heading “Search Associates Candidate-and list the position such as “Search Associates Candidate-Math Position” or “Search Associate Candidate-Elementary Position” and so on. This will quickly identify you as a SEARCH candidate. If you choose to follow up in this manner, you should limit attachments only to your cv/resume.

### **I have sent out numerous inquiries and have received little or no responses. Is this normal?**

There is no guarantee that a school will respond to an inquiry you are sending about a position they have posted. Similarly, there is no guarantee that a candidate will respond to a school inquiry. Some schools are great about responding and some schools are not. Much will depend on how many inquiries they are receiving, what system they have in place for handling these emails, whether they are interested in your file, whether the position is still open, etc. Rest assured that if you are sending them an inquiry, either through our website or your own email provider, they are receiving it. Whether they respond or not is really outside of our control and yours. Do not let this discourage you. I would continue to keep a vigilant eye on the website and contact all schools of interest keeping in mind that the more open you are about where you will go, the more opportunities you will have. You should also know that schools are also searching our database for candidates and therefore, you may be contacted directly by a school even if you have not sent them an inquiry and/or applied directly to their vacancy.

### **Why are schools directing me to complete an application on their website?**

It used to be that international teaching was the “best kept hidden secret”. However, in the past 5-7 years this is no longer the case. With the advancement of technology and social media, and the increase in school’s developing their own websites, educators all over the world can access a school and their email address at any time and contact them. This is making it extremely difficult for schools to manage email inquiries. The answer, for some of these schools, was to develop their own application system so they can keep all interested candidate’s applications on one place making it easier to manage. Generally, the applications schools are developing are rather simple capturing basic candidate information. In these instances, I would suggest completing the application as directed by the school. Always mention in the application that you are a Search Associates registered candidate and your full profile can be accessed on our website. Just mentioning that you are a SEARCH candidate will give your application more credibility since all schools know we vet our candidates and only accept candidates of high quality. **Please note that if you are being directed to submit an application through Schrole Connect or Schrole/ISS Advantage, please read information in next question below for more information.**



In answer to this growing trend, and as mentioned above, Search Associates has developed our own application management platform called **“APli by Search Associates”**. We have done this to first, help our member schools manage a large number of applications and second, help our candidates by making it easier for them to apply directly to our schools that are using this platform, and reduce the amount of extra work.

**I have been asked to “register” and submit an application through another recruitment agency. Why do I have to do this when all of this information is on my Search Associates profile?**

It is not uncommon for schools to use multiple different agencies or sources to recruit. That said, our member schools do understand that in order to be allowed to post vacancies on our website, they must allow our candidates to “apply” or express an interest to that vacancy in a fair and reasonable way. To sum, **they cannot direct any SEARCH registered candidate to sign up and register with another recruiting agency in order to apply for vacancies they post on our website.** To that end, if you find a vacancy through Search Associates and see you are being directed to apply and sign up with another recruitment platform to submit an application to that vacancy, **please do notify us immediately** so that we can contact the school and work out another way for you to express your interest in the vacancy(s).

**Do schools also search for candidates on your website and would they contact me?**

YES! Schools have the ability to search for candidates using specific criteria just as you have the ability to search for schools selecting certain criteria. This is one of the benefits of having a profile “viewable” and on our database. Once they find a candidate or candidates that meet their needs, they can access your full profile to include your application, bio notes and confidential online references. If they are interested, they may contact you to set up an interview or invite you to “stop by” their table at one of our job fairs if you are registered to attend.



## GENERAL JOB SEARCH TIPS

### How can I get the most out of my job search and my connection with Search Associates?

1. **View your profile as schools see it!!** Now that your application is “viewable’ to our member schools, you should really make sure that what they are seeing is accurate and looks presentable. Therefore, you should click on the link, found on your dashboard, which says “My Public Profile”. This is exactly what a school recruiter will see when they click on your name without the confidential references which only will be attached for schools to review. Check to make sure all of the information is accurate. Check to see how your “bio notes” read, are you missing any important information, is your resume updated and match the experience on your Search Associates experience tab, etc. Again, this is their first impression of you so make sure it counts!
2. **Updated Resume.** Make sure your resume matches the information you have on our SEARCH profile. Please note that resumes/CV’s should NOT be more than two pages in length.
3. **Check the website daily for new positions and or modified positions.** During the high recruiting time (December, January, February) you will see many changes happening very quickly. Keep a close eye and view the school profiles to learn more about a school that has a match for you.
4. **Emailing schools.** When you see a position that you are interested in, you should contact the school directly from their profile page on our website (click on the email icon on the top of the page) OR click on the “APLi Now” button to submit an application directly for that vacancy if a school is using “APLi”.
5. **LOG ON TO YOUR CANDIDATE DASHBOARD!** Make sure you are logging into your candidate dashboard AT LEAST one a month. Every time you log on this date is captured as your “last log on date” which schools can see. If they see that a candidate has not logged on recently, they will most likely move on thinking you are no longer interested. Therefore, we strongly encourage you to log on to your dashboard twice a month and more during December, January and February. Recruiters are more apt to consider your search profiles if they know you are alive!!  
**NOTE: Candidates, who do not login to their dashboard at least once a month, will be automatically moved to “inactive” status with the assumption they are not actively pursuing a job.**
6. **Read all fair information!** All fair organizers will post information about their fair so please make sure you read all of the information regarding the fair you have registered to attend. Simply login to your candidate dashboard and click on “MY FAIRS” to see your “accepted invitations” and all information about that fair.
7. **Keep in touch with your Associate.** If I do not hear from you and/or do not see that you are logging on to your candidate dashboard, I will assume you are no longer looking for a position and move your file to our archives.





### **What are some good tips to help me present myself in a positive way online?**

- Prepare Yourself. It's important to put just as much preparation into a video interview as if you were interviewing in person.
- Research the school and ask thoughtful questions.
- Be Punctual.
- Test Your Technology.
- Check Your Environment.
- Choose Your Background.
- Speak Slowly and Clearly.
- Listen Carefully.
- Dress for Success.

### **I am not getting much interest through the database. What can I do?**

Although, 60% of our candidates are securing jobs through the connections they make on our database, the other 40% are getting jobs by attending one of our job fairs. If you previously had no interest in attending a job fair, you may want to rethink this decision. Not only can attending a job fair increase your chances of securing a job but they are the best way to learn about international teaching for those new to this community. For all candidates, whether international teachers or not, this is the only way to get in front of a recruiter face to face. Please go to our job fairs page to learn more about each job fair. If interested, please go to your dashboard and request an invitation.



## JOB FAIRS

### I have not received an invitation to a job fair, what should I do?

Candidates must request an invitation to one of our job fairs directly through their dashboard on your JOB FAIRS box. I will see the request and review your file to see if the fair you selected is the best fair for you to attend.

### Am I guaranteed an invitation to my first fair of choice?

No. Search Associates does its best to invite candidates to their fair of choice. However, not all fairs are suited for every candidate. In addition, there may be factors that may prevent you from attending your preferred fair such as experience, teaching subject, competitive nature of that particular fair, space available, etc. If this is the case, we will always help candidates identify which job fair they should attend and where they will have the best chance of securing interviews.

*Note: Our three largest fairs are Cambridge, London and Bangkok which is not to say they are the best. However, due to their size, these fairs are highly sought after and highly competitive. Additionally, we cannot accommodate all candidates wishing to attend and therefore, screen very carefully making sure the candidates we invite have the best chance of securing interviews due to the highly competitive nature of these fairs. In addition, they tend to close earlier so please keep that in mind when planning your schedule.*

### Do I have to attend a job fair?

No. We do not require our candidates to attend a job fair. Obviously, this is the best way to get to meet the recruiters face to face. However, the recruiting trend now shows more candidates getting a job through the connections they make on our website which is currently around 60%. Therefore, it is not mandatory to attend a fair. BUT, close to 40% of our candidates do secure a job through an **in-person** job fair. To that end, going to a fair will **only increase your chances of finding a job** beyond the opportunities you have using our database and having your profile viewable to schools on our database.

### Is there an additional fee if I want to attend more than one job fair?

Yes. Attendance at any fair, beyond your first one included in your registration fee, will be an additional charge of 75.00 USD for in-person.. For those who are finishing out their three year membership, you do not need to pay an additional fee for job fairs until the end of your three membership. Should you cancel your attendance prior to the cancellation date, your fee will be fully refunded.



## RESUME/CV

### **Is there a difference between a resume and CV?**

No. The term “resume” is generally used in the U.S and CV tends to be used overseas.

### **How long should my resume be?**

Your resume/CV should not be more than two pages in length. I know that sounds crazy to some of you, but it can be done!! Recruiters do not have time to read through several pages outlining every detail of your life. In addition, for those attending a fair, having a two page resume that you can copy front and back, will be a huge help to recruiters struggling to manage all the paperwork from candidates.

### **I can't upload my CV/resume to my application?**

Please make sure your resume/CV is in PDF format. If you still cannot upload it, please contact me for assistance.

### **I want to upload a new or updated version of my CV/resume to my application. How do I do this?**

Simply upload your new resume/CV just like you did the first one. The updated version will replace what is currently there.



## **CONFIDENTIAL REFERENCES**

### **All of my required confidential references have been submitted but they are not checked off as complete on my “Requirements Box”, why?**

If you think all of your references have been submitted, and this box is still not checked, please contact me. We have to manually check the box from our end and we may have just missed it.

### **Can I request to have one of my submitted references removed from my file?**

In theory, yes you can. Please contact me as requests for deleting a reference are reviewed on a case by case basis and must be approved by Search Associates before removal.

### **I want to update one of my old references. How do I do this?**

You can simply send out a request form to your referee to complete a new form. Once we receive it, we can delete the old one.

### **Can you give me an idea of whether my confidential references are strong?**

All confidential references are completely confidential and therefore, we are unable to divulge the contents. However, we would not accept you as a candidate if we felt you would not have a reasonable chance of getting a job!

**Thank you for choosing Search Associates. We wish you all the best for a successful job search!**