



## Completing Your Profile on Schrole Advantage

If you haven't done so yet, please submit your resume and other application documents through [Schrole](#) as soon as possible. When completing your Schrole profile, please remember:

- You should not be asked to pay a fee to create your profile for the ISB Recruitment Fair. If you are being asked to pay a fee, it might be because you are accessing ISS Schrole from the public portal. Make sure you are following the [link from ISB's employment website](#).
- Complete your profile as best as you can. See Schrole's advice below regarding references. Prior to the fair, and as recruiting continues, having an active profile on Schrole gives you the best chance of receiving consideration.

You may choose to bring printed copies of your resume to the ISB recruitment fair. In general, only candidates meeting our selection criteria will have a chance of being interviewed on September 21. Our goal is to make the fair a worthwhile and enjoyable experience for everyone.

## Advice from Schrole regarding references

We are advised by Schrole that the system does not require references to have been completed by the referee for 4 weeks. The system requires the candidate to have requested references from at least 2 referees. Assuming the candidate has completed all of their other profile information, they will immediately be made visible to schools and will be able to register for fairs.

Once a referee has been sent a request for reference, the referee is sent a weekly reminder about the reference needing to be completed. If the referee fails to complete the reference within 4 weeks, the candidate is notified and their profile is hidden again. They will remain hidden until they have requested another reference. The same process is then implemented.

As a matter of process, the Schrole Advantage platform does not require that a reference is provided by the last place of employment. Therefore, if a candidate is hesitant to ask their current school for a reference, they may ask previous employers.

## General Selection Criteria:

- Valid certification or licensure in your area of teaching or administration
- Certification or licensure must be tied to an accredited teacher or administrator preparation program. A certificate in teaching English (e.g. CELTA, TESOL/TEFL) alone does not meet this criterion.
- At least 2 years of full-time experience in your area of teaching or administration. ISB's preference is a minimum of 5 years of successful full-time teaching; Beijing requires at least two years for a work permit.
- China imposes an age limit of 60 on foreign work permits. Candidates are expected to be able to work at ISB for at least five years given this age restriction.