



***Thank you for your interest in become an educator at International School of Beijing. Here are some tips to completing your application. We recommend that you read this prior to completing your candidate profile on Schrole.***

## **STEP 1: Complete your Registration Form**

The information from your registration form will help us sort through applications and forward them to the Recruiting Team of administrators. You will be asked for details on your certification and specific training like International Baccalaureate, so it would be helpful to have these details available.

### **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 able to work at ISB for at least five years given this age restriction.

## **STEP 2: Completing Your Profile on Schrole Advantage – *available from week of November 2<sup>nd</sup>***

If you haven't done so yet, please submit your resume and other application documents through Schrole as soon as possible. You will need to apply for the vacancy 2020 ISB Recruitment Fair. When completing your Schrole profile, please remember:

- You should not be asked to pay a fee to create your profile. An upgrade to Schrole Advantage will require a year-long membership fee of USD 75.00.
- 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.

Only prescreened and invited candidates will have the chance of being interviewed on December 12.

### **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.