

# Recruitment Standards and Procedures for Foreign Teachers

In order to promote the work efficiency of the Teaching Department and the Human Resources Department, standardize the appointment and management of foreign teachers, this recruitment standard and process have been formulated.

## 1. Initiate recruitment requests

The **teaching department** confirms the recruitment requirements, and the recruitment requirements for the next **academic year should not be later than before the start** of the **spring semester** of the current **academic year**. Daily temporary recruitment needs need to be initiated by DingTalk at least **one month in advance**, along with an application for employment needs

### (1) Personnel Requirements Application Form:

Fill in each blank carefully according to the requirements of the form.

### (2) Second Interview Preparation Guidelines:

No template limit, all in English. Please provide a brief introduction to the position, including the bishop's subject range, grade level, predicted student situation, topic of the trial lecture, content to be covered, and time requirements for the trial lecture. **Refer to the Guangzhou campus.**

After approval by the leadership of the Teaching Department, approval by the Campus Office, approval by the Principal's Office, and approval by the Human Resources Department of the headquarters, the Human Resources Department will initiate recruitment; If it does not pass, the Human Resources Department needs to communicate and explain the reason for the failure to the Teaching Department.

## 2. Recruitment channels

- (1) Foreign teacher recruitment website
- (2) Foreign teacher recruitment cooperation intermediary
- (3) Foreign Talent Recruitment Fair
- (4) Internal talent recommendation

- 1、 Internal talent recommendation follows the principles of openness, fairness, impartiality, voluntary recommendation, and reward for successful recommendation.
- 2、 After receiving the recommended resumes, the Human Resources Department conducts screening and evaluation.
  - ① Qualified evaluation, arrange for a second interview. After passing the reexamination, if the probationary period is passed on the same day as the salary day, a **talent recommendation reward of 3000 yuan/person will be** given in the current month. Otherwise, it will be postponed to the next month.
  - ② If the first round of evaluation fails, the second round interview fails, or the employee is ultimately not hired, a brief explanation of the reason should be provided to the recommender.

### **3. Interview process and standards**

The interview is generally divided into two rounds, the initial interview in the Human Resources department (usually conducted online) and the interview in the Teaching Department. Generally, it is conducted offline. If the candidate is overseas or in other cities, or for other acceptable reasons, it is inconvenient to come to the campus for the interview, special consideration can also be given to conducting it online.

#### **(1) Preliminary examination**

##### 1. Resume screening:

- ① Those who serve as subject teachers (including foreign language and literature majors) should have a bachelor's degree or above and at least 2 years of education and teaching experience or related field work experience in relevant educational institutions;
- ② As a language teacher, those who hold a bachelor's degree or above, have received specialized language teaching training, have obtained corresponding language training qualifications, and are engaged in teaching their native language can be exempted from the requirement of 2 years of work experience;
- ③ Non native foreign teachers who need to teach non-native languages (such as English) must obtain a doctoral degree or a professional master's degree in education, language, or teacher training from a native English speaking country, or obtain teaching qualifications from a native English speaking country. Their degree must be certified by a Chinese educational certification agency and can be

exempted from the requirement of 2 years of educational work experience.

④ Under 45 years old (inclusive), the age limit for outstanding individuals can be extended to 50 years old (inclusive).

⑤ As long as there is no obvious accent in spoken English and speaking fluently, nationality may not be considered.

2. About briefly introducing oneself and the school (try to control within 1 minute).
3. The visa status of the candidate (must hold a B-class teaching position work permit or have a preliminary judgment that they can successfully apply for a B-class teaching position work permit. Special emergency positions can be reported to the supervisor for confirmation before making a decision).
4. Preliminary assessment of the candidate's English proficiency, especially for non native English speakers, must ensure that there is no obvious accent in English speaking and that the spoken language is fluent.
5. Understand the candidate's work experience; (For the most suitable work experience for the recruitment position, or the most recent work experience, or the work experience with the longest tenure, have a deep understanding including but not limited to weekly class hours, teaching student situation, current school or unit situation, reasons for resignation, etc.).
6. Understand the candidate's personality traits and comprehensive qualities (which can be judged based on the actual communication situation at the beginning or by asking relevant questions about the candidate).
7. Understand the candidate's current salary and expected salary.
8. You can send the candidate a PPT about the campus introduction and salary and benefits in front of them. After the initial interview, a FAQ for FT Interview will be issued (the teaching department is responsible for real-time updates and sharing, and the human resources department will be informed) to enhance the candidate's understanding of the position.

① Through the preliminary examination, fill out the "Foreign Teacher Interview Evaluation Form" report, and connect the preliminary report and candidate resume to the Teaching Department's interview (SZ demo schedule WeChat group) to determine the interview time, synchronize the candidate's

interview materials or questions, and prepare for the interview. Establish a separate WeChat interview group, bring interviewers and candidates into the group, introduce interviewers and candidates in the group, post interview time and Tencent Meeting interview link, remind candidates to prepare demo materials and send them in advance in the interview group.

② If the initial test is not passed, the interview will be terminated, and the human resources department will keep a record of the form and file it.

## **(2) Re examination**

### 1. Interviewer:

#### ① Shenzhen Campus:

Humanities Positions (Social Sciences/English Literature Group)

: HOD+Liu Yun+Teacher Song (English Literature Group Teacher Song is listening)+Cery

Science Positions (Mathematics): HOD+Merrill Lynch+Cery Science Positions

(Sports/Biochemistry): HOD+Liu Yun+Cery

#### ② Guangzhou Campus:

Wayne+HOD+corresponding subject HOD+relevant subject teachers (coordinated by the teaching department)

2. Before the interview begins, carefully review the resume and preliminary report to have a basic understanding and prediction of the candidate.

3. According to the Foreign Teacher Interview Evaluation Form, timely record the candidate's performance during the trial teaching process, prepare relevant questions, deeply understand the candidate's actual teaching level, and focus on understanding any deviations in prediction through questioning. Please refer to the "Standardized Interview Question Bank for Foreign Teachers - English Version".

4. Reserve at least 5 minutes for candidates to freely ask questions and provide relevant answers. Each interviewer can interact with the candidate based on the current overall duration of the interview, and try to control it within 10 minutes.

5. Each interview officer is required to independently complete the interview report, and a person in charge of the teaching department shall coordinate with the human resources department within one

working day after the interview is completed.

Accept the offer, the Human Resources department will share the progress in the SZ demo schedule WeChat group, and publish the onboarding email with a copy to the teaching department and office.

② Failure to pass the interview will result in the termination of the interview process, and the Human Resources Department will keep a record of the forms and file them.

### **(3) matters needing attention**

1. The interviewer should attend the interview on time. When unable to attend the interview, they should proactively inform the reason and coordinate with others to replace them.
2. During the interview process, regardless of the candidate's performance, it is necessary to maintain sufficient respect for the candidate and demonstrate their professionalism and innovative spirit as professionals in the workplace.
3. When asking and answering questions, ensure that the information conveyed is true and accurate, strive to create an atmosphere of equality and harmony, be not arrogant or impatient, and be well founded.
4. After the interview, express greetings and gratitude to the candidate.

### **(4) other**

When there is an internal vacancy in a management position, the teaching department can first evaluate and determine whether there are potential candidates for the current employees, providing career development opportunities for them. If applicable, please refer to the "Chinese Competitive Recruitment Process" for internal recruitment.