

JOB PORTAL GUIDE

FOR SCHOOLS

FOR CLASSROOM BASED
JOBS IN ASEAN,
AUSTRALIA AND CHINA



www.tesol.edu.sg

WELCOME

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Help us make a
difference in this
world

ABOUT THIS PORTAL

Welcome to our Portal. This is the only website in ASEAN, China and Australia specialising in teaching and lecturing positions.

We hope this website helps you find the right talent and fast, to deliver the best quality education possible.

This is a quick guide for schools to navigate around the Portal. For larger schools, we have a PDF Form document for Department/Faculty Heads to fill out and forward to HR to post the vacancies on their behalf.

This is free for any school to use for any classroom based teaching positions. It excludes administration, management and clerical positions at schools.

We will be continuously upgrading our service and the functions it provides.

If you have any queries or feedback please call us on +65 64459727 or email us at jobs@heartpower.com.sg



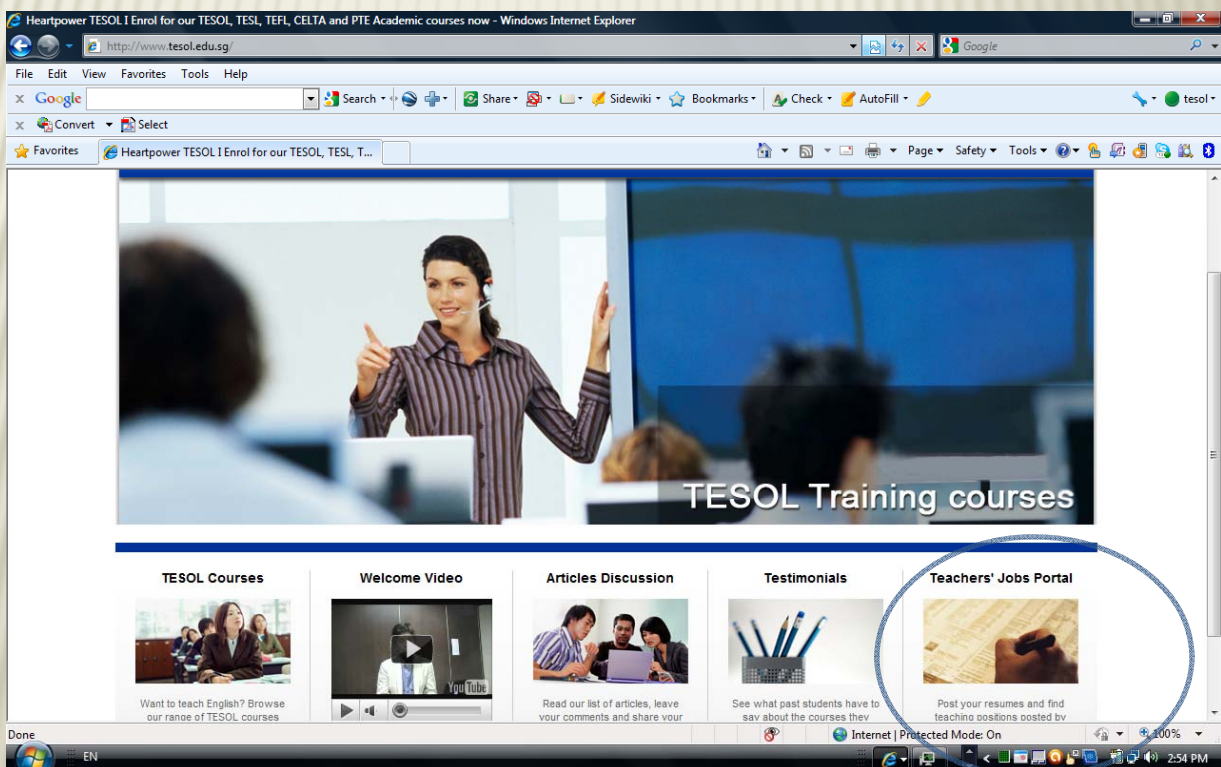
As a Partner School, you may advertise up to 20 vacancies at a time.

STEP 1. GETTING IN....

The registration process has 2 stages.

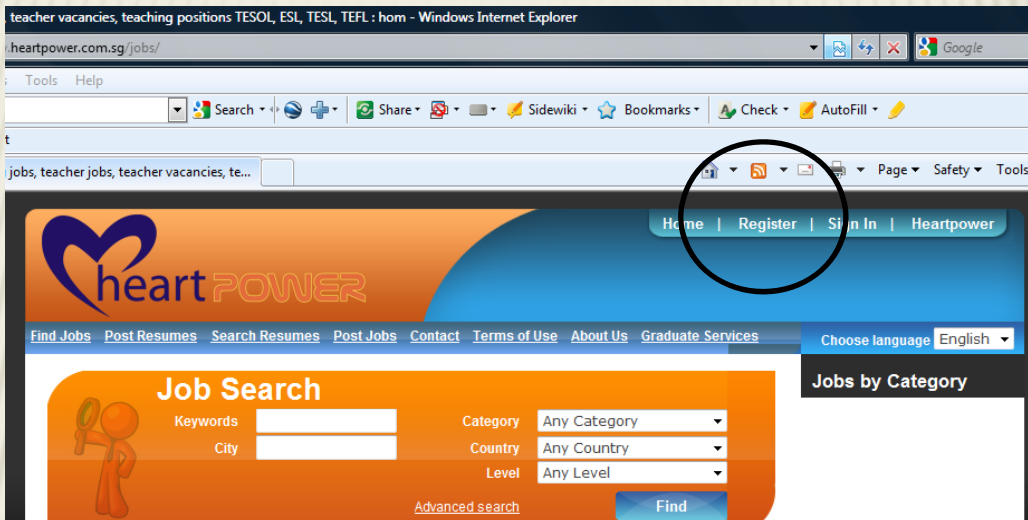
- Stage 1 is to register the school
- Stage 2 is post the job vacancy/ies

Go to www.tesol.edu.sg and click on the Job Portal link.



STEP 2. GETTING IN....

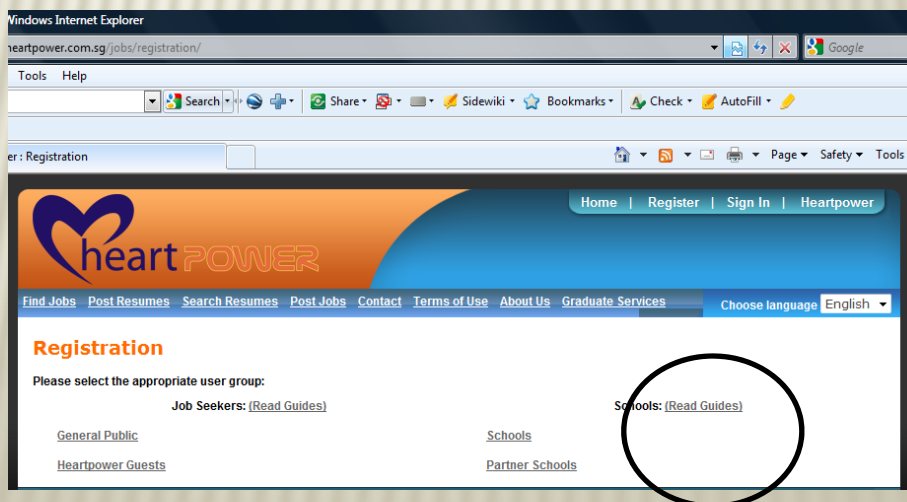
- Click on the “Register” button.



If you are Partner School please ensure you register under the Partner Schools option. This gives you exclusive access to features that others do not have.

Partner Schools are invited by Heartpower to be a Partner School. Most registrations will be under Schools.

- CLICK ON SCHOOLS OR PARTNER SCHOOLS



REGISTRATION DETAILS

Register in 2
minutes



User name *	Please select a username. Usually it's the name of the school.
Password *	Please keep this safely.
E-mail *	This is usually the email address of somebody in HR authorised to post jobs vacancies
School's Name *	Full name of the school is recommended. Abbreviations will show on Portal and may cause confusion to job seekers.
Authorised Manager's Name *	Usually the name of the HR Manager or Director
Authorised Manager's Job Title *	
Authorised Manager's Email *	
Website *	Please give the homepage of the school's website.
Country *	
City *	
Zip Code	
State	
Address *	Full address of the main campus/head office of the school. Some schools have many campuses.
Phone Number	Please include the school's general number.
Logo	You have an option to place a logo. Limited to 300kb. Jpeg format recommended.

VACANCY DETAILS

For bigger schools you can use Form S.

Department Heads can fill this out and email it to HR.

Prepare the following details for posting Vacancies.

Title *	Title of the job.
Category *	What category does this fall under? Please choose only one
Country *	Which country is this job? Some schools have many campuses inc offshore.
City *	
Video	
Employment Type *	Is this position full time, part time or contract
Level *	What period does the salary cover? Per Hr/month/ week/year or Voluntary?
Salary *	What is the salary in USD? Please convert to USD to facilitate comparisons
Salary Type *	
Job Description	This is a text field and you can enter a brief description of the job
Job Requirements	This is a text field and provides greater details about the responsibilities.
Starting Date (dd/mm/yy) *	When is the expected starting date for this position?
Contact Manager's Name *	The name of the contact manager/ HOD/DOS/Dean/Principal etc for more details of the job.
Contact Manager's Email *	<p>For bigger schools, use Form S. Department Heads can fill this out and email it to HR.</p>
Contact Manager's Title *	
Contact Manager's Phone *	

Post vacancies for up to 28 days for free



Set up Resume alerts to an Email Account

OTHER FEATURES

- Search resumes online.
- Saved search results of resumes (set and save search criteria). For Human Resources, you can create and save many search criteria. For example for the Psychology Department create a search criteria using keywords like psychology, psychologist etc and save THAT search as “Psychology”. And do the same for the Economics Department, Accounting etc etc.
- Resume Alerts (Set search criteria based on keywords you select and wait for resumes posted meeting that criteria). An email will be sent to you notifying you that a resume has been posted that meets your criteria.
- Jobs advertised to date by your school.
- Monitor applications received to each job vacancy and status
- -
- Monitor comments on job vacancies posted (job seekers can comment on the vacancy you posted and gauge the usefulness of the information you included in the vacancy posting).
- Tell a friend (job seekers can tell a friend about your vacancy and widen your net).
- RSS Feeds can be installed for you to be updated.

TERMS & CONDITIONS OF THE PORTAL

Please read the conditions of using this portal carefully.

This is a free service so please don't abuse it.

It can be found on the Portal's homepage



HAPPY HUNTING