

OFFICIAL ANNOUNCEMENT

“Open selection for Guest English Teacher (GET) recruiting agencies”

NIIED, a government organization affiliated with the Ministry of Education (MOE) in Korea, is seeking to appoint qualified recruiting agencies for the English Program in Korea (EPIK).

* An undisclosed number of GETs will be commissioned to recruiters.

A. Application

Prerequisites

- agency must have extensive experience recruiting Guest English Teachers (GETs)
- must be able to actively advertise and recruit applicants
- must be able to systematically conduct the recruitment and management of qualified GETs
- must have a valid business license
- must have a valid domestic for-profit job placement service license

Required documents

- application form (Attachment 1 & 2)
- five (5) copies of business proposal (proposals written in English must be translated into Korean prior to submission)
- a copy of a valid business license (overseas agencies must be registered with an incorporated entity in their respective countries)
- a copy of a valid domestic for-profit job placement service license
- documents that provide proof of supplying native English teachers to educational institutes for the last two years (2014-2015) *.

*For proof of supplying teachers to public educational institutes such as Provincial Offices of Education or public schools, a letter must be obtained that follows the guidelines in the template provided in this document (see attachment #4 on page 8). Please make sure to complete all the items in the template.

*For proof of supplying teachers to private institutes such as private academies or hagwons, a letter must be obtained that follows the guidelines in the provided template (attachment #4), and the taxation document (tax invoice) should also be

provided. An original “PROOF OF SUPPLYING NATIVE ENGLISH TEACHER” (attachment #4) and a copy of its taxation document must be submitted as a complete set. If one of these documents (Proof of supplying native English teacher or taxation document) is missing, it will not be considered valid.

Application submission

- **Deadline:** completed documents must be submitted by **18:00 Korean Standard Time, January 24th (Sun), 2016**
- **How:** by mail or in-person
- **Where:** # 802, EPIK Office, English Education Support Team,
National Institute for International Education (NIIED)
191, Jeongjail-ro, Bundang-gu, Seongnam-si, Gyeonggi-do,
Republic of Korea
Tel: (82-2) 3668-1408

B. Proposal Presentation

- **When:** February 3rd (Wed), 2016
- **Where:** Room 205 (2nd floor) in NIIED
- **How:** By webcam or in person
- **Who:** Agencies that have passed the document evaluation
 - *The document evaluation will take place on **January 26th (Tue)**, and approximately 15 agencies (1.5 times the target number of recruiting agencies) will be invited to participate in the presentation evaluation.
 - *The presentation schedule will be announced by January 29th (Fri).
 - *Recruiting agencies that were contracted with the NIIED for the previous term are still required to submit the necessary documents.

C. Selection Process

- *Approximately 10 agencies will be selected.*

1) Document Evaluation

The following criteria will be evaluated during the document evaluation:

- Agency's performance supplying native English teachers.
 - *Please note: an agency's performance supplying teachers to public institutes will be evaluated more favorably than an agency's performance with private institutes.
- The suitability of submitted documents including application, proposal, etc.

2) *Presentation Evaluation*

The following criteria will be evaluated during the presentation evaluation:

- The suitability of marketing plans
- The agency's specialty and relevant accomplishments
- GET management and support services
- CEO's assertiveness, enthusiasm and confidence to operate the plan and reach the goals
- The suitability of planned budget

3) *Scoring System*

Cumulative scores from both the document evaluation and the presentation evaluation will be applied to the selection of qualified agencies.

4) *Announcement of selection results and contract agreement*

Announcement date: **February 5th (Fri)** – notified through the EPIK and NIIED website.

Contract signing and training: **February 15th (Mon)**

D. Schedule after the contract

- Recruiting agencies: Recommend GET applicants to NIIED
- EPIK office: Examine recommended applicants' documents and conduct interviews
- Provincial Offices of Education: Carry out final screenings, select applicants, produce contracts

E. Responsibilities and Duties

	Commission Agency	EPIK
Advertising & Marketing	overall advertisement and marketing in Korea & overseas	advertise on the EPIK website
Employment	classify and file employment-related documents/ interview/ assist in drawing up contracts	conduct interviews/evaluate documents/ draw up contracts
Certificate-related Services	assist in mailing acceptance letters and notifications	issue acceptance letters
Follow-up Support	<ul style="list-style-type: none"> - handle problematic GETs - replace any GETs that resign within the first 	

	nine months of the contract period - provide counseling to GETs	
Etc.	- provide administrative and logistical support including information on immigration and customs regulation and airport pickup for the orientation	
Additional Conditions	- thoroughly examine all required documents (verify falsified or fabricated documents) - conduct a complete screening of each applicant's qualifications and competence during the interview - provide reliable follow-up management for hired applicants	

※ Failure to carry out these responsibilities and duties will result in exclusion from future open selections for EPIK.

F. Additional Information

- Submitted documents will not be returned.
- Contract can be extended after the one year contract period is completed based on the agency's performance.
- Complete the documents using the attached forms below.
- For more details, please refer to the Korean version of the announcement.
- * The governing language of the announcement shall be Korean.
- Inquiries ⇒ Tel: (82-2) 3668-1408, e-mail: marianne@moe.go.kr/
mariannekim@korea.kr

Attachment #2

ORGANIZATION AND PERSONNEL

1. Name of the company:

2. Organization

- Department and the number of staff in each department (Marketing, Finance, etc.)

Total no. of staff	_____ Dept	_____ Dept	_____ Dept	_____ Dept

3. Status of personnel

- The total number of staff:

- The number of staff in charge of native English teacher recruitment:

- Staff profile

Name	Position	Age	Education	Period of work	Job Duties	Remark

Attachment #3

PROPOSAL CONTENT FORMAT

There is no specific format to be followed, but please include the following contents:

1. Introduction

- name of the company
- representative
- current address
- phone and fax
- website
- history

2. Business Operating Ability

- accomplishments of related work
- status of personnel (detailed)
- partners

3. Specific Plans

- the target number of GETs the company can supply
- marketing plan
- recruiting plan
- aftercare plan
- etc.

4. Budget

Plan a budget based on the costs to carry out the project (not including teacher salaries, housing, airfare, etc.).

5. Reference Materials

※ Other details not included in the above proposal contents may be attached.

Attachment #4

PROOF OF SUPPLYING NATIVE ENGLISH TEACHER

Letter Head

Should include:

Company name

Company address

Phone and Fax number

Email address

Website

Contacts: name of the person in charge of contact, phone number, email

Issue No. 20 —

Name of company supplying native English teachers (or instructors):

Name of the representative of the company:

Business registration number:

Address:

The number of native English teachers (or instructors) supplied

- From January 2014 to December 2014:

- From January 2015 to December 2015:

*Must be for full-time positions, minimum of one year or above contract (excluding
afterschool or English camp instructors)

The number of teachers supplied who resigned or dropped-out before completing the
full length of their contract:

- Year 2014:

- Year 2015:

The period of cooperation (dates of contract):

This is to certify that _____ has provided the above numbers of native English
teachers for _____ .

_____ (month) _____ (date), _____ (year).

Name:

Position:

Signature: