



## Stages of candidates selection process:

- 1) Posting a vacancy in your city or district
- 2) Viewing resumes according to the selection criteria for teachers and choosing matching candidates
- 3) Invitation of selected candidates for the beginning of selection process:
- 4) Create a test group in backoffice and candidate accounts (student pages)
- 5) Send letter No. 1 to candidates with login and password from the platform and information about a 3-day period for solving tests on the course (-s) and video presentation
- 6) Assessment of test results and video presentation
- 7) Conducting an interview or interview with a candidate (optional, do it if its necessary for you due to the wish to know about candidates more)
- 8) Sending all info to your tutor for getting feedback:
  - Negative (candidate does not fit to selection criteria and values of the company)
  - Positive (tutor gives access to onboarding process)
- 9) The partner sends a letter No. 2 to the candidate who was approved by tutor due to the selection results (refusal or acceptance of the candidate for onboarding with information about its conditions)
- 10) Education process (onboarding) of candidates on the platform for a period no more then 14 days (we suggest to give candidates 3-5 days)
- 11) Reading and solving tasks of modules (pedagogical and courses) on the platform
- 12) Attending 1 online meeting with a tutor (this event has a group-meetings format and take place at the same time weekly - teachers will find the registration form for it on the platform)
- 13) Passing testing in courses info that the candidate will teach
- 14) Conducting a test master class or test first lesson
- 15) Teacher certification process:
  - the results of completing training tasks (on the platform, automatic assessment);
  - testing in courses modules that teachers are planning to teach (on the platform, automatic assessment);
  - conducting and recording a test master class or 1 lesson (uploaded by the teacher to the platform, evaluated by the tutor).

16) Giving teachers info (full name, list of courses and link to profile from backoffice) to the tutor for assessment only after the teacher has been trained, tested in the subject and uploaded the video of the master class or the first lesson. Then - feedback from tutor about opportunity of teacher certification:

- positive (the teacher receives certification and then can work with groups of children);
- negative (feedback on growth zones and further actions).
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