

## **Open the door to a whole new world... KOREA!**



This manual is an overview into the Korean ESL Job Market and useful resources and supplemental information that a potential teacher should consider in making the decision to explore the exciting opportunities in a foreign country.

We hope that the information and the opportunities available in this manual will help you, the willing ESL teacher, to travel and experience a truly unique culture and to create lasting memories of new friends and acquaintances. So come open the door to a whole new world and more.

In this manual you will find:

- An overview of Korea and the ESL industry
- Information on KORJOB CANADA RECRUITING
- An informative FAQ section
- Accommodations information
- Practical Resources to facilitate your adjustment to living in Korea

## Your connection, KORJOB CANADA RECRUITING



Welcome to Korea, the most sought-after destination for serious ESL professionals. Korea has much to offer the individual who wishes to broaden their experiences, both personal and professional, and is home to tens of thousands of ESL teachers and researchers yearly.

Modern day Korea is a stunning blend of the ancient and modern, setting the stage for a spectacular experience where adventure and travel possibilities are nearly endless. The traditional aspects of this near 5000-year old culture are still evident throughout the cities and countryside, owing to the diligence of the Korean government in protecting its valuable heritage. From breath-taking scenery to towering temples and palaces, Korea has successfully managed to retain its beauty and the cultural identity that is marveled at by all visitors to this once-hermit kingdom. But make no mistake. Korea is nothing like the 'land of the morning calm' that it once claimed to be. It is now described as one of the most dynamic countries in the world, having successfully hosted world-renowned events such as the Olympics and the World Cup.

In fact, Korea now boasts one of the top ten economies in the world, and is famed for being the 'most wired country' on earth due to its cutting-edge technologies and advancements in the IT industry. Gearing up to become the new hub of Asia in commerce, trade and finance, you will find Korea to be an exciting place to live, work, and get connected with people from all over the globe while gaining insight into the workings of a people 24 hours on the move.

However, living and working in a foreign country is not for everyone, as it can prove daunting for some, a challenge for others.

Once you step off the plane and take in your new surroundings filled with unfamiliar signs, faces and customs, it can be more than just a little unsettling. However, if you keep in mind that Korea is one of the safest countries in the world with an appreciative attitude towards ESL instructors, you will soon be able to adapt and enjoy the subtle and sometimes the-not-so-subtle differences that this unique culture can offer. As most teachers and visitors have experienced, you will soon realize that everyday life is really not so different. Like anywhere else, life in Korea will be exactly what you make of it, and all the adventure and experience one can handle are abound for those who wish to take advantage of the opportunity. In addition, most modern and western conveniences are available to you around the clock; ranging from familiar western fast-food chains and international cuisines to mega theaters and 24-hour convenience stores. In fact, you may even find that Korea has even more things than you may be used to seeing back home.



## Who can teach English in Korea?

In order to qualify as an ESL instructor in Korea, one must hold a passport and be a citizen of one of the 8 countries of Australia, Canada, Ireland, Korea, New Zealand, South Africa, UK, and USA. In addition, the instructor must have graduated from a 4-year undergraduate program with a minimum of a bachelor's degree in hand from a recognized university or college and sealed transcripts. Completion of a two-year program with an associate degree is not accepted unless coupled with a bachelor's degree.

ELS teaching certificates such as TESOL or TEFL are advantageous in increasing your chances of securing a position, but are not mandatory in Korea. The instructor must also be free of a criminal record back home and be relatively healthy with no communicable diseases or illness that would prevent them from traveling to and adjusting to a new country for a long period of time.

But most importantly, working in Korea is not ideal for everyone and can prove to be daunting to those faced with the prospect of culture shock. Korjob are not in the business of representing individuals looking to be on a 'year-long paid vacation' or those who care little about providing good education to their students. While we strive to provide great opportunities for those who are willing to accept the challenges of living and working abroad, the decision to relocate should not be taken lightly, as it requires a commitment of time and willingness to provide continued quality education to the students of Korea.

In return, individuals who are up to this challenge are rewarded with an amazing array of memories, lasting friendships, and valuable skills that can be applied to future opportunities. Like anywhere else, life in Korea will be exactly what you make of it and we invite you, the dedicated teacher, to take the opportunity for self-discovery, travel, new experiences, friendships and lasting memories in having helped to shape the education of a country's future generations.



## About Us

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**KORJOB CANADA RECRUITING** specializes in helping its applicants secure quality teaching positions and guide them through every step of the process. We are comprised of ex-teachers turned recruiting consultants, providing placements in both public and private schools. Our North American/Korean partnership covers all the bases, ensuring for a smooth, and stress-free transition into a new culture. Our services are offered free of charge and can be indispensable to anyone interested in securing a teaching job in South Korea.

### **WHAT MAKES US UNIQUE:**

- We provide free consultation sessions for all applicants
- As ex-teachers in Korea, we know what separates a good placement from a bad placement. We take the time to find the best fit for our applicants which is demonstrated in our excellent track record of successful placements.
- Our service is designed to transcend the language and cultural barriers to ensure that there is no miscommunication between our applicants and our client-schools.
- Along with our partners , we support our applicants from the day they apply to the end of their contract.

Korjob Canada Recruiting works directly with a large number of private language institutions throughout Korea, and is also partnered with a number of large established Korean agency partners that serve as additional “job pools” for Korjob applicants. This way we cover a lot ground in order to accommodate our varied applicants' preferences.

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# Our Services

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## **Premier ESL Job Consultancy**

With hundreds of ESL positions in dozens of cities throughout Korea, it is easy to think that obtaining a job is easy. However, this popular misconception has also led far too many instructors to accept positions that did not suit their level of skills, preferences nor location, further leading to discontent and ultimately a sour impression on what should be an exciting adventure.

In order to avoid such pitfalls, we strive to steer you in the optimum direction in offering a wealth of positions that closely match your preferences and strengths with the right employer and conditions. From our vast experiences and contacts with a wide array of elite ESL organizations, we are able to showcase premium teacher positions ranging from public schools and universities to top-notch language institutes and the corporate sector.

As our past clients can surely attest, trust us to maintain our long standing goal of bridging the right personnel with the right job. To this end, we equip our candidates with complete information of the procedures and processes involved in relocating to your host country.

## **Contract Review Assistance**

Most of the unpleasant experiences resulting from a “job gone wrong” are from the instructor having paid little or no attention to the employment contract. Rather, both parties of the contract should clearly understand the contract terms and conditions, which should include all the benefits and privileges being offered. You will be made aware of all agreement terms and conditions, what is expected by both employee and employer, and how you would benefit from a given position.

Then more time can be devoted to quality education, career building, and enjoying your new surroundings, rather than fighting to get out of a less-than-ideal situation you’ve jumped into prematurely.



### Career Consulting and Management

Once a prospective teacher set his or her sights on the ESL experience abroad, it is always ideal to get the most complete picture of what to expect in the road ahead. In most cases, however, the information gleaned from various Internet sites and forums seem to paint a frightening picture.

It is for this reason that many recruiting firms exist, seeking to assist teachers both new and experienced to get the most out of their time in the host country. But whereas most recruiters deem their work to be finished upon placing an instructor at a school, it is more important that teachers be provided with continued advice and support to help them throughout their employment in Korea. KORJOB strives to address the more pertinent questions on **securing the right position** and **subsequent career management** issues addressed by the serious applicant wishing to come to Korea.

Prior to your departure to Korea, KORJOB will serve to consult and assist you in every aspect of job placement and visa process, as well as arranging your air ticket and pick up information. We are readily available and provide full support to make you feel confident in the knowledge that you have chosen the right agency to help you through this process.

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## FAQ

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### **Q. Do I need experience or a teaching degree to work in Korea?**

No. You are only required to have at least a bachelor's degree from a recognized university or college. Teaching experience, education degree and teaching certificates such as TESOL or TEFL etc. may improve your chances for a better paying position, but they are not mandatory. From our extensive experience, what is really required is an open mind to new experiences and culture, a sense of adventure for trying something new, and a genuine fondness for teaching (passion) and being with your students (compassion). We see the teacher as an ambassador of their country who is proud to share his or her language and culture with the students of Korea, and we have found that individuals with these qualities make the best instructors and not the schools or the majors.

### **Q. When is a good time to apply to work in Korea?**

With thousands of ESL schools and institutes, practically any time is right for applying to Korea. However, we recommend that you apply at least 2 months in advance before your intended departure date to Korea to secure the time needed for E-2 visa process, and for KORJOB to screen and secure the ideal position for you. For recent graduates, remember that the original diploma and sealed official transcripts are necessary for the visa application. Therefore, recent graduates should take into account when the actual diploma can be issued by their university or college prior to selecting a departure date to Korea. For detailed E-2 application process, please refer to the KORJOB E-2 visa guide.

### **Q. Can I choose where and when I want to work in Korea?**

We at KORJOB CANADA RECRUITING accept specific location requests as well as a host of other preferences. Be sure to state what you prefer and require, and we will do our best to match your needs with a host of positions from our collective databank. We work with a number of different schools offering a multitude of positions, and will provide the applicant with the relevant information and consulting prior to making the final decision. This has been very successful in ensuring that our new teachers enjoy the area where they are placed to live and work while in Korea. The country also has an extensive public transportation network, allowing one to easily travel across the peninsula.

**Q. What average salary and benefits can I expect as a first-time ESL Teacher?**

The average salary at most language institutes which comprise the bulk of ESL jobs in Korea includes: monthly salary of 2.0~2.4 million Korean Won (approx. \$2100~\$2530 USD) and higher based on experience and qualifications for 100~120 teaching hours; rent-paid semi- or fully furnished housing; medical coverage and Korean pension plan 50% paid for by employer; round-trip airfare to and from Korea back home; and contract completion bonus (also called severance pay) equal to one month's salary at end of one-year contract. In addition to the above standard package, some schools offer additional bonus and stipends, including but not limited to relocation fee. Salary for public schools and university positions may vary, but usually require less teaching hours. Generally, a position offering between 2.0~2.2 million KRW for up to 120 teaching hours or less is the norm for the first time English teacher in Korea. As every position is unique, make sure to inquire fully into each offer and its required job details.

**What is the cost of living like in Korea?**

The cost of living can be low or high depending on the habits of the individual. In terms of food, it is quite cheap to eat out at about 5000 won (about 5 dollars) for most regular meals. Starbucks and McDonald's prices are about the same as you'd find back home, and clothing and regular hygiene products may cost less. Transportation is very cheap with subways and buses costing between one to two dollars and taxis starting from about two dollars. Overall, cost of living should not be a problem and if you budget accordingly to save, many instructors have been able to take back a sizable sum of money home.

**Q. What are the living conditions like?**

Most standard contracts in Korea, with a few rare exceptions, includes a semi- to fully-furnished accommodations provided by the employer, with the teacher paying the utilities usually between \$30-\$70 USD per month depending on seasonal usage. The accommodation is usually in the form of a single studio or one bedroom apartments. It can be single residence or shared (you can state your preference when filling out the online application) and is usually within walking distance of the school. Semi-furnished usually means essentials such as a refrigerator, air conditioner, gas stove, washing machine, bed and bedding, TV, table and chair and basic kitchen utilities. However, the above is not the general rule and may vary. Cellular phones and Internet hook ups are about \$10-\$20 and \$20-\$30 USD per month, respectively, and can be obtained with the Alien Registration Card and the assistance of the school. Internet cafes, or PC rooms as they're called here, are dotted on practically each and every block and open 24 hours. The hourly rate of usage is about \$1-\$2 USD per hour and offers perhaps the fastest Internet service in the world. 24-hour convenience stores are usually located very close to the residence as well as a host of other needful establishments and restaurants.

**Q. Is there a certain dress code?**

Most schools do not follow a rigid dress code requiring a suit and tie. In most cases, smart casual should suffice such as clean slacks, khakis and button down shirts or clean t-shirts. Be careful not to wear clothes that are torn or ripped excessively, or bearing offensive language or design. Clean jeans should also be adequate in most cases, while intimidating tattoos or piercing may be asked to be covered or removed during class times by the school. Shorts are not recommended in most schools as with revealing clothing. You may also wish to ask the particular school about their dress code if any. For more ideas, read the FAQ “What should I bring to Korea?”

**Q. How do Koreans view foreigners?**

Koreans are generally friendly towards foreigners and will go out of their way to accommodate or assist them. Many foreign teachers will attest to the highly friendly nature of Koreans, but by culture, Koreans are more reserved with displays of affection until formally introduced or acquainted. Smiling upon eye contact, as is common in the Western societies, is not as common as Koreans think it is rude to look someone in the eye when speaking. Once acquainted, however, most find that Koreans are very engaging and sincere. The level of English is generally better among the younger generation from teens to university students, who are used to the western food and concepts over the past decade.

**Q. How much money should I bring with me first?**

We recommend at least \$300 to \$500 USD or equivalent upon arriving in Korea to exchange at the airport. This money is to tide you over until your first payday, and perhaps prepare for unforeseen circumstances or any little items you may wish to purchase shortly upon arrival. The employer should have your accommodation prepared in most cases, and you may also wish to buy some items to personalize it. In most cases, employers may also oblige in providing a small advance on your first pay as well.

**Q. What should I bring to Korea?**

As many people are surprised to find out, Korea has a plethora of goods and services that in many cases are superior to those found back home. However, as we assume that you may wish to save some money during your employment in Korea and not live from paycheck to paycheck, we suggest that you consider bringing some of the items below as suggested by previous teachers who have worked and lived in Korea.

✓ **Clothing**

Purchasing clothes in Korea is quite affordable and is available in abundant quantities. For the more fashion-conscious, however, it can also be quite costly for the more recognizable luxury brands. We recommend a light amount of clothing for each of the four seasons, including:

- Business work casual such as khaki pants, button shirts, and ties for men; slacks or skirts for women)

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- Winter jacket and sweater
- T-shirts and shorts, socks and underwear, sweat pants and sweat shirts
- Shoes for work, athletic shoes/ hiking boots
- Towels and swim suit

### ✓ **Cosmetics and toiletries**

Bring your favorites. Although there is an excellent selection of imported and local cosmetics brands, your preferred choices may not be available or hard to find. If you have any allergies or sensitive skin, make sure you have an adequate supply of your special products. Items below were regularly recommended by past instructors.

- Deodorant such as speed stick (Korean's generally do not use western deodorant)
- Types of toothpaste and shampoo you prefer back home
- Types of feminine products you prefer back home
- Supply of prescription medication you may require

### ✓ **Miscellaneous**

Items that may help you ease your daily life in Korea.

- Personal photos of family, friends or pets (visit <http://www.korea4expats.com/article-bringing-pets.html> for detailed information)
- Eyeglasses, contact lenses, sunglasses and watch (available in Korea)
- Digital camera, portable CD player and CDs
- Books on Korean culture, Korean language, and travel guide
- Korean-English pocket dictionary (available in Korea)
- Novels (available in Korea in limited quantities or through online suppliers such as Amazon, Barnes & Nobles)
- Small backpack and/or fanny-pack
- Laptop computer

**\*\*NOTE\*\*:** Using or smuggling illegal drugs in Korea is prohibited and carries a heavy fine and imprisonment sentence. Please do not take the risk!

### **Q. Finally, will my Korean experience be a good one?**

This question rests entirely upon you! From our experience, 9 out of 10 teachers love the new environment and have been eager to experience and explore their new surroundings and people. However, there are also those who find it hard to adjust to the new country and culture, and insist on things being as they're accustomed to back home. This mentality can undoubtedly limit the experience that can be had in Korea, and for this reason, we ask that you consider all factors carefully before agreeing to teach in Korea.

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Once a contract is signed and the E-2 visa process begins, the teacher is committing him or herself to a one-year commitment to the school, for which the students will have signed up for the classes. In cases where a teacher suddenly decides to withdraw their decision to come to Korea after signing the contract, it will result in considerable financial damages to the school as they will be forced to search for a new teacher in a matter of days (in most cases, they will be unsuccessful and lose business and credibility to their students). The Immigration

Office may also refuse to grant further E-2 work visas to those who have refused to honor the initial work visa obligations.

Simply, the **decision to live and work in another country is not a decision to be made lightly**. The prospective teacher must therefore weigh their decisions carefully, and **apply only when they are confident in their ability and maturity to face the challenges and the adventure ahead**. KORJOB is not in the business of inviting those who do not care for teaching or working in Korea. Rather, we will do our utmost to help those who are passionate and compassionate, and can add their value and enthusiasm to Korea's ESL education. It is our sincere hope that you join us in this quest of educating the future generations of Koreans, today.



Thank you and we look forward to helping you secure a quality placement in South Korea.

Sincerely,

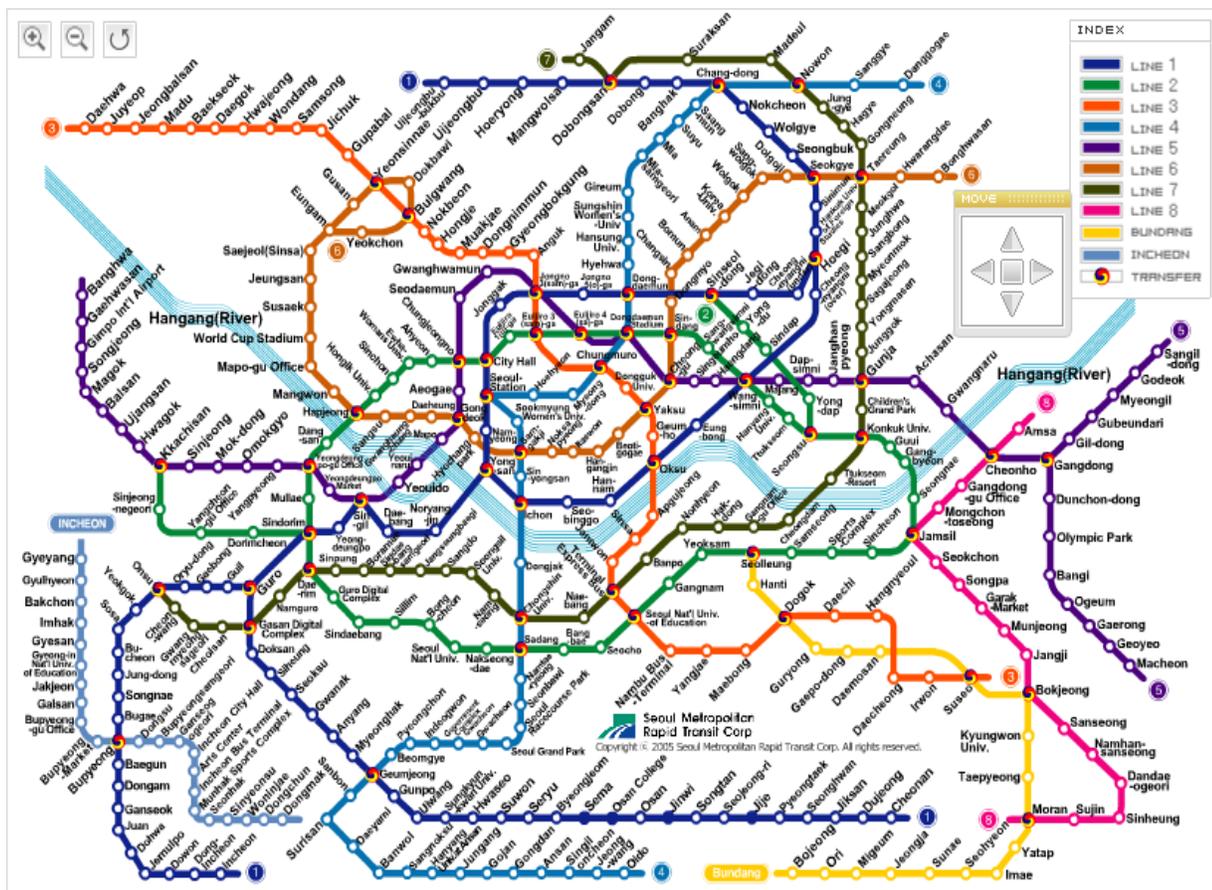
**KORJOB CANADA RECRUITING**

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Transportation

Subway and Buses

Visit [http://www.smrt.co.kr/english\\_smrt/cyberstation\\_smrt/cyberstation.jsp](http://www.smrt.co.kr/english_smrt/cyberstation_smrt/cyberstation.jsp) in order to view the subway system in Seoul.



Other subway and transportation systems in major cities can be seen at: [http://english.tour2korea.com/01TripPlanner/Transportation/subway\\_main.asp?kosm=m1\\_4&konum=4](http://english.tour2korea.com/01TripPlanner/Transportation/subway_main.asp?kosm=m1_4&konum=4) . Subway maps, along with other helpful brochures, are also available at the airport and city terminal information booths.

Accommodation & Housing



Types of Apartments

An officetel is a semi-furnished apartment studio, located in a high rise building, which includes air conditioner, refrigerator, laundry machine, stove, and built-in-closet. The monthly rent and maintenance fee is usually higher than that of a villa, which is usually an unfurnished apartment, in a building up to 5 or 6 stories high. The monthly rent and maintenance fee is relatively lower than an officetel.



Monthly Rent

The range of monthly rent can vary depending on which area you reside in, ranging from approximately 500,000 KRW to 800,000 KRW per month. Maintenance and utilities are additional. Most ESL jobs in Korea offer housing as part of the arrangement, but certain positions offer housing stipend in lieu of accommodations.

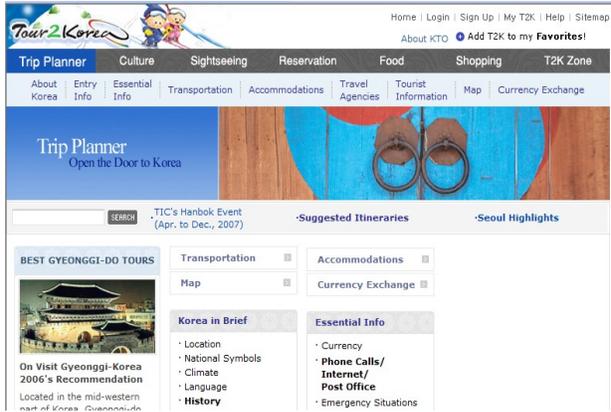
FOR MORE HELPFUL INFORMATION ABOUT KOREA:

A screenshot of the ESLPIA website. The page features a green chameleon on a branch in the foreground, with a city skyline in the background. The website content includes a 'Jobs Available' table, 'CEO Greetings', 'Testimonials', and navigation links for 'ABOUT US', 'JOB PORTFOLIO', 'INFO & LINKS', 'LIVING IN KOREA', and 'WORKING IN KOREA'. The text 'For all your ESL job needs, come talk to us. We speak YOUR language!' is prominently displayed.

Job#	Location	Start Date	Students	Salary	Status
1	Ilsan	2007-12-1	1	2.3M	F
2	Yeongto	2008-2-15	1	2.4M	O
3	Suwon	2007-12-3	1	2.3~2.5M	O

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Official Korea Government site <http://english.tour2korea.com/index.asp>



Comprehensive information for Expats in Korea site <http://www.korea4expats.com/>

