CATCHer Manual

캐럿티처 매뉴얼

CATCHer
캐럿티처

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CATCHer PC Version & APP Version

Download the CATCHer App

CATCHer PC Version & APP Version

CARROTGLOBAL

PC Version

APP Version

INTRO.

CATCHer APP & Web Link
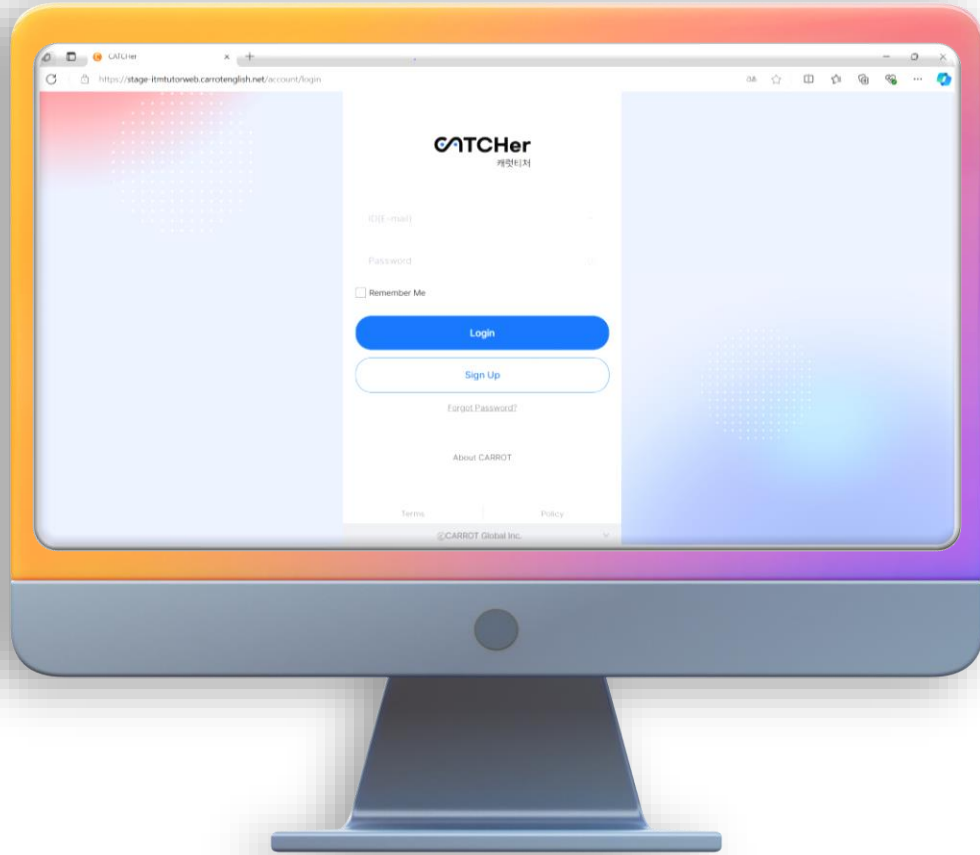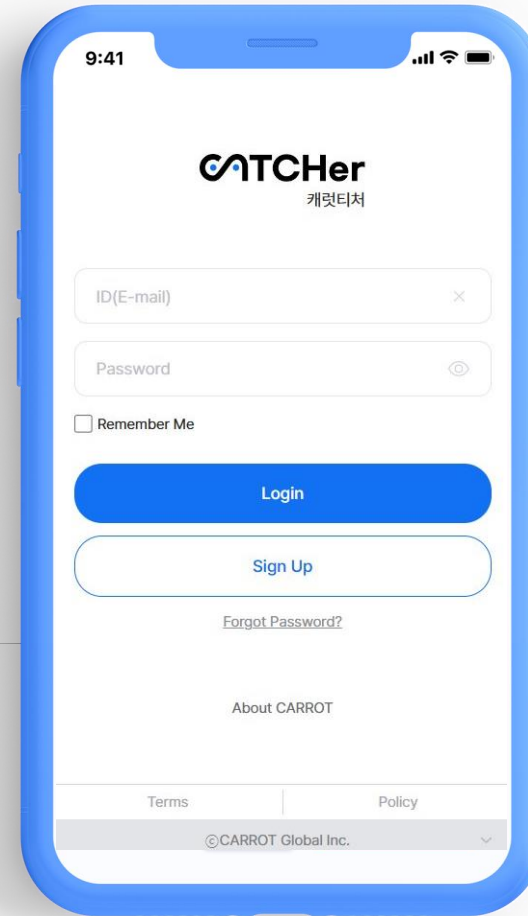
*Mobile App Download Link

-ios Appstore: https://apps.apple.com/app/catcher-%EC%BA%90%EB%9F%BF%ED%8B%B0%EC%B3%90/id6667096231
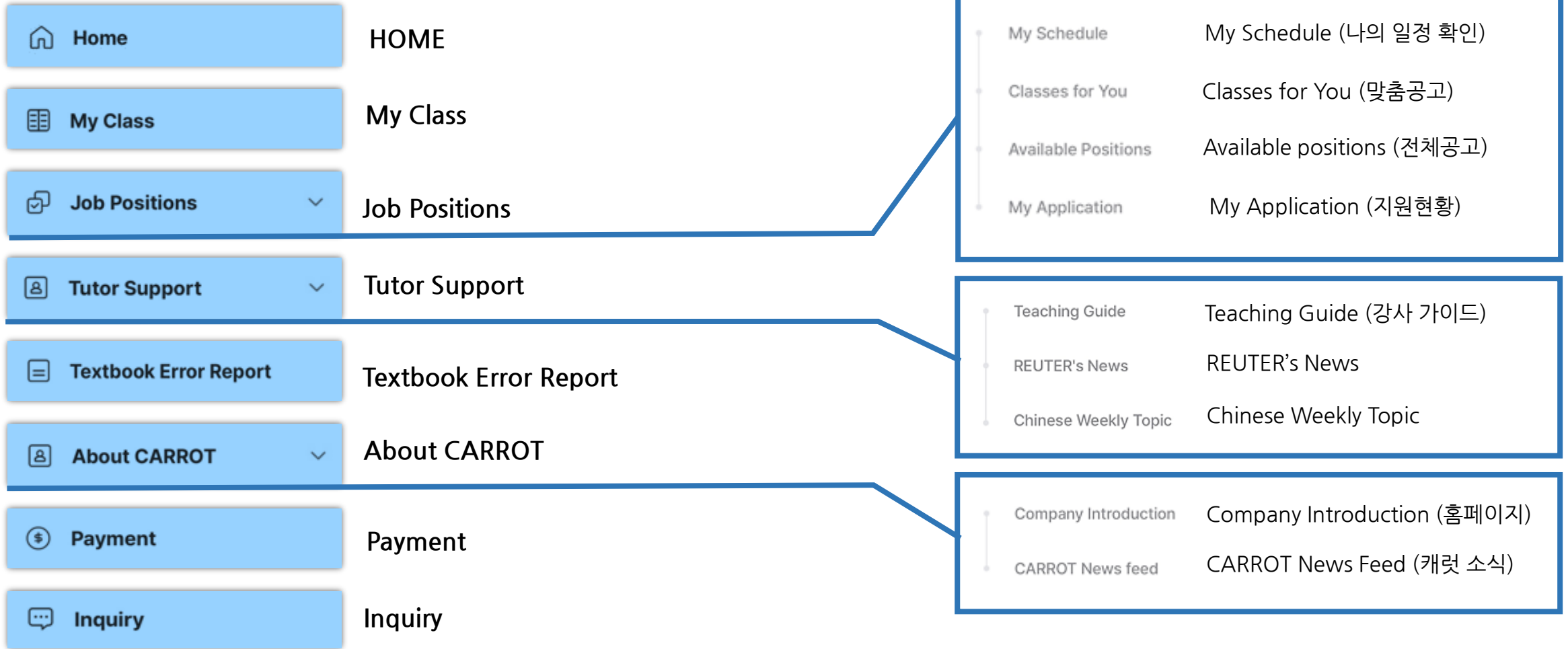
-Google play store: https://play.google.com/store/apps/details?id=com.carrot.carrotteacher

*PC Web Access Link

https://itmtutorweb.carrotcatcher.com/account/login

*QR Code

ios Appstore

Google Play Store

PC Web

CATCHer App Menu

CARROT GLOBAL

HOME

My Class

Job Positions

My Schedule	My Schedule (나의 일정 확인)
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Available Positions	Available positions (전체공고)
My Application	My Application (지원현황)

Tutor Support

Textbook Error Report

About CARROT

Teaching Guide	Teaching Guide (강사 가이드)
REUTER's News	REUTER's News
Chinese Weekly Topic	Chinese Weekly Topic

Payment

Inquiry

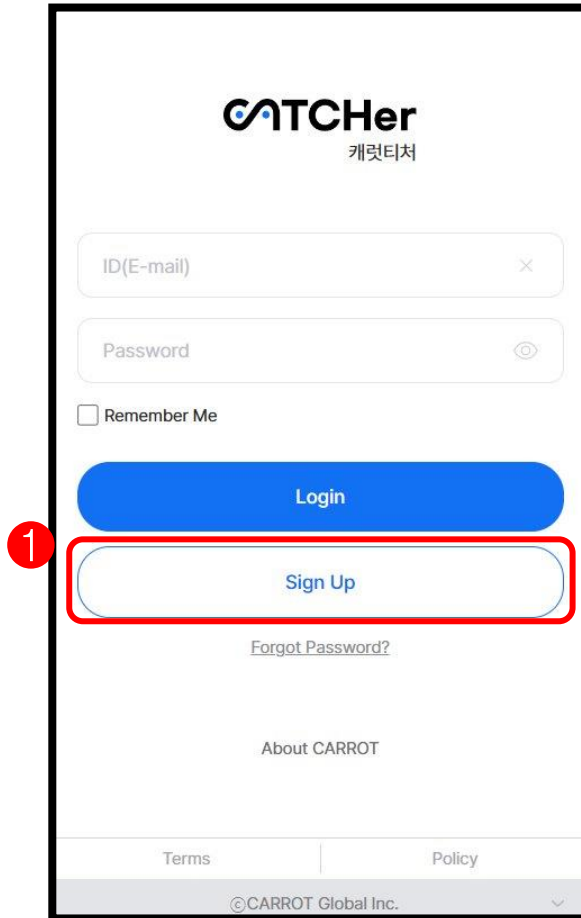| Company Introduction | Company Introduction (홈페이지) |
| CARROT News feed | CARROT News Feed (캐럿 소식) |

STEP 1. New Instructor Sign-Up and Hiring Process

New Instructor : Sign-Up

New Instructor : Update Profile and Resume

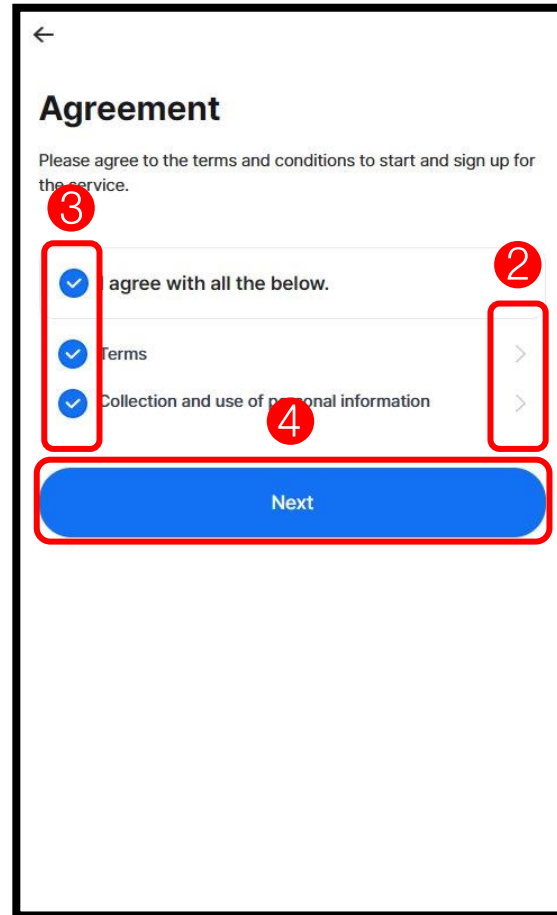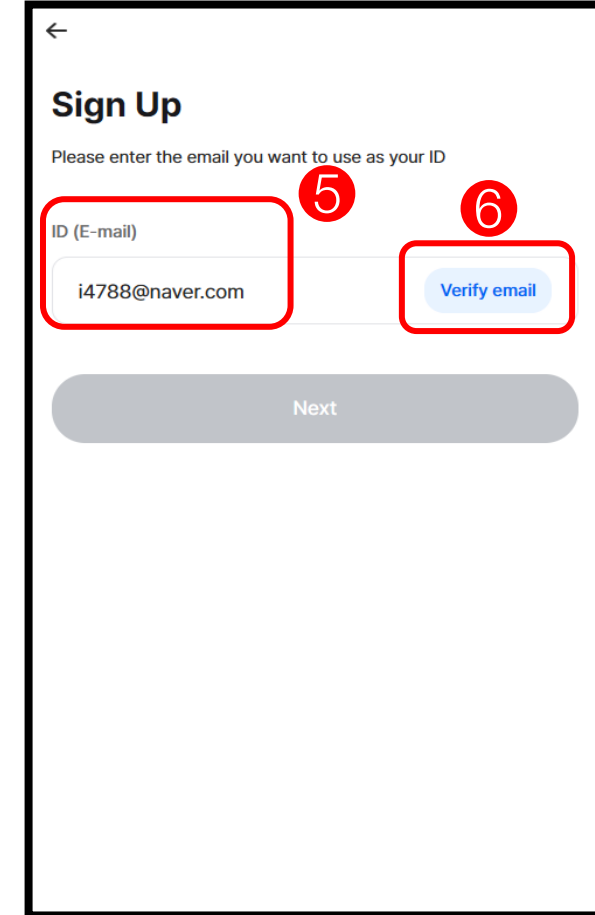New Instructor : Schedule an Interview Appointment

New Instructor : Sign-Up

CARROTGLOBAL

1. After launching the app, click ❶ 'Sign Up' to begin the registration process. This will take you to the 'Terms and Conditions' page.

2. Select ❷ '>' to review the details of the terms, then click ❸ the checkmark to agree to the terms and conditions.

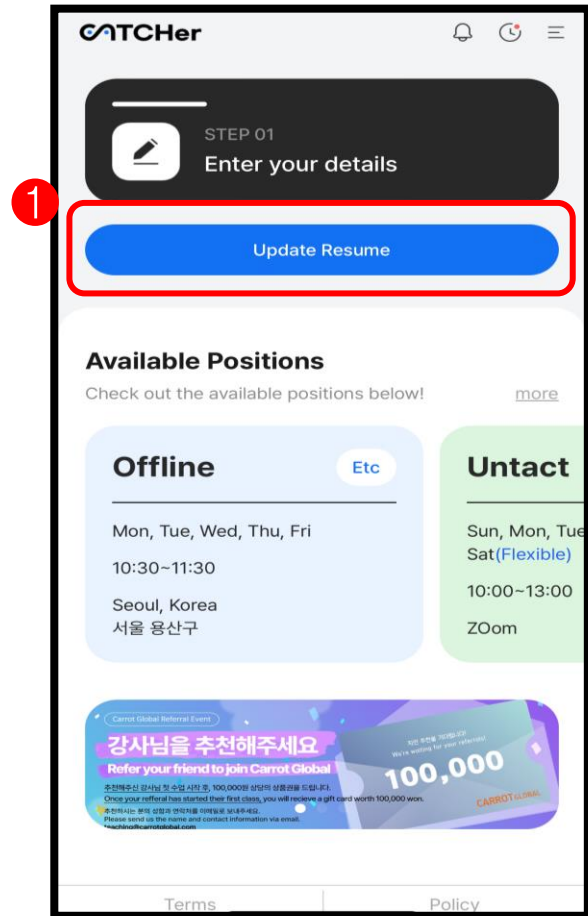**3.** Enter your email to use as your ❺ ID, then click the ❻ 'Verify Email' button to complete email verification.

New Instructor : Sign-Up
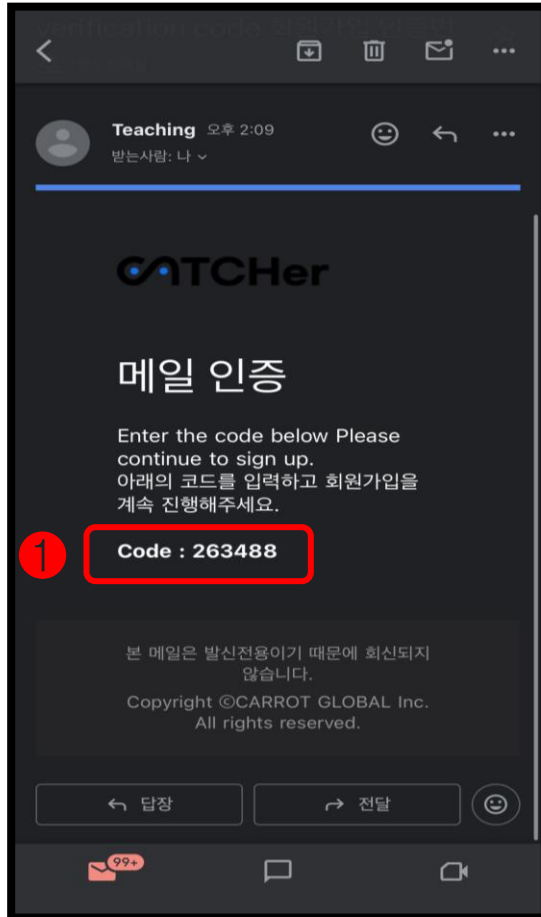
4. Enter the ❶ **Code** provided in the email to proceed with identity verification. Once verified, you will be directed to the sign-up page.
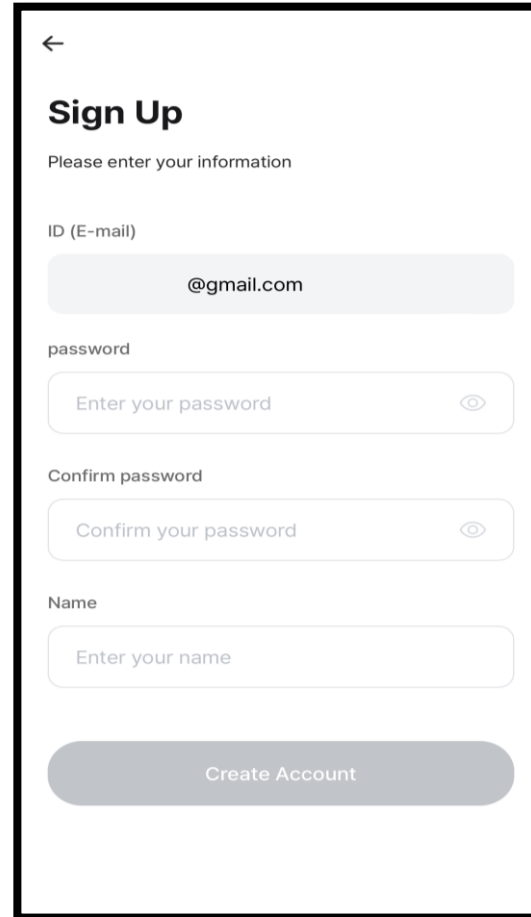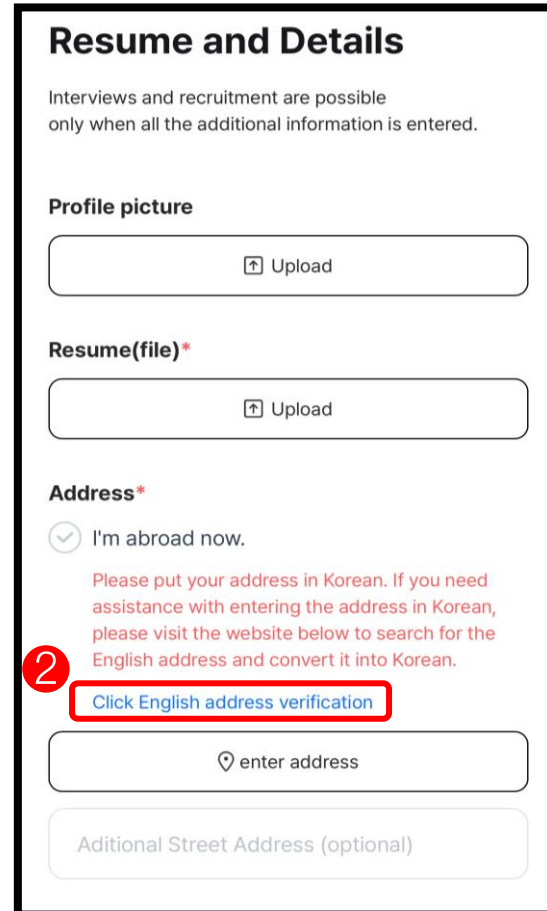
5. Please fill in your Password and Name on the Sign Up page to create your account.
(※ The password must include at least two of the following: uppercase letters, lowercase letters, special characters, and numbers, and it must be at least 8 characters long.)
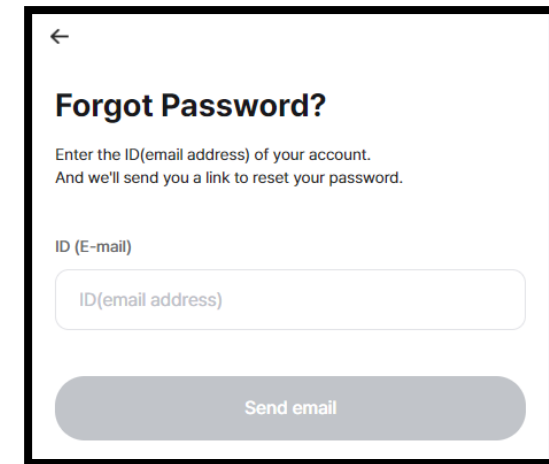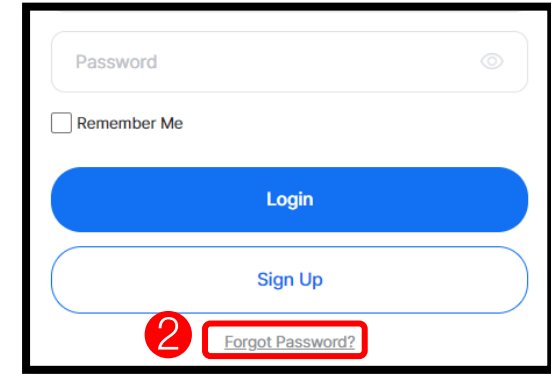
※ If you forget your password, you can click ❷ **Forgot Password?** to reset it.

New Instructor : Update Profile and Resume

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The information required on the Resume and Detail page is as follows:
Items marked with an asterisk(*) are mandatory fields.
Please update any incomplete fields before your interview.

1) Profile Picture
2) Resume*****
3) Address*****
Address entry is only available in Korean. If you only know the address in English, click ❷ *Click English Address Verification to convert it to Korean and then enter it.*
4) Mobile*****
If you do not have a Korean mobile number, please enter '0.'
5) Nationality
6) Visa
7) Your primary field of teaching

Recommendations for instructors will be made based on the information provided on this page. Please ensure that all entries are accurate and truthful.

1. Once your account is created, click ❶ **Update Resume** to proceed with updating your personal profile.

2. Please fill in all the fields on the Resume and Detail page and then click the Save button.
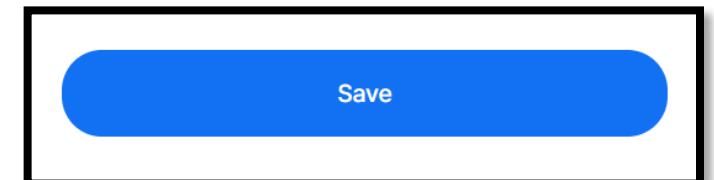
3. You can only proceed to the next step by clicking the 'Save' button after all mandatory fields have been completed.

# New Instructor : Update Profile and Resume

CARROTGLOBAL
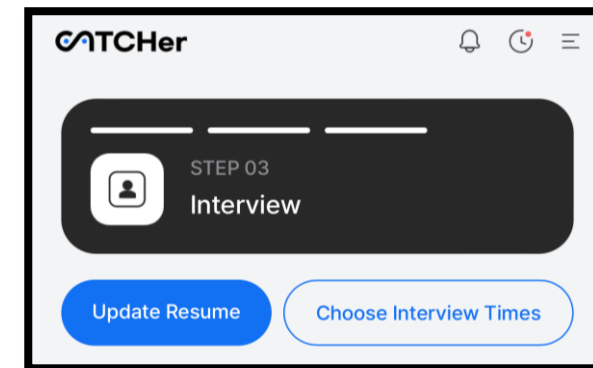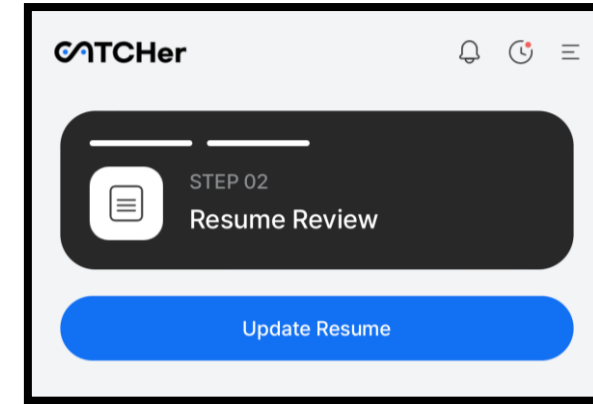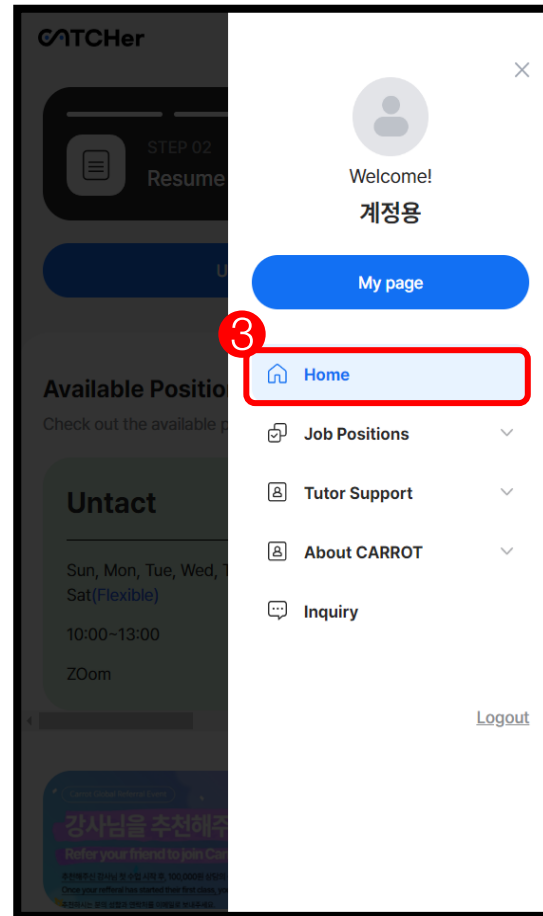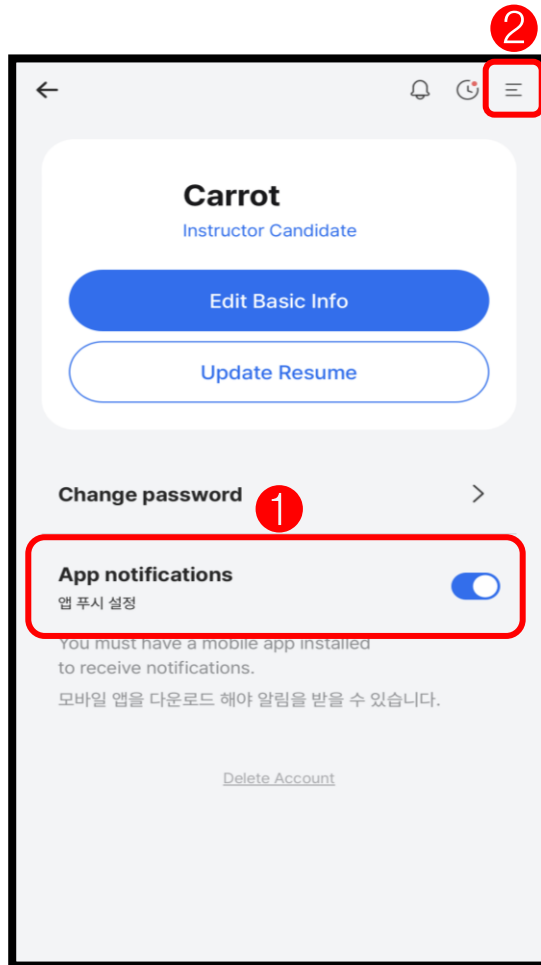
3. Once you have completed entering your personal information, you will be directed to the following screen. Important notifications will be sent through the app, so please make sure to ❶ **enable app push notifications**.

**4.** Click ❷, then click ❸ **Home** to return to the main screen.

5. Once you have completed the profile update, including the resume entry, the status will change to **Step 02. Resume Review**. After the resume review is completed, you will proceed to **03. Interview**.
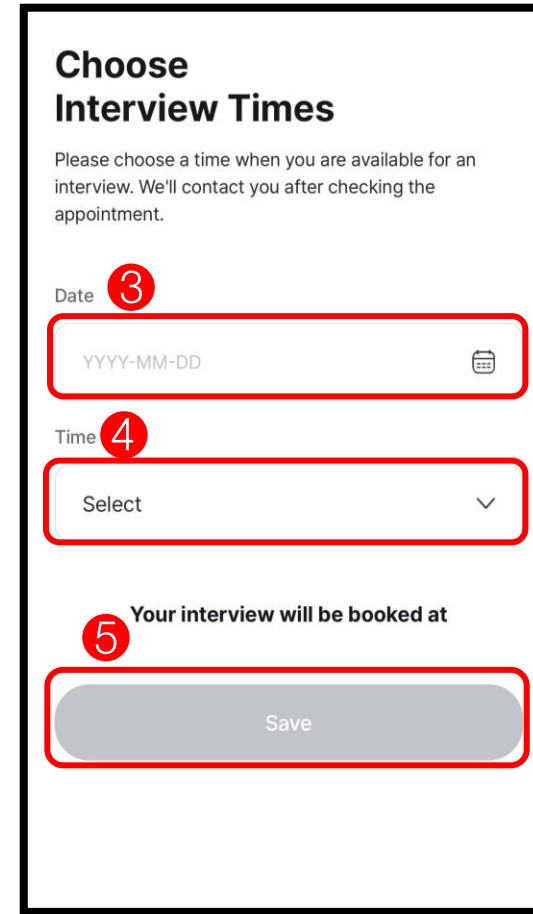
# New Instructor : Interview Appointment

CARROTGLOBAL
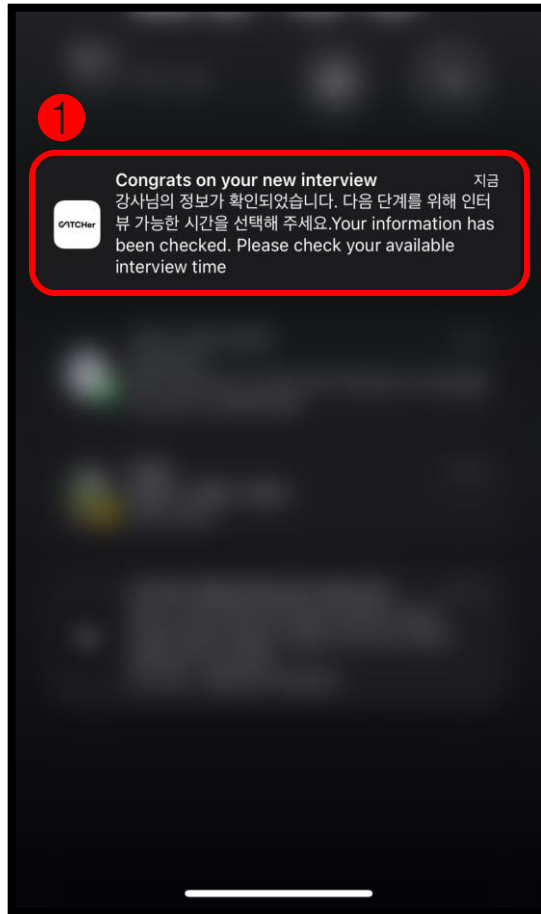
1. You will receive a notification once the resume review is completed. Please launch the app to select your interview schedule.
(* The interview will be conducted via Zoom and will last approximately 30 minutes.)
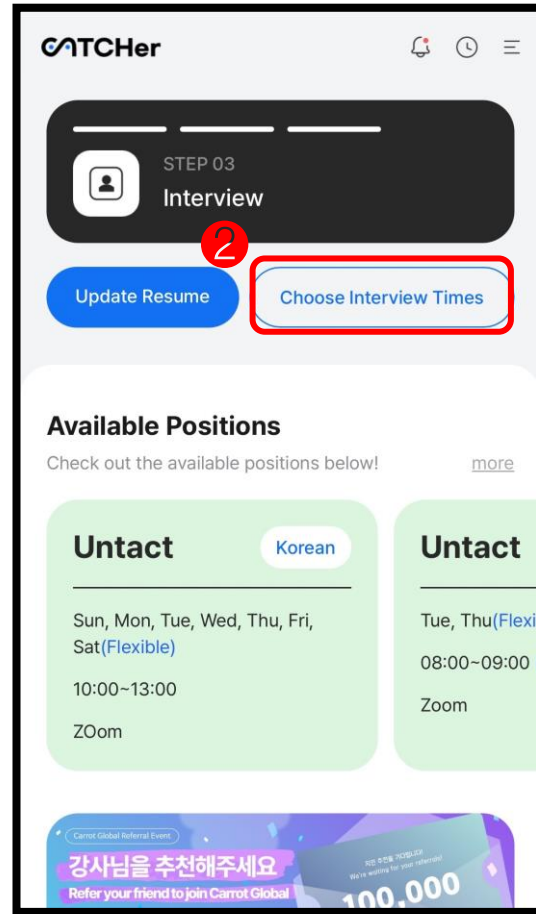
2. On the home screen, please select the ❷ Choose Interview Times button.

3. After entering your desired ❸ interview date and ❹ interview time, please click the ❺ Save button to save your selection.
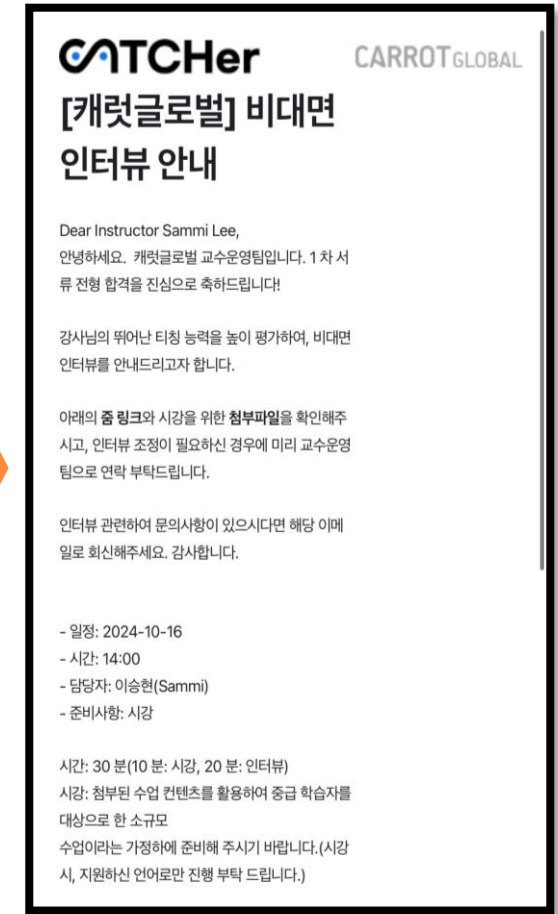
4. Once the interview schedule is confirmed, an email will be sent. Please review the provided information and join the Zoom link at the scheduled time.

STEP 2. Applying for Classes

Class Scheduling Process

Set Your Availability

Applying for Classes: Classes for You

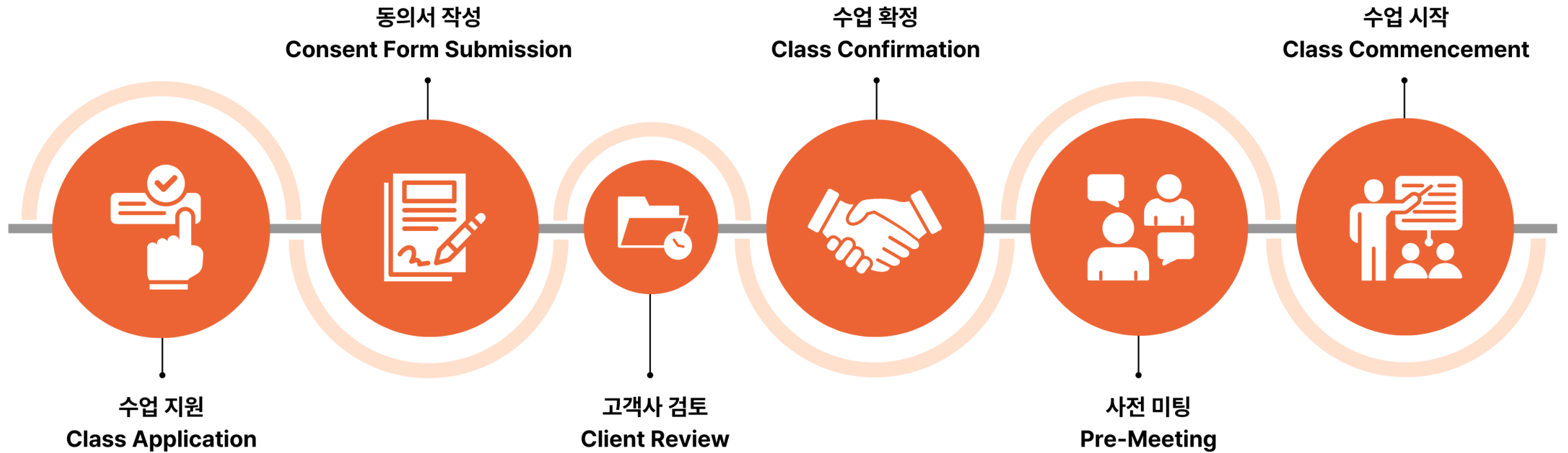Applying for Classes: Available Classes
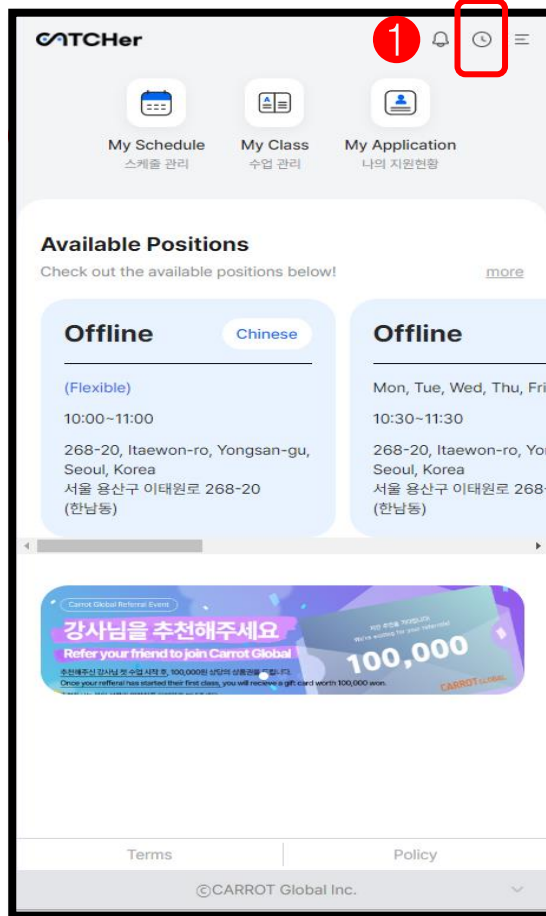
My Application
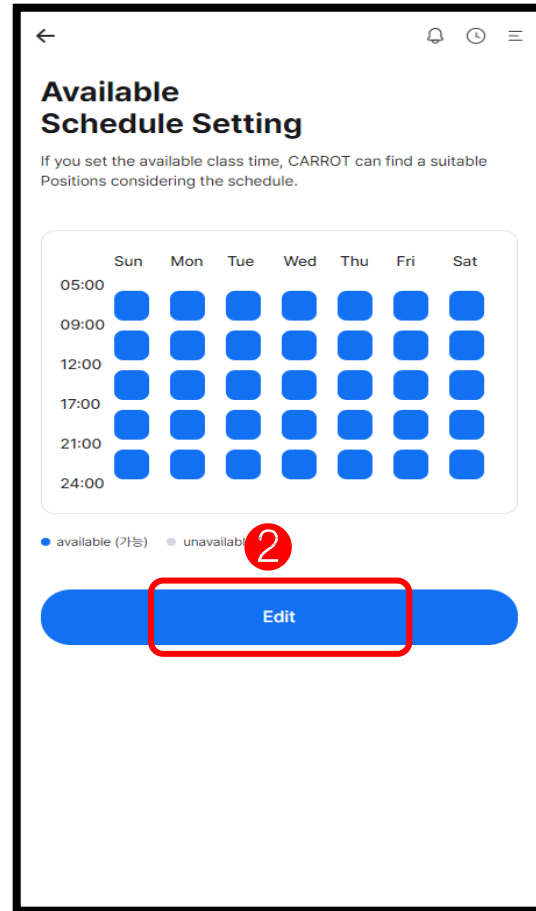
Notifications

My Schedule

Class Scheduling Process

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동의서 작성
Consent Form Submission

수업 확정
Class Confirmation

수업 시작
Class Commencement

수업 지원
Class Application

고객사 검토
Client Review

사전 미팅
Pre-Meeting

STEP 2

Set Your Availability

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1. Set your availability for potential classes.

2. You can ❷ "Edit" your availability for classes (days and times).
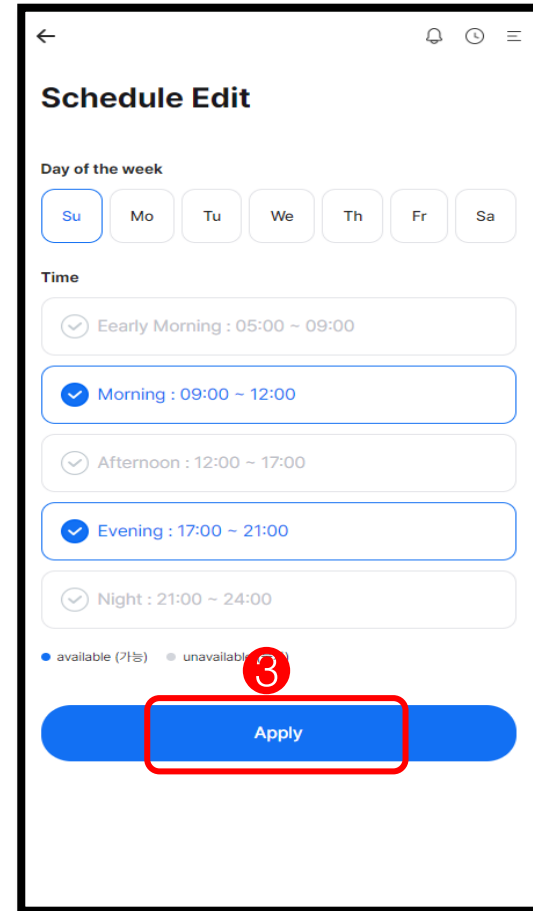
3. After setting your availability, select ❸ "Apply" to finalize the class schedule. If your available times change, you can return to ❶ to modify your schedule.
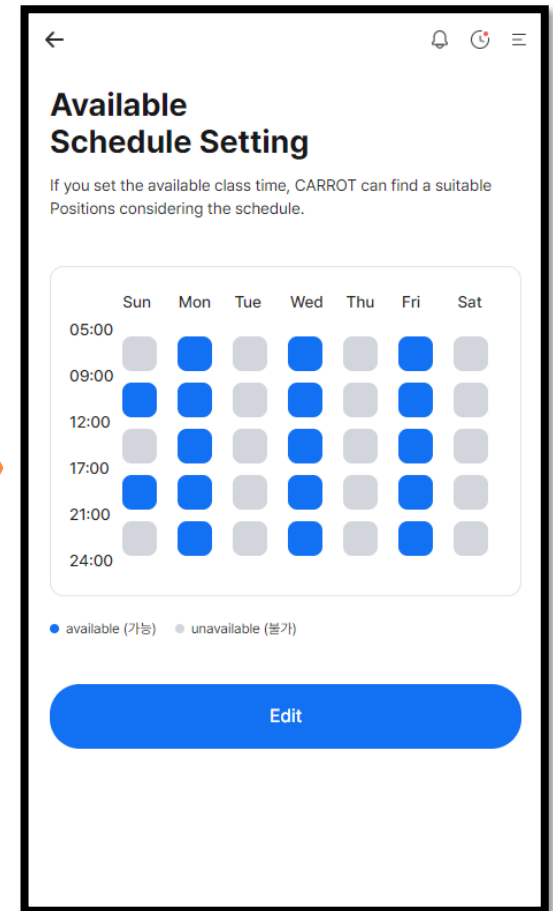
STEP 2
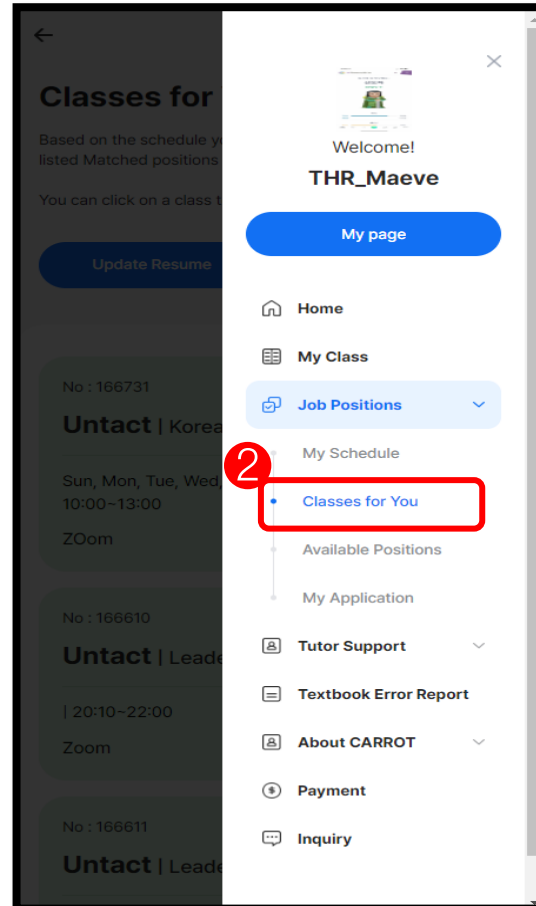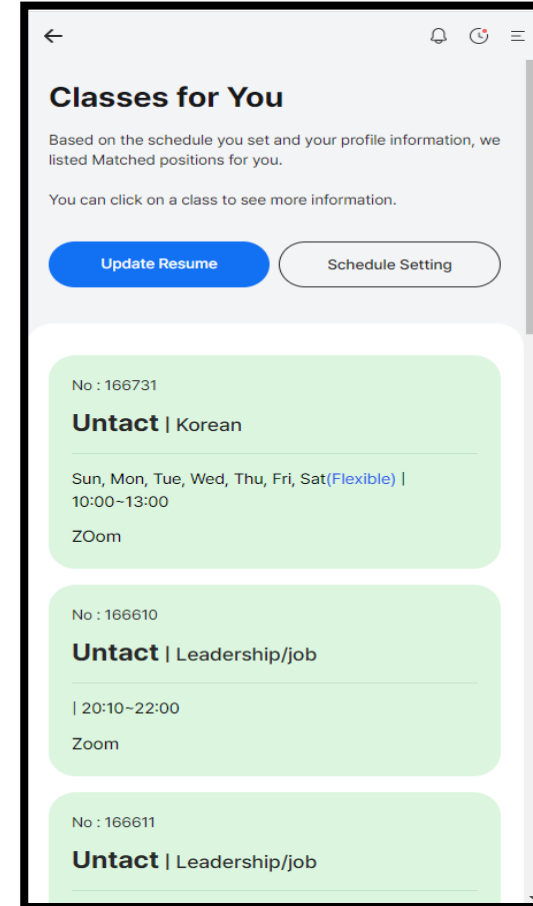
Applying for Classes: Classes for you

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*Classes for you: Based on your availability and your profile information, we listed Matched positions for you.
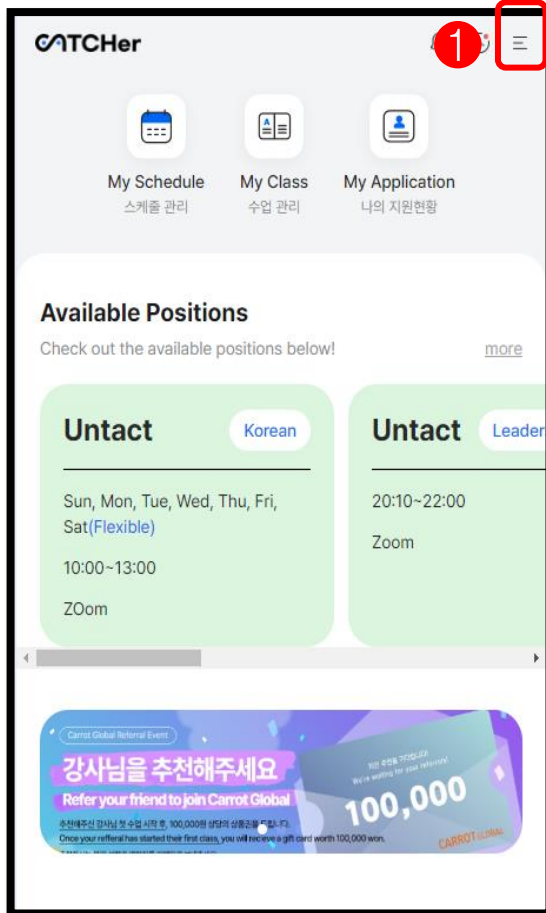
1. You can view all the all the class positions that align with your availability.

**2.** Click on ❷ "Classes for you" to view the available class positions for application.

3. You can view a list of open class positionsthat match your availability. If you want to modify your resume or reset your availability, please click ❸ to make changes. You will be able to view a new selection of open class positions based on those changes.

Applying for Classes: Available positions

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- Available Positions: This is the complete list of all announcements currently available for application, aside from the schedule set by the instructor.
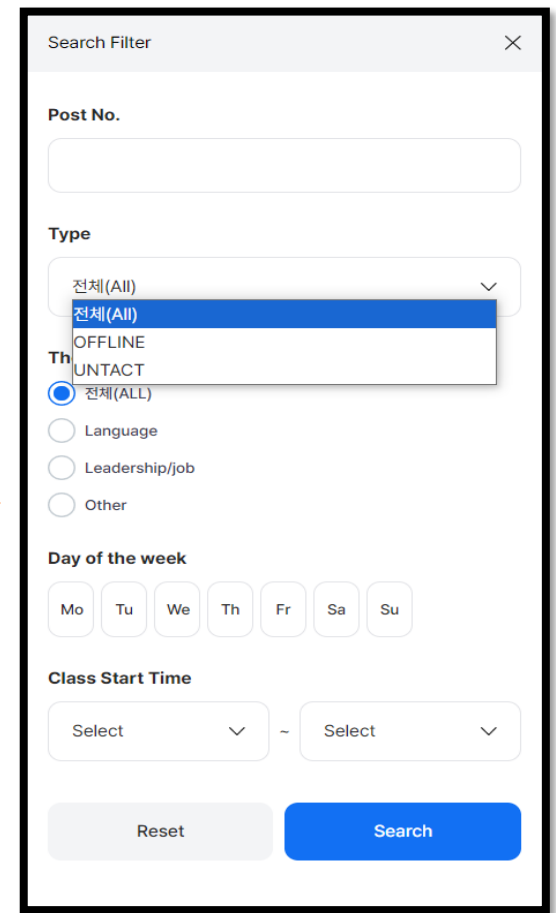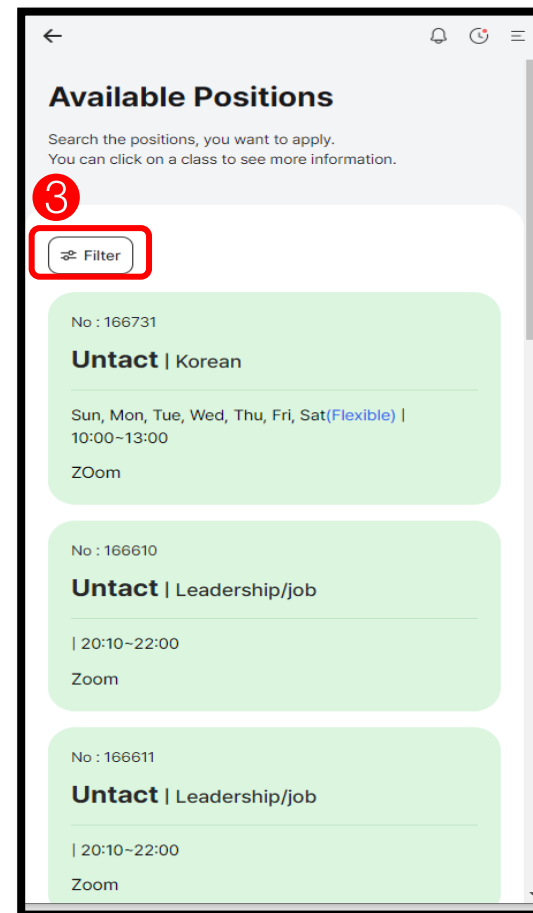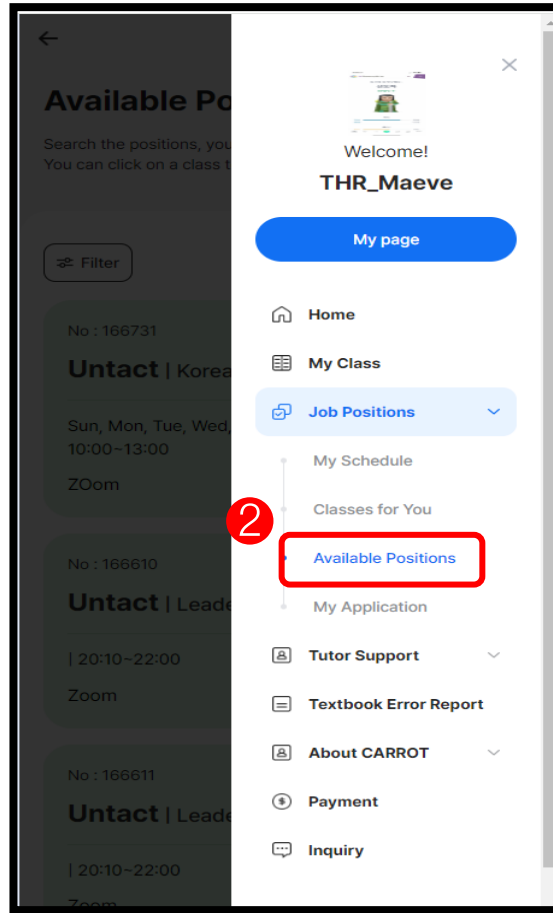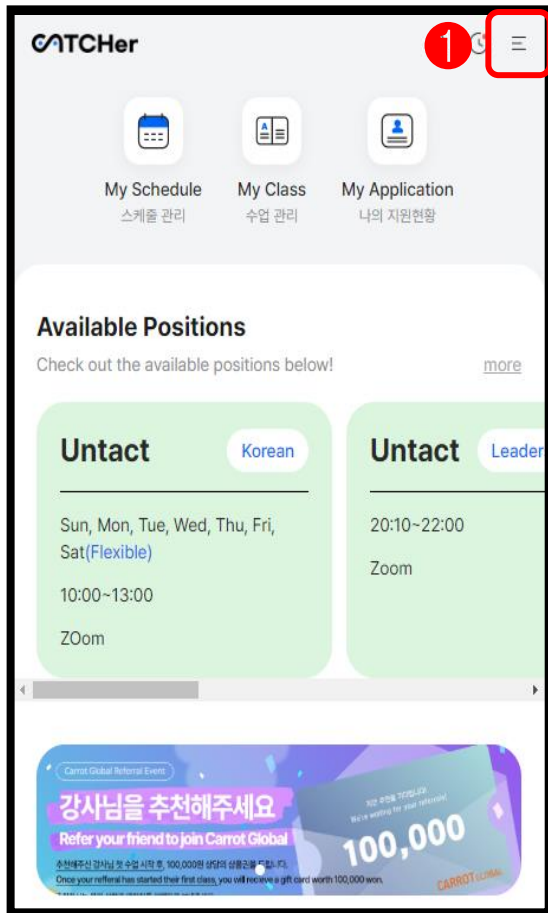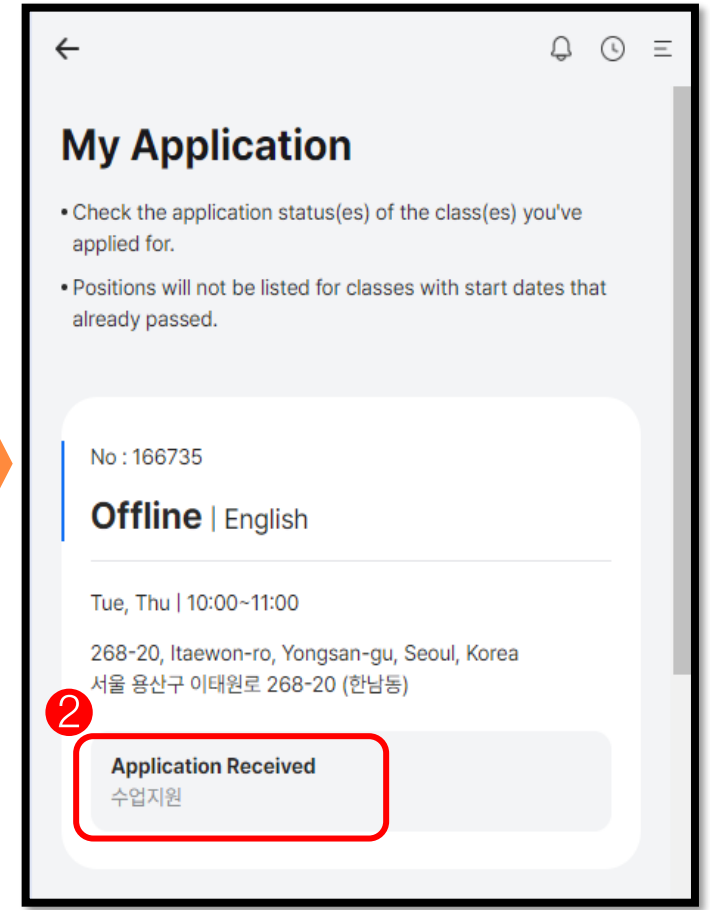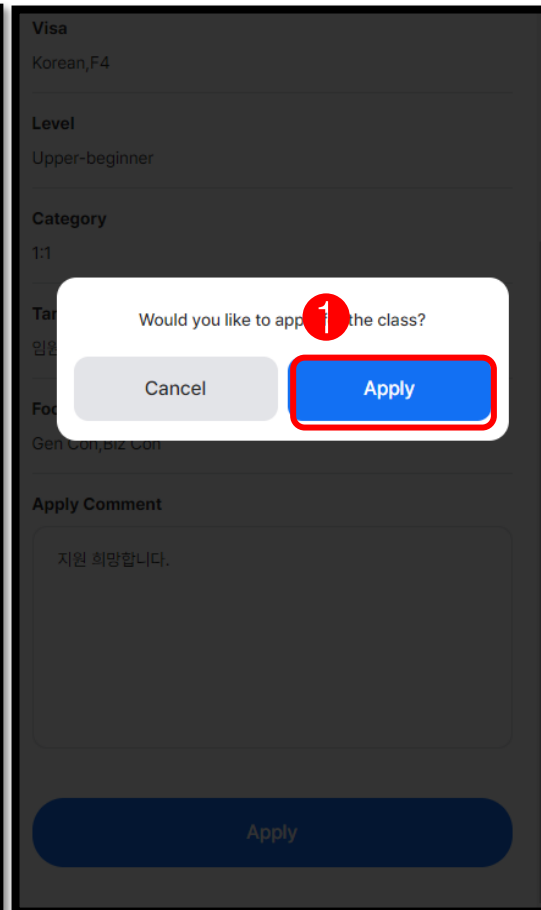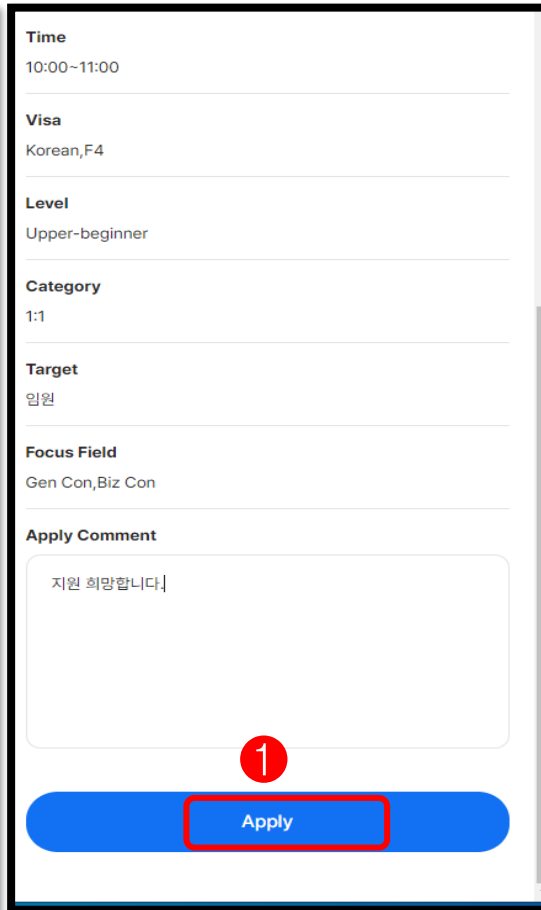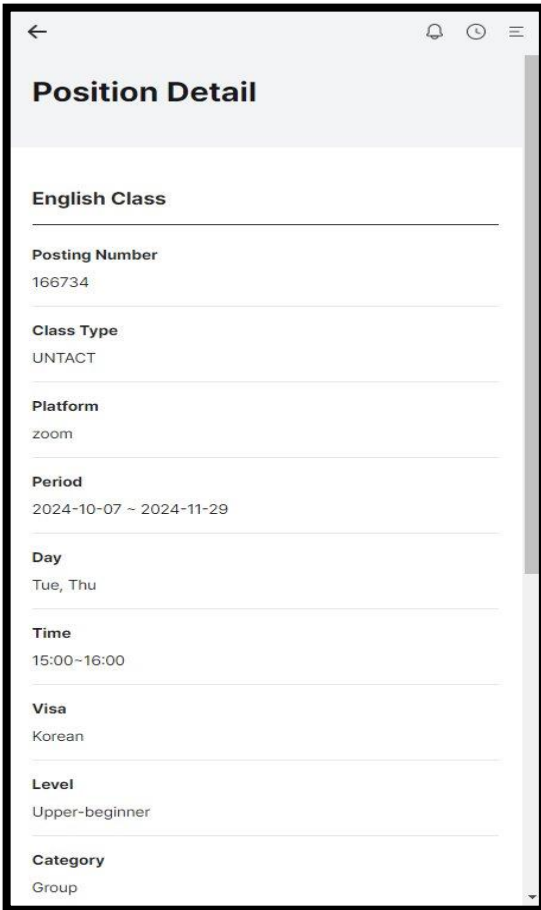

1. You can view the <u>complete list of all class positions open</u> for application.

2. Click on ❷ "Available positions" to view the complete list of all class positions open for application.

3. By clicking on ❸ "Filter", you can set such as posting number, you can select what posting number, type (online or offline), class type, schedule, and time you would like to search for. You will be able to see classes that match the specified conditions.

Applying for Classes

**CARROT**GLOBAL

Position Detail

English Class

Posting Number
166734

Class Type
UNTACT

Platform
zoom

Period
2024-10-07 ~ 2024-11-29

Day
Tue, Thu

Time
15:00~16:00

Visa
Korean

Level
Upper-beginner

Category
Group

Time
10:00~11:00

Visa
Korean,F4

Level
Upper-beginner

Category
1:1

Target
임원

Focus Field
Gen Con,Biz Con

Apply Comment
지원 희망합니다.

❶

Apply

Visa
Korean,F4

Level
Upper-beginner

Category
1:1

Tar
임원

Would you like to app❶ the class?

Cancel   **Apply**

Foc
Gen Con,Biz Con

Apply Comment
지원 희망합니다.

Apply

My Application

- Check the application status(es) of the class(es) you've applied for.
- Positions will not be listed for classes with start dates that already passed.

No : 166735

Offline | English

Tue, Thu | 10:00~11:00

268-20, Itaewon-ro, Yongsan-gu, Seoul, Korea
서울 용산구 이태원로 268-20 (한남동)

❷

Application Received
수업지원

1. Select the class you want to apply for and submit your applicationby selecting ❶ **"Apply"**.

2. On the home screen, select ❷ **"My Application"** to view the information for the classes you have applied for, along with the status of your applications. (17p)
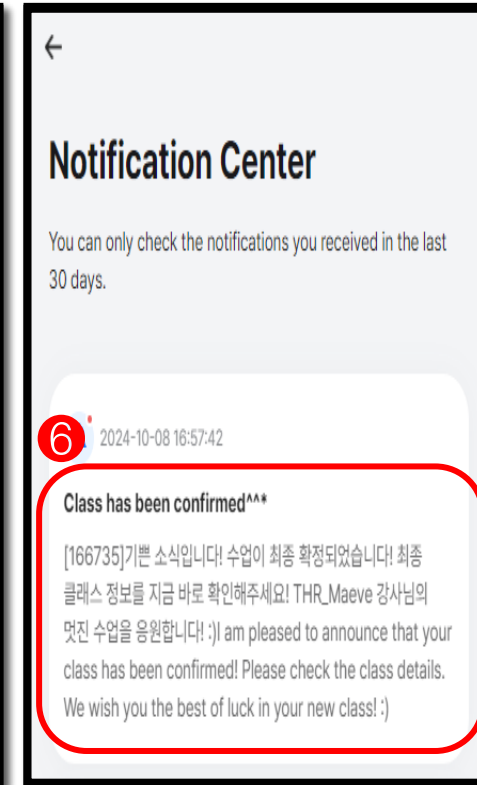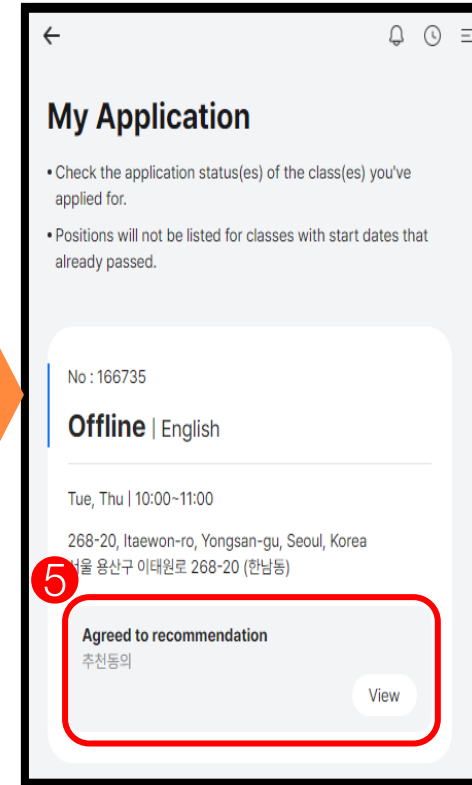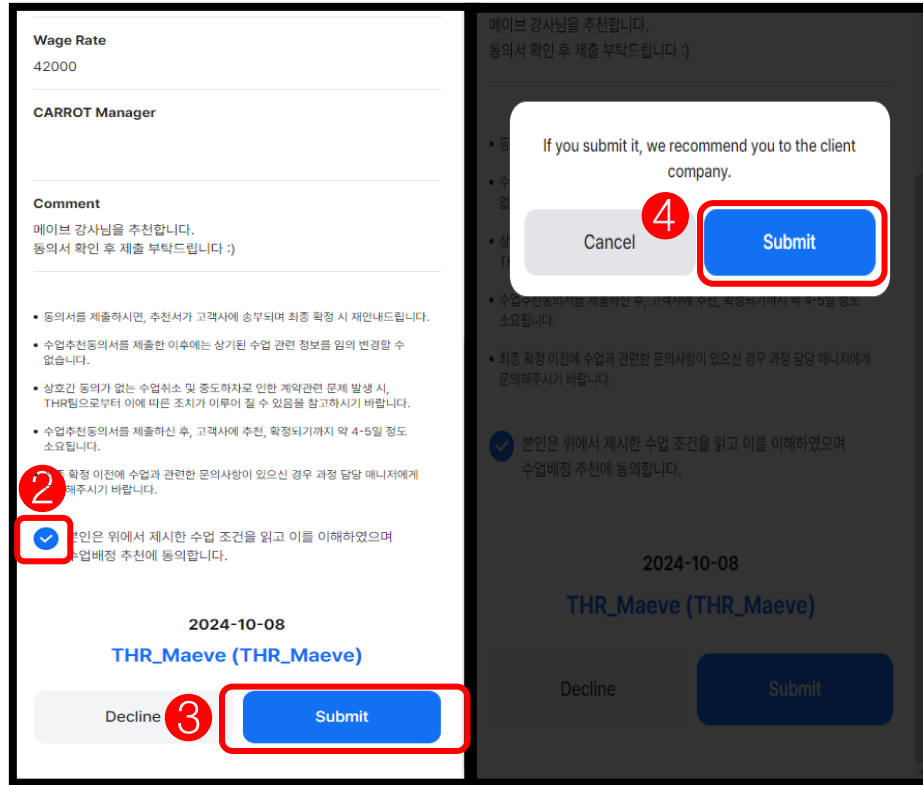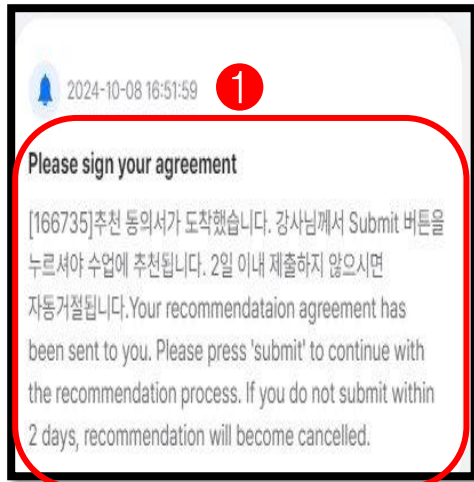
1. When you apply for a class, the assigned manager will review your application and send a class agreement to the most suitable instructor.
(*Check your push notifications.)

2. After reviewing the agreement, if you agree, please select the ❷Checkbox and click on ❸ and ❹ "Submit". (*If you don't submit within 2 days of receiving the agreement, it will be automatically rejected.)

3. Once you submit the agreement, the status will change to ❺"Agreed to recommendation" under "Class Application".

4. Usually, the final confirmation of the class will be decided within 2 to 3 days. Please check the final confirmation status through the ❻ Push notification. (11p)

Job Position – My Application
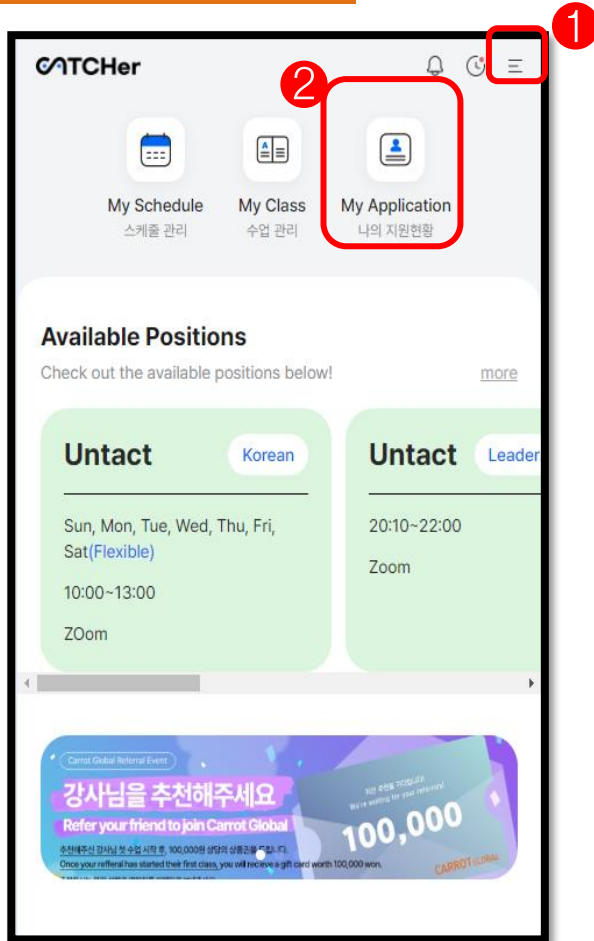
1. You can check "My Application" through either ❶ or ❷.
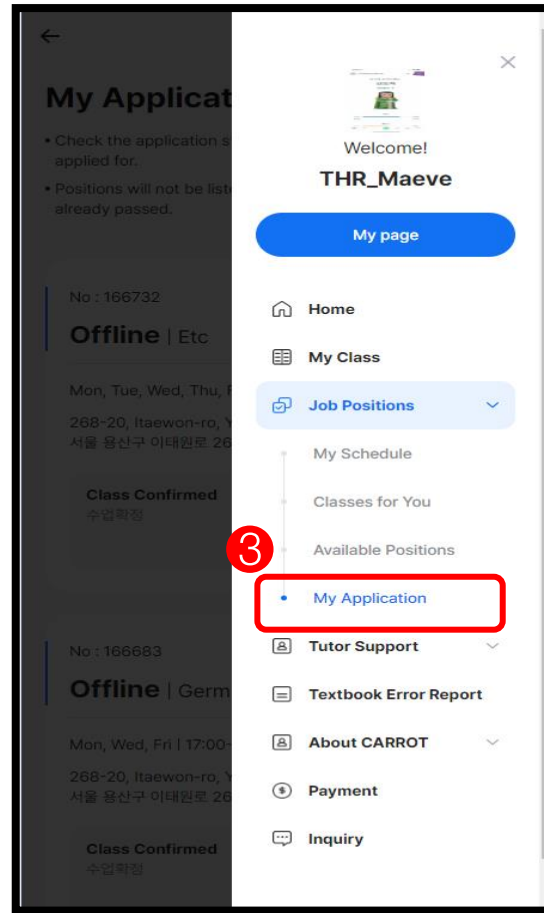
2. When you click on ❶, please click on ❸ "My Application".
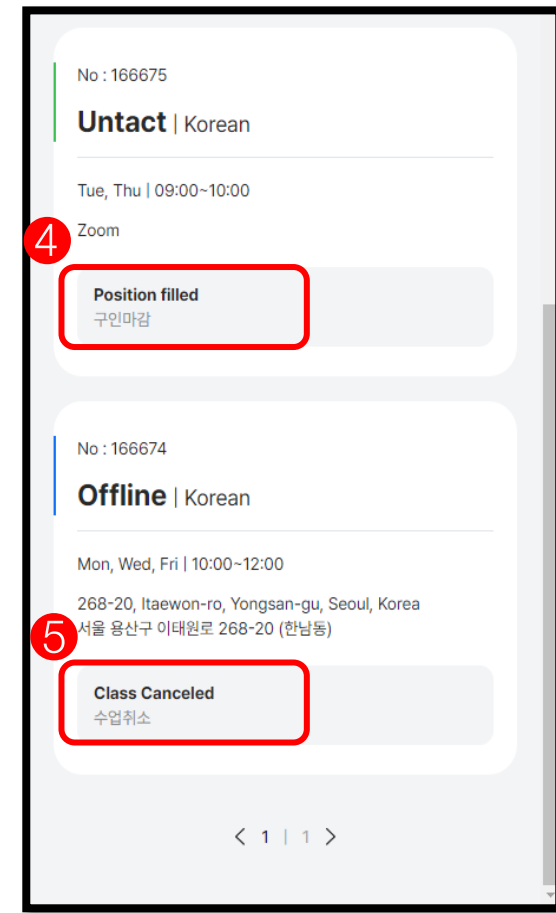
3. If the class you applied for has already been assigned to another instructor, the status will change to ❹ "Position filled". If the class you applied for has been canceled, the status will change to ❺ "Class Canceled".

Job Position – My Application
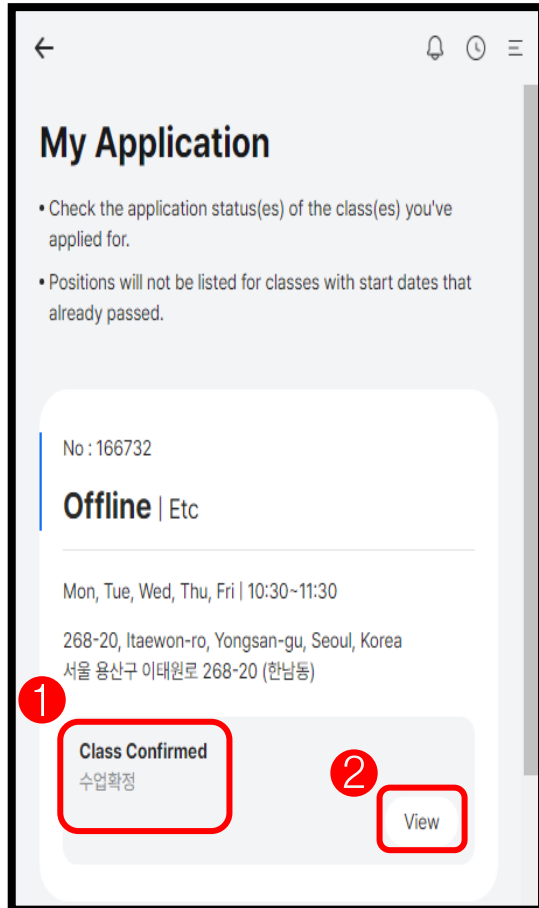
1. Once you have submitted the consent form for a class that has been confirmed, the status will change to ❶ "Class Confirmed".
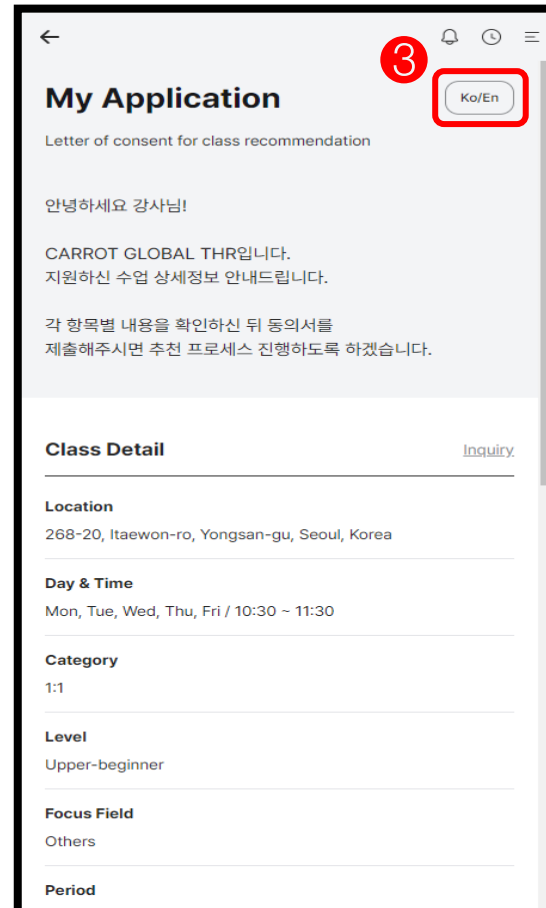
2. Clicking on ❷ 'View' will allow you to see detailed information regarding the confirmed class. If you click on ❸ 'Ko/En' ' above, it will be displayed in Korean.

Notifications

CARROTGLOBAL
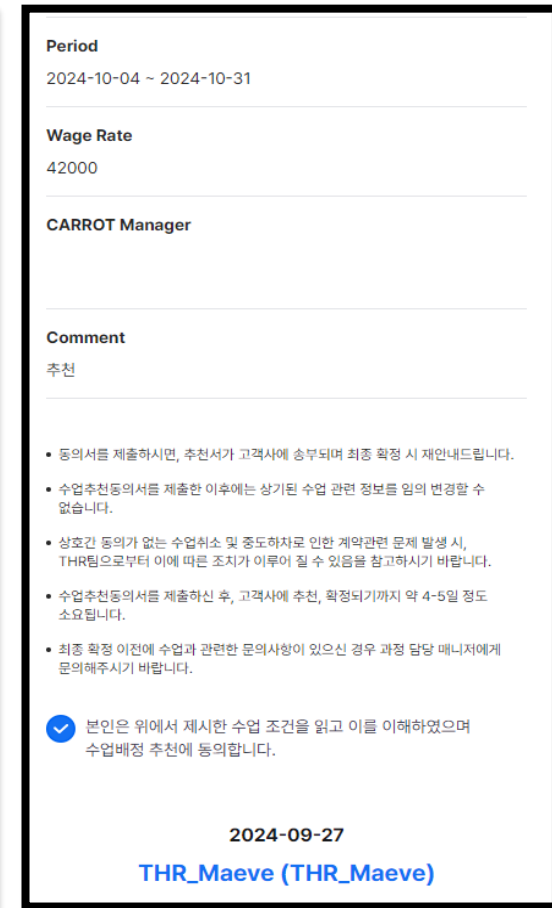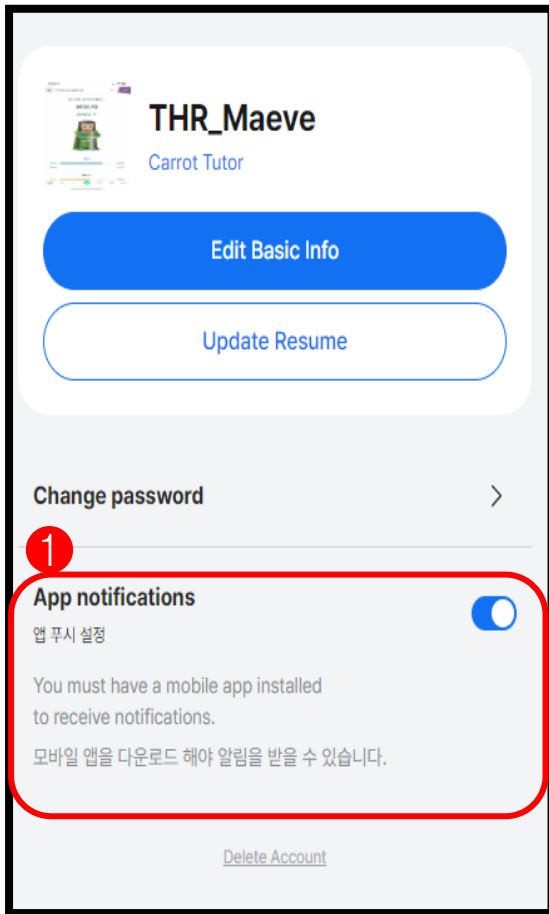
1. Please go to My Page and allow ❶ "App Push Notifications" .
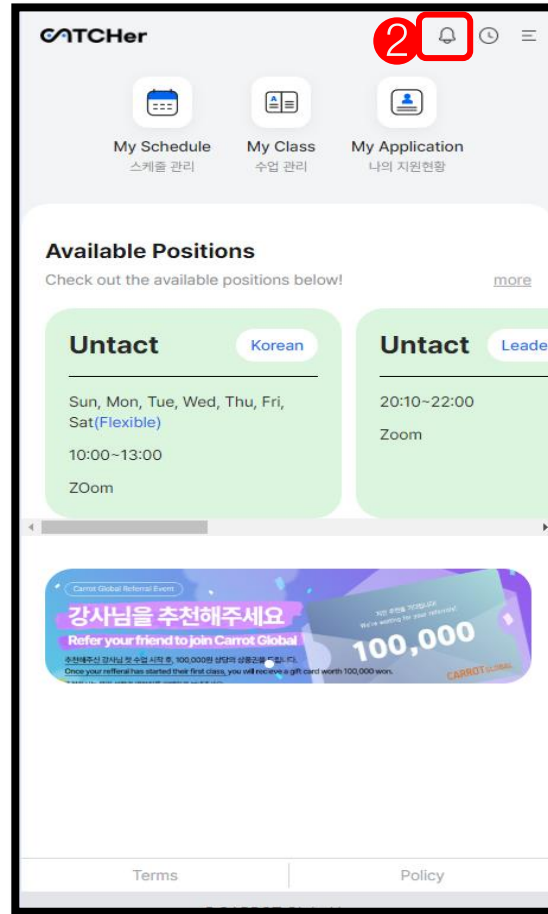
2. ❷ By allowing app push notifications, you will receive all notifications related to classes.
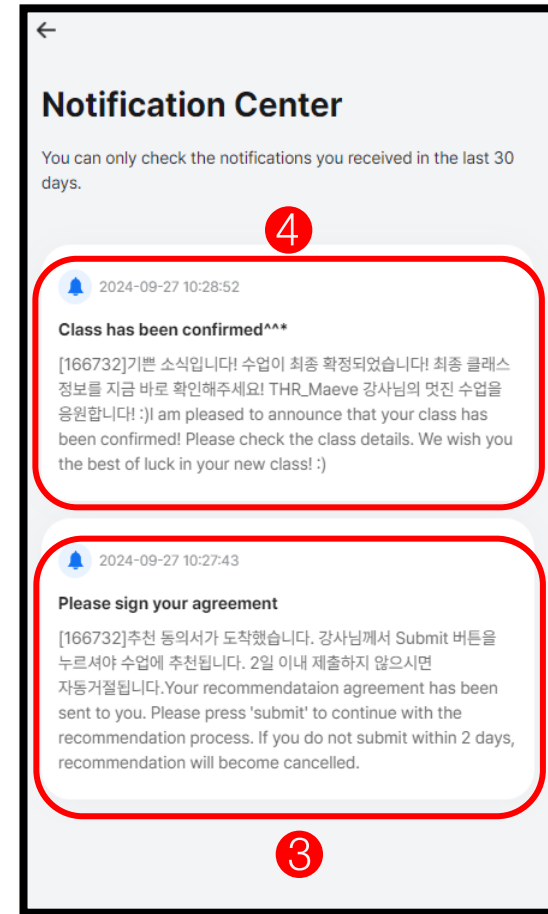
3. After applying for the class, please review and submit the ❸ Class Consent Form for final confirmation. (16p)

4. ❹ If the client confirms the class you applied for, the app will send you a notification (16p)

5. If the class you applied for is canceled, the app will send you a ❺ notification.

Job Positions - My Schedule

CARROTGLOBAL
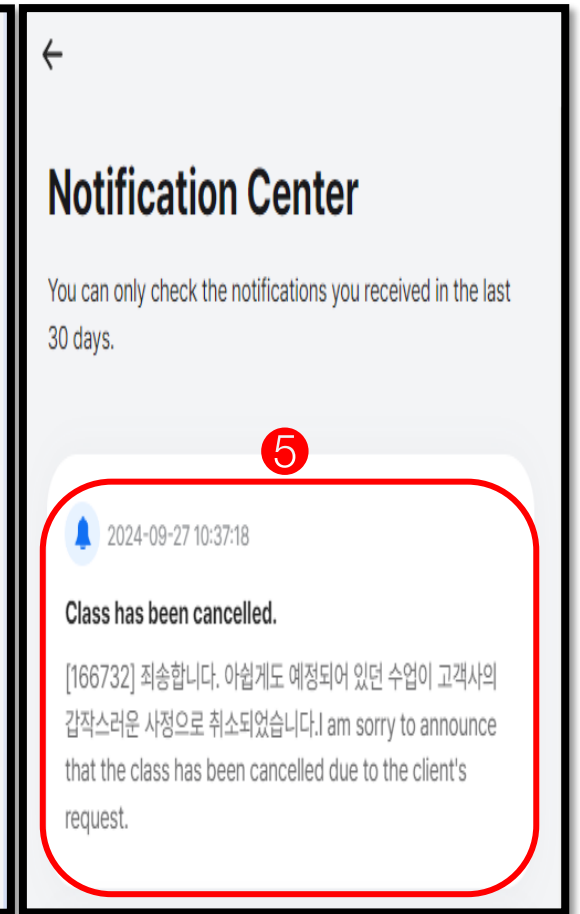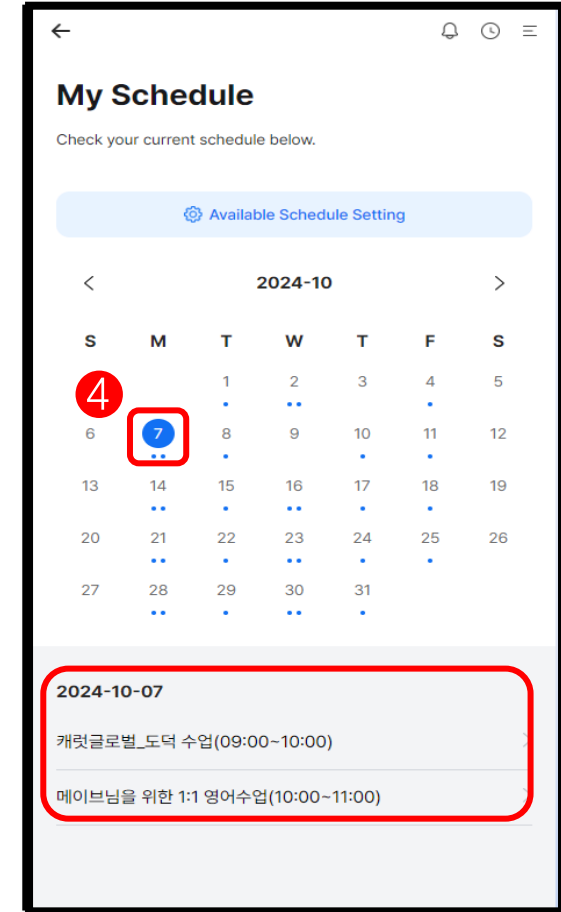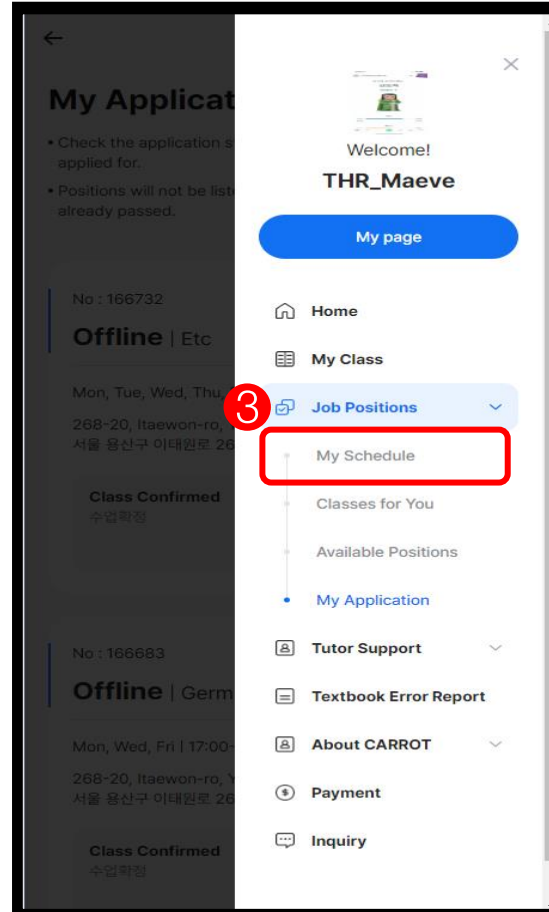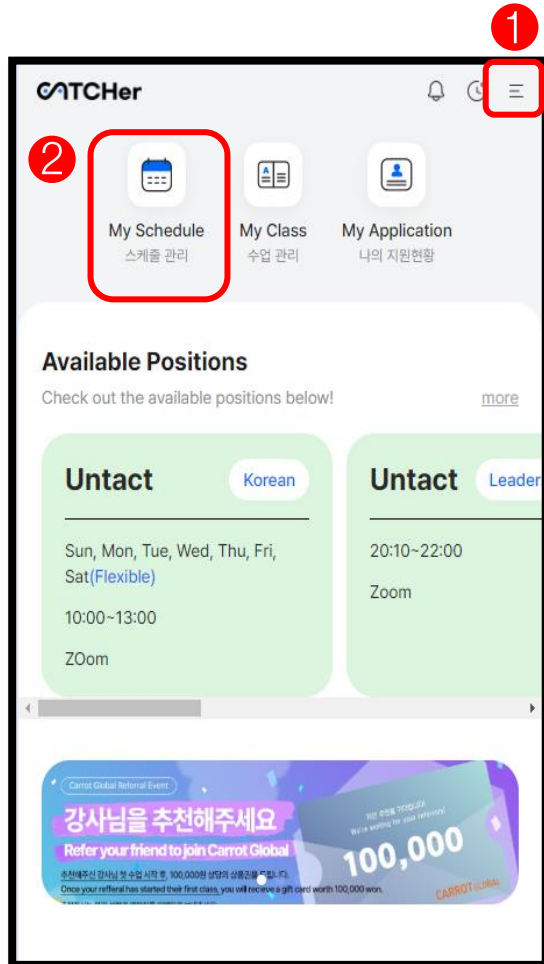
1. You can check the class schedule through either ❶ or ❷. (*This can be verified when the class is created by the class operations manager.)

2. When you click using method ❶, please click on ❸ "My Schedule".

3. You can view your class schedule for the month. By selecting a specific date with ❹, you can check the class schedule for just that day.
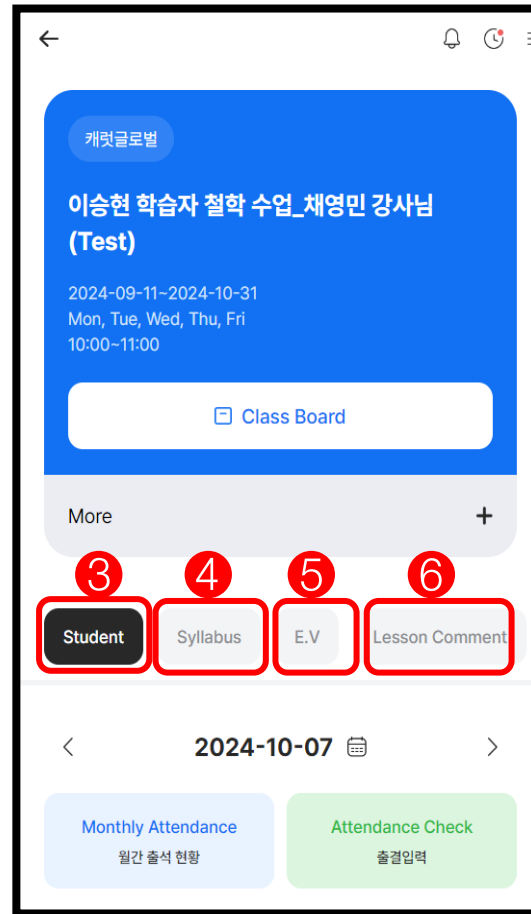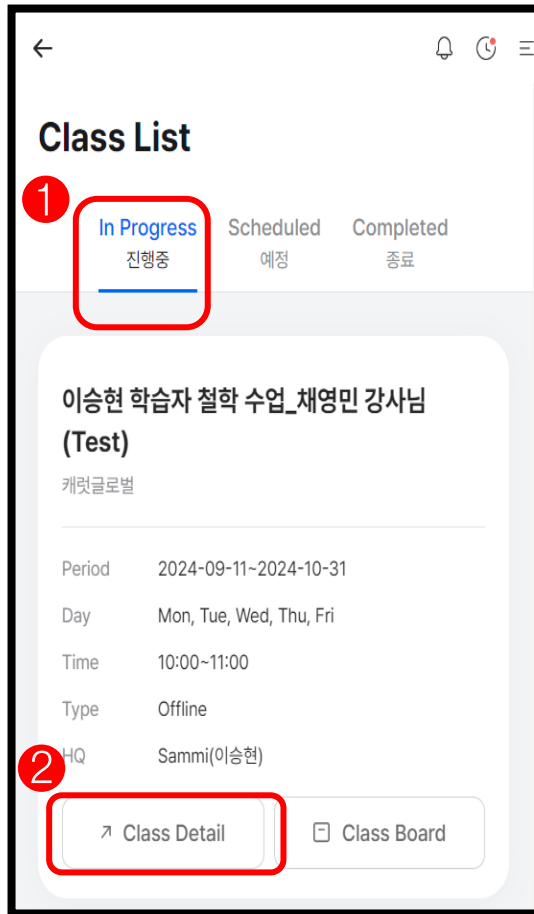
STEP 3. Using 'My Class'

Introduction to My Class

Attendance Check

Write a Syllabus

Write an Evaluation (E.V.)

Write a Lesson Comment

Class Board

1. Select ❶ **In Progress**

2. Select ❷ **Class Detail**

3. Review the ❸~❻ **menus**

❸ **Student**
: Submitting Attendance

❹ **Syllabus**
: Writing a class plan

❺ **E.V**
: Writing monthly evaluations

❻ **Lesson Comment**
: Checking learning progress and detailed information

Attendance Check

CARROTGLOBAL
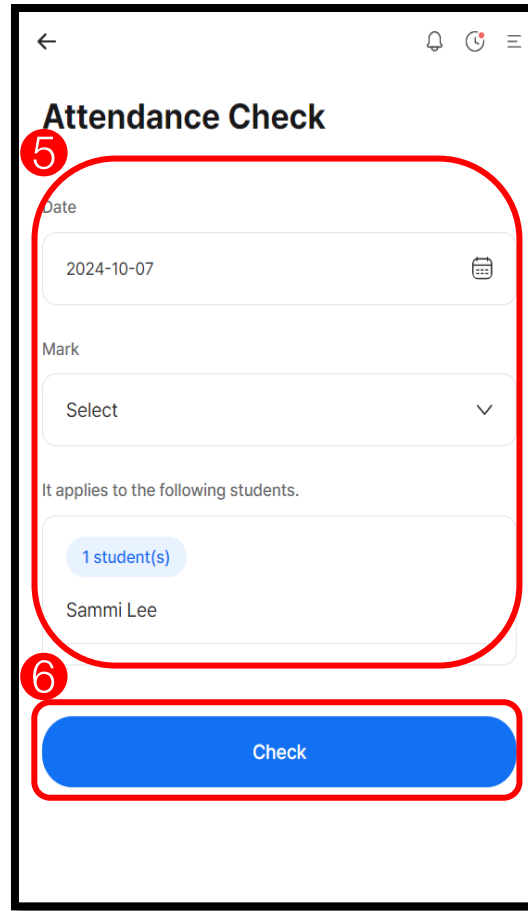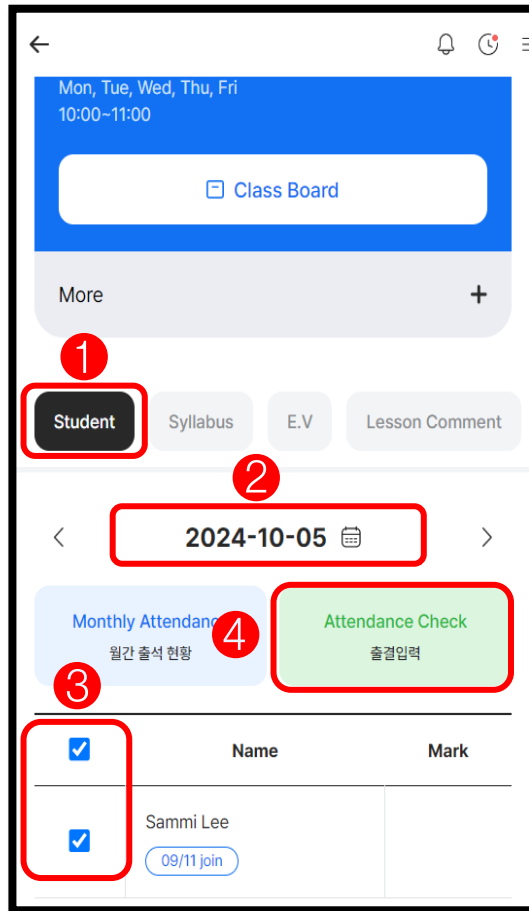
1. Select ❶**Student**

2. Select the ❷**Date**

3. Check the ❸**Students info**

4. Select ❹**Attendance Check**

5. Fill out the ❺**Details**
   - Date
   - Attendance Mark
   - Check the student's info.

6. Select ❻**Check**
   to save your information

Write a Syllabus

1. Select ❶ **Syllabus**

2. Select ❷ **Edit**
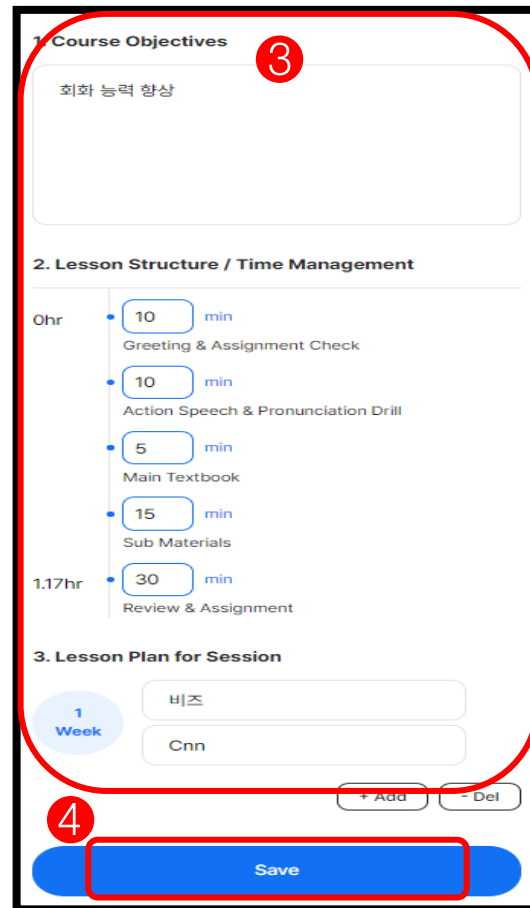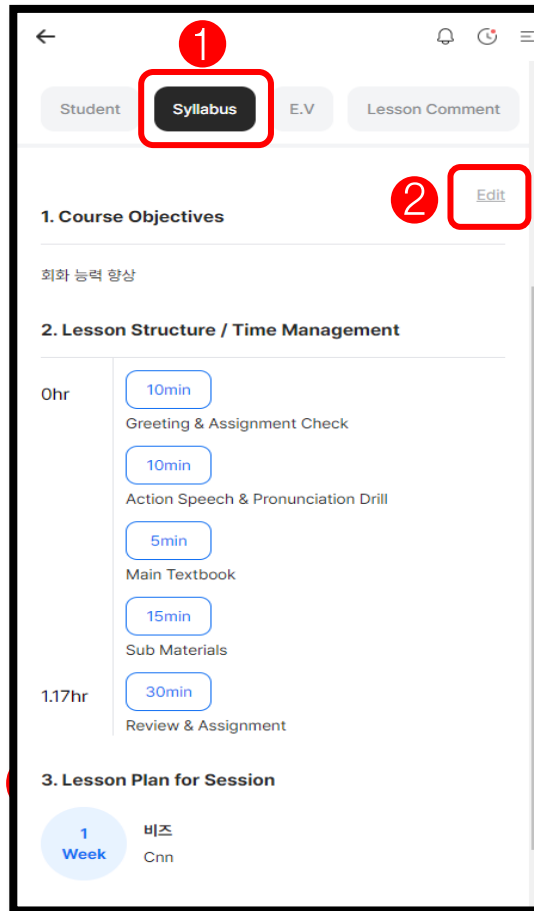
3. Fill out the ❸ **Details**

    1) Course Objectives
    2) Lesson Structure / Time Management
    3) Lesson Plan for Session

4. Select ❹ **Save** and
save the information

Write an Evaluation (E.V.)
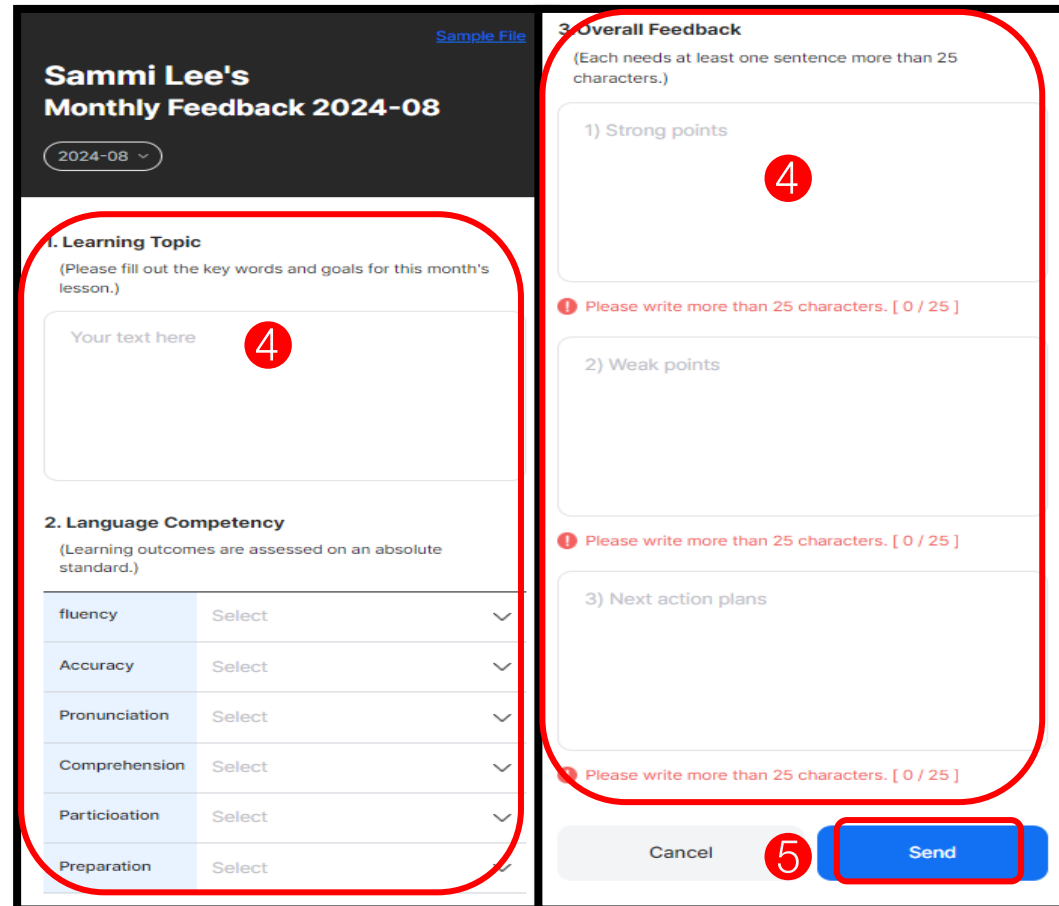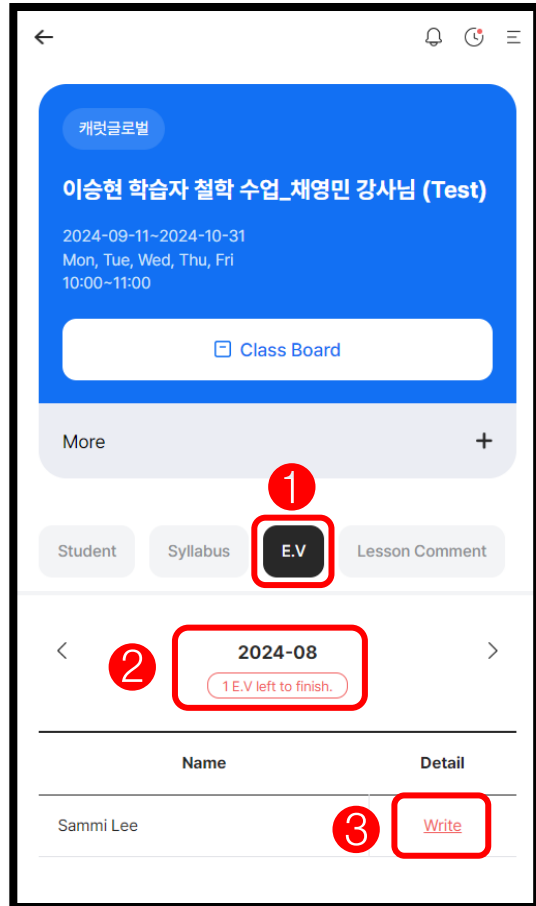
4. Fill out the ❹ **Details**

  1.Learning Topic

  2.Language Competency
    -Fluency
    -Accuracy
    -Pronunciation
    -Comprehension
    -Participation
    -Preparation

  3.Overall Feedback

5. Select ❺ **Send**

1. Select ❶ **E.V**
2.Select the ❷ **Month**
3. Select ❸ **Write**

Write a Lesson Comment

1. Select ❶ **Lesson Comment**

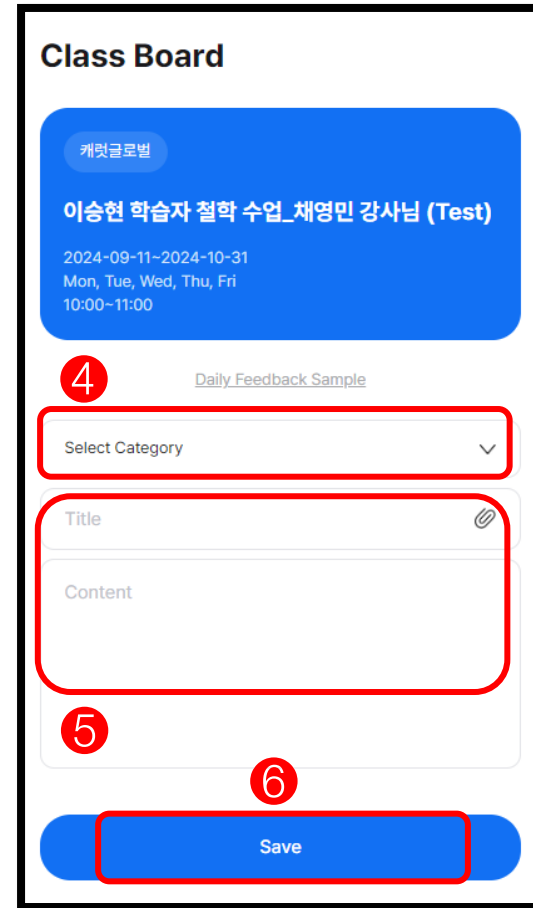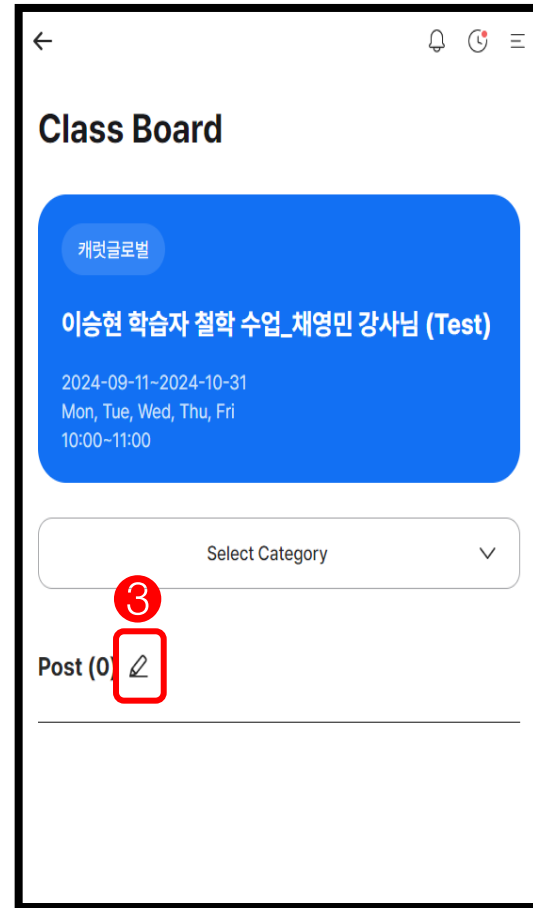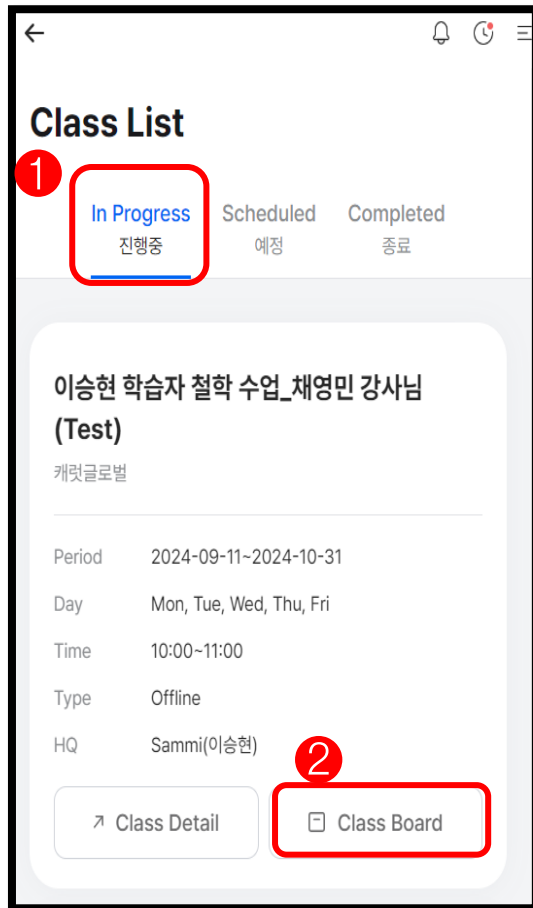**2.** Select the ❷ **Date**

3. Fill out the ❸ **Class Details**
 - Textbook page & title :
 - Absentee's name & reason :
 - Other information :

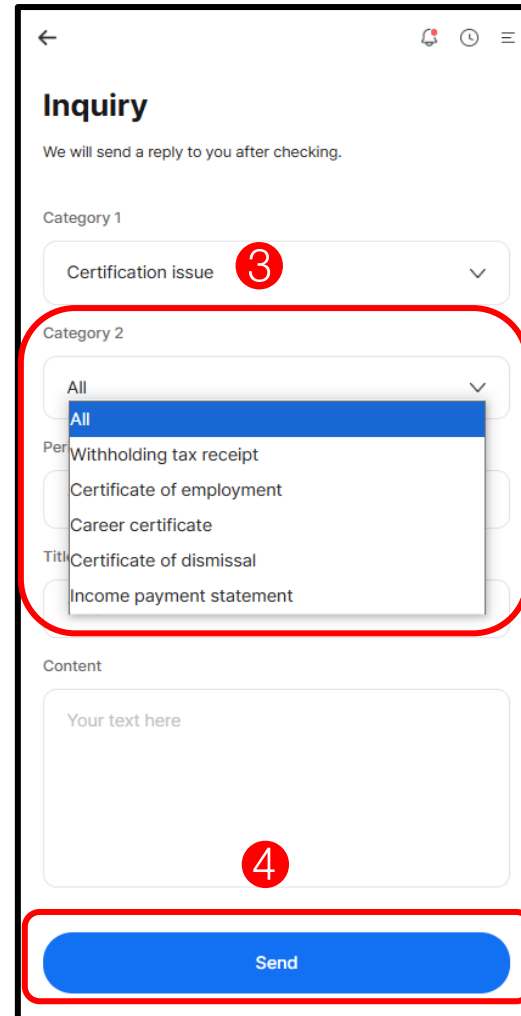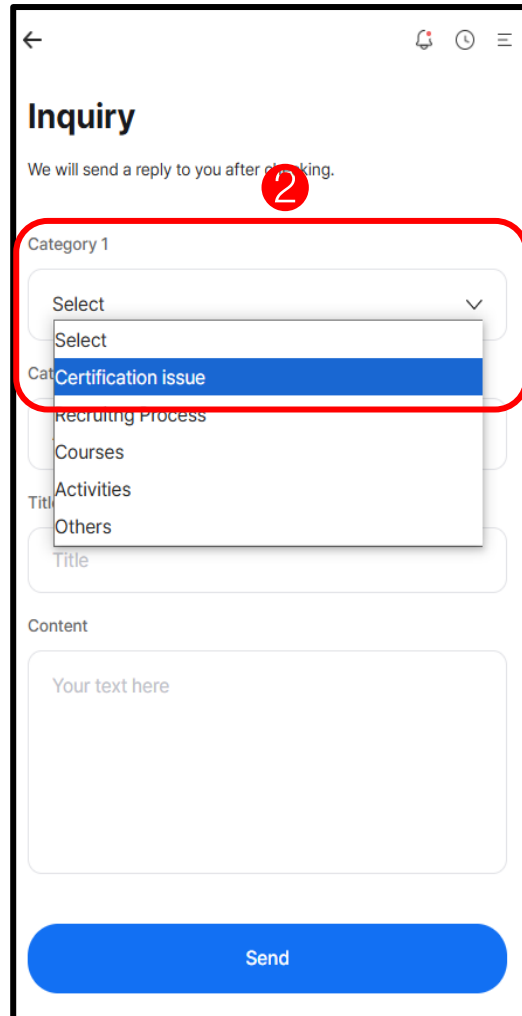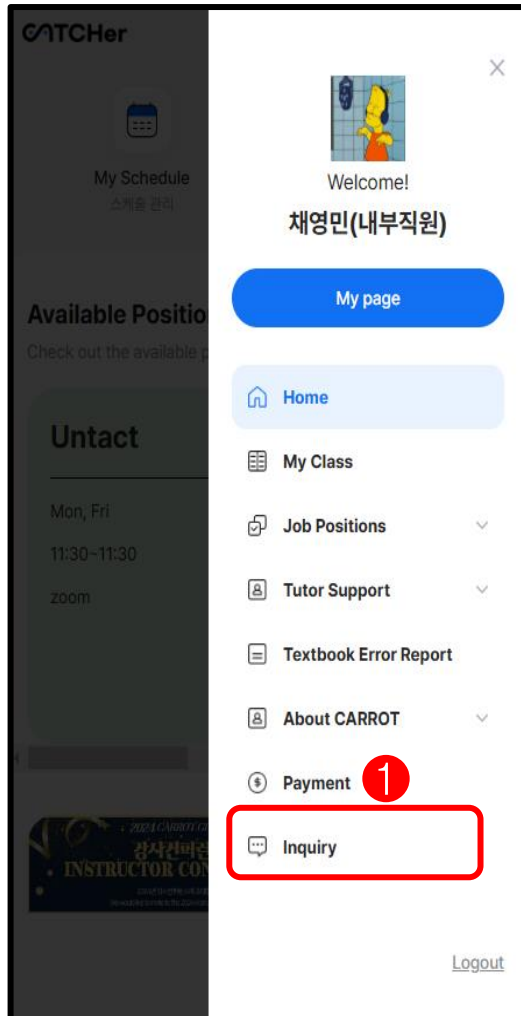 **4.** Click the ❹ **Icon**
  and save the information

NOTE: Certification Issuance

Certification Request and Issuance

Certification Issuance

❶ Click 'Inquiry'

❷ Category 1
  Select 'Certification Issue'

❸ Category 2
  (Select the documents you need to issue.)

  -Withholding tax receipt

  -Certification of employment

  -Career Certificate

  -Certification of dismissal

  -Income payment statement

❹ Click 'Send'

  ※Documents will be issued
    within 2-3days upon request.

CATCHer Manual

캐럿티처 매뉴얼