

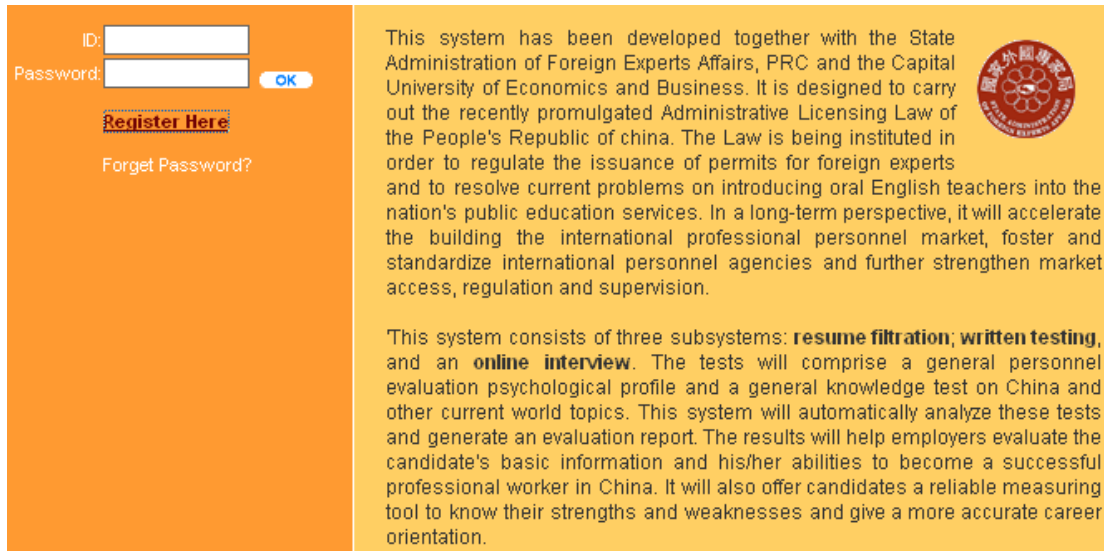
# Instruction for Evaluation System registration and steps

## I. Open the website

Evaluation System for Foreign Language Expert: <http://evaluation.safea.gov.cn/login.php>

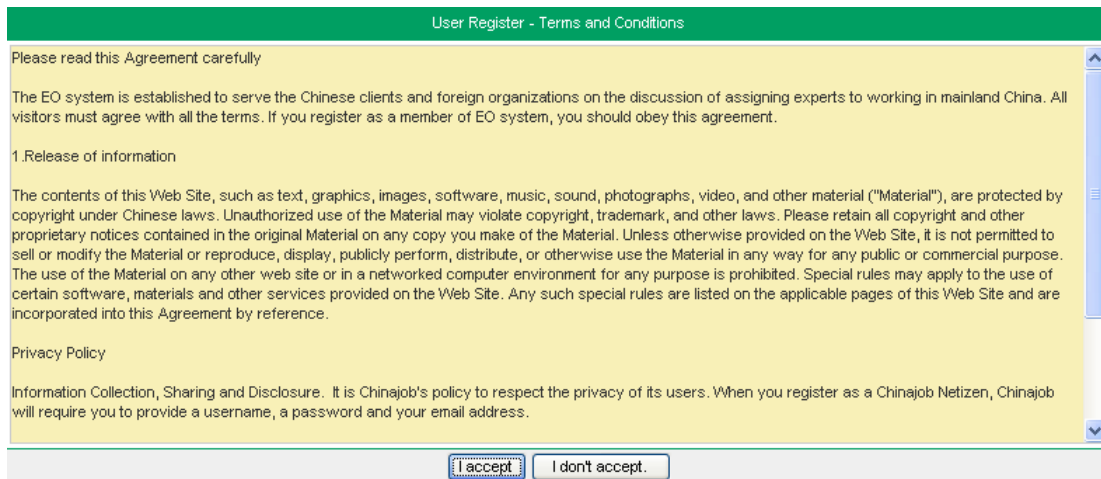
## II. Registraion

### 1. Click the button “Register Here”



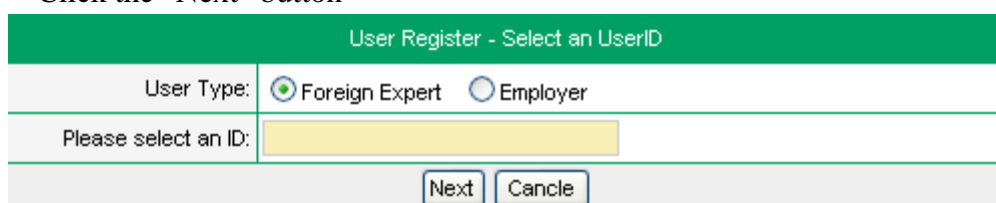
The screenshot shows a registration interface with an orange background. On the left, there are input fields for 'ID:' and 'Password:', followed by an 'OK' button. Below these is a red 'Register Here' button and a 'Forget Password?' link. On the right, there is a yellow box containing text about the system's development and purpose, along with a red circular logo of the State Administration of Foreign Experts Affairs. The text describes the system's role in regulating permits for foreign experts and its components: resume filtration, written testing, and an online interview.

### 2. Appear “User Register - Terms and Conditions” page. Please click the “I accept” button after your reading,



The screenshot shows a green header with the title 'User Register - Terms and Conditions'. Below the header, there is a scrollable area with text explaining the EO system and its terms. The text includes a section on 'Release of information' and a 'Privacy Policy' section. At the bottom of the scrollable area, there are two buttons: 'I accept' and 'I don't accept'.

### 3. Appear “User Register - Select an UserID” page. Select “Foreign Expert” → Fill in an ID name → Click the “Next” button



The screenshot shows a green header with the title 'User Register - Select an UserID'. Below the header, there are two radio buttons for 'User Type': 'Foreign Expert' (selected) and 'Employer'. Below this is a text input field labeled 'Please select an ID:'. At the bottom, there are two buttons: 'Next' and 'Cancel'.

4. Appear “User Register- Password” page. Fill in the contents: “Password”→“Password Confirm”→“Password Question”→“Answer”→Click “Next” button.

User Register - Password	
UserID:	test
Password:	<input type="text"/>
Password Confirm:	<input type="text"/>
Password Question:	<input type="text"/>
Answer:	<input type="text"/>
<input type="button" value="Next"/> <input type="button" value="Cancel"/>	

5. Appear “User Register - Basic Information of Foreign Language Expert” page. Please fill in the basic information. The items marked with \*\* must be filled. Then click the “Complete” button.

User Register - Basic Information of Foreign Language Expert			
**First Name :	<input type="text"/>	**Last Name :	<input type="text"/>
**Sex :	<input type="radio"/> Male <input type="radio"/> Female	Marital status :	<input type="radio"/> Single <input type="radio"/> Married
Date of birth :	<input type="text" value="yyyy-mm-dd"/>	Place of birth :	<input type="text"/>
**Nationality :	<input type="text" value="--Select--"/>		
**Mother tongue :	<input type="text"/>	Religion :	<input type="text"/>
**Email :	<input type="text"/>		
Address for correspondence :	<input type="text"/>		
Post Code :	<input type="text"/>	Telephone :	<input type="text"/>
Fax :	<input type="text"/>	Mobile :	<input type="text"/>
Do you have a job in China right now? If Yes, please give the province name and organization's name where you are working. If Not, please select a province where you are going to work.			
**Job Status:	<input type="radio"/> No <input type="radio"/> Yes		
Province :	<input type="text" value="--Select--"/>	Organization :	<input type="text"/>
<input type="button" value="Complete"/> <input type="button" value="Cancel"/>			

6. After finishing the above steps, the registration is **completed**.

### III. Evaluation Steps

1. Fill in your user ID and password on the home page, then click “OK” button.

**Evaluation System** for Foreign Language Expert 文教类外国专家测评系统



ID:

Password:

Code:

[Register Here](#)

[Forget Password?](#)

This system has been developed together with the State Administration of Foreign Experts Affairs, People's Republic of China (PRC) and the Capital University of Economics and Business. It is designed to carry out the recently promulgated Administrative Licensing Law of the People's Republic of China. The Law is being instituted in order to regulate the issuance of permits for foreign experts and to resolve current problems of introducing oral English teachers into the nation's public education services. In a long-term perspective, it will accelerate the building of the international professional personnel market, foster and standardize international personnel agencies and further strengthen market access, regulation and supervision.



This system consists of three subsystems: **resume**, **written test**, and an **online interview**. The tests comprise a general personnel evaluation profile and a general knowledge test on China and other current world topics. This system will automatically analyze these tests and generate an evaluation report. The results will help employers evaluate the candidate's basic information and his/her abilities to become a successful professional worker in China.

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mail:admin@chinajob.com

2. Appear “**About this System**” page. Please finish the “Background Information”, “Behavior Style Test”, “Basic Knowledge Test”, “Writing Test” one by one.

**Evaluation System** for

**Home**

Current User:karon Mark  
Member Code:FE028168

**About this System**  
How to Start

- »Background Information
- »Behavior Style Test
- »Basic Knowledge Test
- »Writing Test
- »Knowledge Test Report
- »Behavior Style Test Report

Change My Contact  
Change My Password  
Log Out

### 1) Background Information

a) Appear the “Basic Information” page. Fill the form→click “Submit this form” button.

**Background Information - step1: basic information** --Shortcut--

**Basic Information**

Open resume to employers?  Yes  No

**\*\*Last name:** Mark **\*\*First name:** Karon

**\*\*Sex:**  Male  Female **\*\*Date of birth:** 1976 04 02

Place of birth: USA **Marital status:**  Single  Married

**\*\*Nationality:** United States **\*\*Passport:** 6894318

**\*\*Mother tongue:** English **Religion:**

Technical specialty: Level in Chinese: --Select--

Hobbies:

Self description:

Long-term medicine taking:

Family members come together:  No  Yes

**\*\*Email:** 2856864314@qq.com

Address for correspondence:

Post Code: Telephone: 68948899

Fax: Mobile:

[Submit this form](#)

[Next step](#)

b) Appear “Job Objectives” page. Fill the form → click “Submit this form” button.

**Job Objectives**

Working Place: --Select--

Industry: --Select--

Position: --Select--

Expected Salary:

Other information:

[Submit this form](#)

[Last step](#) [Next step](#)

c) Appear “Education Background” page. Click “Adding...” → Appear “Education Background” window → Finish the form → Click “Save” → Click “Next step” button.

Education Background				
Year of award	Institution	Qualification	Major	Reference
<a href="#">Adding...</a>				

[Last step](#) [Next step](#)

“Education Background” window

Education Background	
Country:	--Select--
Institution:	--Select--
Qualification:	--Select--
Major1:	--Select--
Major2:	--Select--
Year of award:	
Location(City):	
Referenced by:	
Contact info:	
Other reference:	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

d) Appear “Teaching Experience” page. Click “Adding...” → Appear “Teaching Experience” window → Finish the form → Click “Save” → Click “Next step” button

Teaching Experience						
From	To	Employer	Position	Country	Reference	
<input type="button" value="Adding..."/>						
<input type="button" value="Last step"/>		<input type="button" value="Next step"/>				

“Teaching Experience” window

Teaching Experience	
From:	--Year-- --Month--
To:	--Year-- --Month--
Employer:	
Position:	--Select--
Region:	--Select--
Country:	--Select--
Referenced by:	
Contact info:	
Other reference:	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

e) Appear “Other Working Experience” page. Click “Adding...” → Appear “Other Working Experience” window → Finish the form → Click “Save” → Click “Next step” button.

Other Working Experience						
From	To	Employer	Position	Country	Reference	
<input type="button" value="Adding..."/>						
<input type="button" value="Last step"/>		<input type="button" value="Next step"/>				

“Other Working Experience” window

**Other Working Experience**

From: --Year-- --Month--

To: --Year-- --Month--

Employer:

Position: --Select--

Region: --Select--

Country: --Select--

Referred by:

Contact info:

Other reference:

f) Appear “Training” page. Click “Adding...” → Appear “Training” window → Finish the form → Click “Save” → Click “Next step” button.

Training				
Training Name	TEFL/TESOL	Provider	Period	Reference
<input type="button" value="Adding..."/>				
<input type="button" value="Last step"/> <input type="button" value="Next step"/>				

“Training” window

**Training**

Training Name:

TEFL/TESOL Certification:  No  Yes

Certification Provider: --Select--

Training Hours: --Select--

Referred by:

Contact info:

Other reference:

g) Appear “Volunteer Experience” page, Click “Adding...” → Appear “Volunteer Experience” window → Finish the form → Click “Save” → Click “Next step” button.

Volunteer Experience		
Activities	Period	Reference
<input type="button" value="Adding..."/>		
<input type="button" value="Last step"/> <input type="button" value="Next step"/>		

“Volunteer Experience” window

Volunteer Experience	
Activity:	<input type="text"/>
Period:	<input type="text"/>
Referenced by:	<input type="text"/>
Contact info:	<input type="text"/>
Other reference:	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

h) Appear “Awarding” page. Finish the form → Click “Submit this form” → Click “Next step” button.

Awarding	
If you have got any awards, please enter here:	
Title of Award:	<input type="text"/>
Time of Award:	<input type="text"/>
Country of Award:	--Select-- <input type="button" value="v"/>
<input type="button" value="Submit this form"/>	
<input type="button" value="Last step"/> <input type="button" value="Next step"/>	

i) Appear “Certifications” page. Click “Browser” to select a file → Click “Upload” to upload → Click “Back to home”.

Certifications	
Note: Please upload graphic copies of following certifications or letters if there is any. Only .jpg and .gif file can be accepted. Please limit the graphic size under 800 pixels width and 800 pixels height.	
Award:	<input type="text"/> <input type="button" value="浏览..."/> <input type="button" value="Upload"/>
Diploma:	<input type="text"/> <input type="button" value="浏览..."/> <input type="button" value="Upload"/>
TEFL:	<input type="text"/> <input type="button" value="浏览..."/> <input type="button" value="Upload"/>
Reference Letter:	<input type="text"/> <input type="button" value="浏览..."/> <input type="button" value="Upload"/>
<input type="button" value="Last step"/> <input type="button" value="Back to home"/>	

**Notes: In every step above, if there is nothing to fill in, please click “Next step”.**

## 2) Behavior Style Test

a) Appear “Behavior Style Test” page. **READ “NOTICE” AND UNDERSTAND THE REQUIREMENTS FOR THIS TEST.** Click the “Start a new Behavior Style Test” button to start.

If you are ready to start a **Behavior Style Test** now, please click the button below.

- b) Appear “Behavior Style Test” window. Test begin and timing.
- c) After finishing the test, click “Submit” button.

## 3) Basic Knowledge Test

a) Appear “Knowledge Test” page. **READ “NOTICE” AND UNDERSTAND THE REQUIREMENTS FOR THIS TEST.** Read the “Notice” before doing the test. Click the “Start a new Basic Knowledge Test” button to start.

If you are ready to start **The Basic Knowledge Test**, please click the button below.

Start a new Basic Knowledge Test

b) Appear “Basic Knowledge Test” window. Test begin and timing

c) After finishing the test, click “Submit” button.

#### 4) Writing Test

a) Appear “Writing Test” page. **READ “NOTICE” AND UNDERSTAND THE REQUIREMENTS FOR THIS TEST.** Click the “Start a new Writing Test” button, a topic for the writing will be appeared. Please write an essay no less than 200 words.

If you are ready to start **The Writing Test**, please click the button below.

Start a new Writing Test

b) Appear “Writing Test” window. Test begin and timing

c) After finishing, click “Submit” button

#### 5) Finish the Evaluation

After you finish all the steps above, the Evaluation is completed. You can check the result by clicking “My Evaluation Report” on the left of the page.