



EUP 500

Tutor Employment Process

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I) Job Application

- All applicants access the tutor application by visiting <https://www.advance-tutoring.com/tutoring-application.html>.

II) Receiving Application

- Once the applicant is completed:
 - The applicant will receive a confirmation email
 - A notification email is sent to recruitment@advance-tutoring.com email account.
 - A record is created in the Employment Portal located in the Staff Portal.
- Log into the **Staff Portal**.
- Click on **Employment Portal**.
- You will be asked to enter an assigned **password** and **username** for extra security.
- Click on **Applicant Tracker**.



- You will be directed to the Applicant Tracker to view all applicants and their statuses in the hiring process.



III) Applicant Statuses

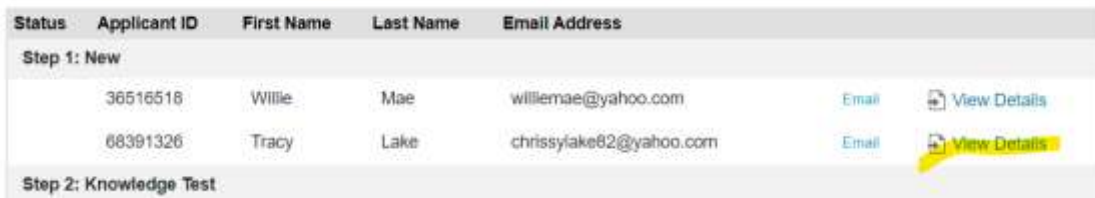
There are several statuses that can be assigned to new applicants.

- Step 1: New
- Step 2: Interview Invitation
- Step 3: Interview Scheduled
- Step 4: Background Check
- Step 5: Job Offer
- Step 6: Profile Setup
- Step 7: Complete
- Decline

IV) 'Step 1: New' Status

4.1 'Step 1: New' Status Meaning

- All applicants with a **Step 1: New** status, means the application submitted has not been reviewed by a staff member.
- To begin reviewing the application, click on the **View Details** link.



Status	Applicant ID	First Name	Last Name	Email Address		
Step 1: New						
	36516518	Willie	Mae	williemae@yahoo.com	Email	View Details
	68391326	Tracy	Lake	chrissylake62@yahoo.com	Email	View Details
Step 2: Knowledge Test						

4.2 Reviewing Applicant Submission

4.2.1 Review Basic Application Details

- On the **Details** tab, **Part 1: Application**, will detail the information submitted by the applicant.



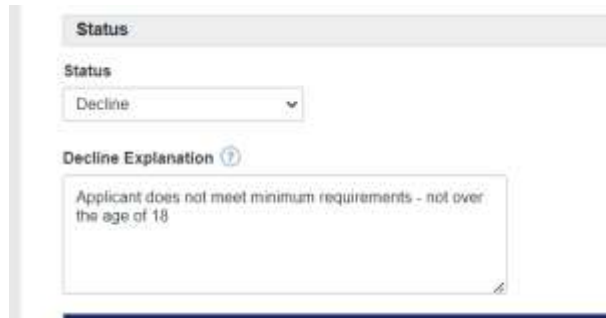
- Using the Minimum Qualifications table below, determine if the applicant meets the minimum job requirements.

Minimum Qualifications

1	A U.S. citizen	Answer must be yes																																																													
2	Background Check Authorization	Answer must be yes																																																													
3	Over the age of 18	Answer must be yes to over the age of 18																																																													
4	Convicted of a Felony	Answer must be no to felony																																																													
5	Have worked with us	If they have worked with us in the past, verify the situation.																																																													
6	Educational Background	Prefer Bachelor's degree in Education or area of expertise that qualifies If student, transcript must be added. (highlighted green)	<p>Part 1: Application</p> <p>A. Personal Information</p> <p>Applicant ID 36516518</p> <table border="1"> <tr> <td>First Name</td> <td>Middle Initial</td> <td>Last Name</td> </tr> <tr> <td>Willie</td> <td></td> <td>Mae</td> </tr> <tr> <td>Address</td> <td>City</td> <td>State</td> <td>Zip Code</td> </tr> <tr> <td>W92 N5651 Blinn Rd.</td> <td>Pewaukee</td> <td>WI</td> <td>53066</td> </tr> <tr> <td>Time Zone</td> <td>Primary Phone Number</td> <td>Email Address</td> </tr> <tr> <td>central</td> <td>262-847-1452</td> <td>williemae@yahoo.com</td> </tr> </table> <p>Over the age of 18 U.S. Citizen Background Check Authorization Convicted of a Felony</p> <p>yes yes yes yes</p> <p>Felony Conviction Description: I did some pretty bad stuff in the past. Previously Worked For Us Previous Employment Description: 25 years ago</p> <p>yes</p> <p>B. Education and Profession</p> <table border="1"> <tr> <td>Highest Level of Education</td> <td>Professional Background</td> <td>University/College Name</td> <td>University/College State</td> </tr> <tr> <td>Bachelor's</td> <td>other</td> <td></td> <td></td> </tr> <tr> <td>Degree</td> <td>Other Profession</td> <td>Years of teaching or tutoring experience</td> <td>Online Tutoring Experience</td> </tr> <tr> <td>Bachelor's in Education</td> <td>Biologist</td> <td>1-5</td> <td>yes</td> </tr> <tr> <td>If yes, please list companies/platforms</td> <td>Language(s) Spoken and Written Fluently</td> <td>Subject(s) of Interest</td> </tr> <tr> <td>Tutor.com</td> <td>• none</td> <td>• math - elementary • language arts - elementary • science - elementary</td> </tr> </table> <p>C. Availability</p> <table border="1"> <tr> <td>Reference 2: Name</td> <td>Jeffery Timosp</td> <td>Phone Number</td> <td>414-955-6995</td> <td>Relationship</td> </tr> </table> <p>D. Documents</p> <p>Upload Resume Upload ID</p> <p>Insurance - Sheriff_1.pdf 20220701_114703_1.jpg</p> <p>Transcript Upload Photo ID and Photo</p> <p>Transcript 20220731_001829.jpg</p> <p><input type="button" value="Choose File"/> No file chosen <input type="button" value="Remove"/></p> <p>D. Availability</p> <table border="1"> <tr> <td>Monday</td> <td>Wednesday</td> <td>Thursday</td> <td>Weekly Availability (Hours)</td> </tr> <tr> <td>• 12pm-5pm • 5pm-12am</td> <td>• 12pm-5pm • 5pm-12am</td> <td>• 12pm-5pm • 5pm-12am</td> <td>approximately 10 hours</td> </tr> </table> <p>E. References</p> <table border="1"> <tr> <td>Reference 1: Name</td> <td>Sharon Ruffner</td> <td>Phone Number</td> <td>414-939-1106</td> <td>Relationship</td> </tr> </table>	First Name	Middle Initial	Last Name	Willie		Mae	Address	City	State	Zip Code	W92 N5651 Blinn Rd.	Pewaukee	WI	53066	Time Zone	Primary Phone Number	Email Address	central	262-847-1452	williemae@yahoo.com	Highest Level of Education	Professional Background	University/College Name	University/College State	Bachelor's	other			Degree	Other Profession	Years of teaching or tutoring experience	Online Tutoring Experience	Bachelor's in Education	Biologist	1-5	yes	If yes, please list companies/platforms	Language(s) Spoken and Written Fluently	Subject(s) of Interest	Tutor.com	• none	• math - elementary • language arts - elementary • science - elementary	Reference 2: Name	Jeffery Timosp	Phone Number	414-955-6995	Relationship	Monday	Wednesday	Thursday	Weekly Availability (Hours)	• 12pm-5pm • 5pm-12am	• 12pm-5pm • 5pm-12am	• 12pm-5pm • 5pm-12am	approximately 10 hours	Reference 1: Name	Sharon Ruffner	Phone Number	414-939-1106	Relationship
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7	Years of Experience	1+ year of experience minimum; online experience a plus																																																													
8	Availability	Available at least 10 hours																																																													
9	Uploaded Appropriate Documents	Resume uploaded, photo id, photo id and face, diploma/transcript must be uploaded and verified	<p>D. Documents</p> <p>Upload Resume Home Page - WIDOT Driver License Guide_2.pdf</p> <p>Upload ID Chris ID.jpg</p> <p>Upload Photo ID and Photo Chris ID_1.jpg</p>																																																												

4.2.1.1 Making Applicant Decision

- If the applicant **does not** meet the minimum requirements:
 - Change the **applicant's status** to **Decline**.
 - Enter a **detailed description** as to why the applicant is being declined. Detail what information was missing or incorrect.
 - Click **Update** at the bottom of the page. The process for this applicant is complete.



The screenshot shows a web form with a 'Status' dropdown menu set to 'Decline'. Below it is a 'Decline Explanation' text area containing the text: 'Applicant does not meet minimum requirements - not over the age of 18'. There is a small information icon to the right of the text area label.

- If the applicant **does** meet the minimum requirements, go to next section **4.2.2 Review Applicant Subject Knowledge Test Results**.

4.2.2 Review Applicant Subject Knowledge Test Results

- The applicant's subject knowledge test results are sent to the recruitment@advance-tutoring.com account.
- Open the recruitment@advance-tutoring.com email account on a new tab.
- Look for the test results from the applicant as shown as the image below.



- Open the first email.



- Return to the applicant’s tracker.
- Scroll down to section **H: Subject Knowledge Test Results**.
- Check the box of the test taken.
- Enter the percentage the applicant received on the tests submitted. Enter whole numbers only.

H. Subject Knowledge Test Results

1. Check the box of the test submitted and enter the percentage score in the box.
 2. The results of each test are emailed to recruitment@advance-tutoring.com.

Subject	Test Taken	Percentage %	Results
(K-5) English Language Arts	<input checked="" type="checkbox"/>	82	Pass
(K-5) Math	<input type="checkbox"/>		
(K-5) Science	<input type="checkbox"/>		
(K-5) Social Studies/History	<input type="checkbox"/>		
(6-8) English Language Arts	<input type="checkbox"/>		
(6-8) Math	<input checked="" type="checkbox"/>	92	Pass
(6-8) Science	<input type="checkbox"/>		
(6-8) Social Studies/History	<input type="checkbox"/>		

- In the **Results** column, a pass or fail will be assigned to the test.
- Repeat these steps for each subject knowledge test submitted.

4.2.2.1 If Applicant Did Not Receive a Passing Score

*(If the applicant **did** receive one passing score, skip to section 4.2.2.2)*

- If the applicant did not receive a passing score for any subject, scroll to the top of the page and in the **Status** field, select **decline** and enter an **explanation** as shown in the image below.

- Scroll down to the bottom of the page and click on **Update**. The process ends here.

4.2.2.2 If Applicant Did Receive a Passing Score

If the applicant **did** receive at least one passing score:

- copy and paste the **subject titles** of the approved subjects in the **Approved Subject(s)** field.
- **If you are pasting several subjects, be sure to separate each subject with a comma.** See the example.

III. Approved Subjects

If the applicant received a passing score in the one of the subjects listed below, copy and paste the grade level/subject in Approved Subject field below. If entering multiple subjects, use a comma to separate each grade/subject.

Example: (K-5) Math, (K-5) ELA/Reading

Subjects:

(K-5) Math	(K-5) ELA/Reading	(K-5) Science	(K-5) Social Studies/History
(6-8) Math	(6-8) ELA/Reading	(6-8) Science	(6-8) Social Studies/History

Approved Subject(s)

(K-5) ELA/Reading, (K-5) Science, (K-5) Math

Subject Approval Date

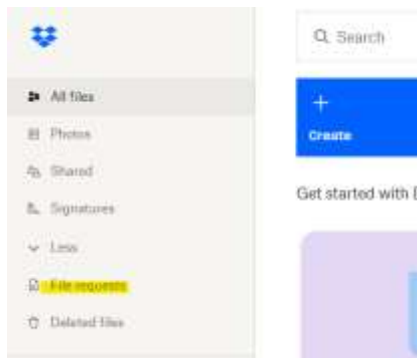
11/15/2023

Met Knowledge Test Requirements: Yes

- In the **Subject Approval Date** field, enter **today's date**.

4.2.3 Review Applicant's Introduction Video

- The applicant will submit an introduction video to be reviewed. On a separate tab open **Dropbox.com**.
- Click on **File Requests**.



- Click on the **Introduction Video** folder.

File requests

[New request](#) [Learn about file requests](#)

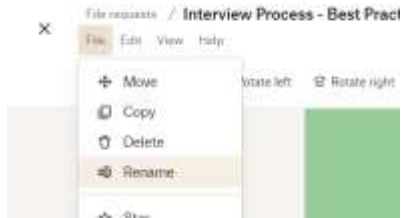
All **Opened** Closed

Name	Created	Expiration	Submitters	Uploads
Introduction Video 2 items	11/15/2023	-	1	2

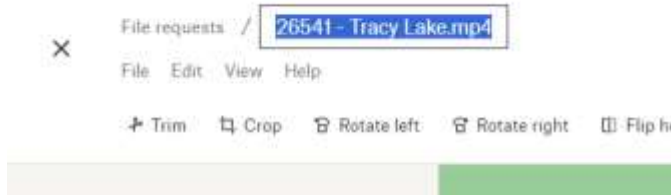
- Click on **View Uploads**.



- Click on the Applicant's video to watch.



- Double click on the Title, and enter the **applicant's id number – First and Last Name**.



- Once you have watched the applicant's video, click on File and select Move.



- Select **Completed Videos** and select **Move**.



- Close **Dropbox**.
- Return to the applicant's tracker, scroll down to section **I. Introduction Video**.
- Answer the questions about the applicant's video.

4.2.3.1 If applicant **did not** pass Introduction Video Requirements

- In the **Met basic Requirements** field, select **no**.
- Scroll up the top of the page and in the **Status** field, select **decline**, and enter a reason for declining. The process ends here.

4.2.3.2 If applicant **did** pass Introduction Video Requirements

- In the **Met basic Requirements** field, select **yes**.

4.3 Setting Up Phone Interview

- Once we have approved the application, a phone interview needs to be setup.
- To set up a phone interview, scroll down to section **Part 2: Interview**, and select **yes** to schedule interview.
- In the **Interview Schedule Due Date** field, enter **the date five (5) business days from today's date**.

- Scroll up to the top of the page and change the **status** to **Step 2: Interview Invitation**.

- Scroll down to the bottom of the page and click **Update**.
- Once you return to the results page, locate the applicant's name, and click on **Email**.

ID	First Name	Last Name	Email	Actions
88391326	Tracy	Lake	chrissylake82@yahoo.com	Email View Details
Step 2: Knowledge Test				

- In the **Email Message Title** field, select **schedule interview**.

The screenshot shows a web form titled "Email Communication" within a system interface. The form contains the following fields and values:

- Email Message Title:** A dropdown menu with "schedule interview" selected.
- Applicant ID:** 0000100
- Applicant Email Address:** TTCityMMS@tsho.com
- Applicant First Name:** TTCity
- Interview Closed Date:** A date picker showing 12/16/2023.

A blue "Submit" button is located at the bottom of the form.

- The **Interview Closed Date** field should be prefilled with a date.
- Click **Submit**.

V) 'Step 2: Interview Invitation' Status

5.1 'Step 2: Interview Invitation Status Meaning

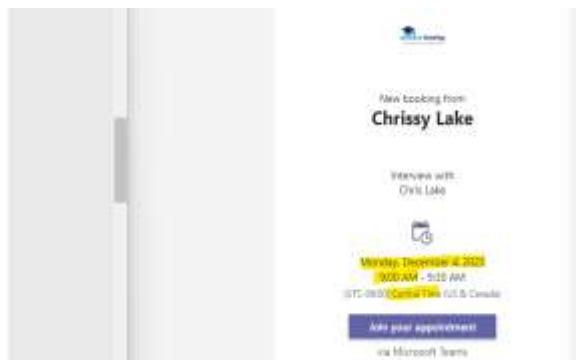
- When an applicant is in **Step 2: Interview Invitation** status, that means an email request has been sent to the applicant to schedule an appointment on the interviewer's booking calendar.

5.2 Retrieving Interview Booking

- An email will be sent notifying the interviewer that a meeting has been scheduled.
- Log into the **Applicant's tracker** and locate the **applicant's name**.
- Click **View Details**.
- Change the applicant status to **Step 3: Interview Scheduled**.



- Scroll down to **Part 2a: Interview Details**.
- Based on the scheduled interview details, enter the **interview date, time, and time zone**.



- Change the applicant status to **Step 3: Interview Scheduled**.
- Scroll down to the bottom and click on **Update**.

VI) 'Step 3: Interview Scheduled' Status

6.1 'Step 3: Interview Scheduled' Status Meaning

- When an applicant is in **Interview Scheduled** status, that means an interview as been scheduled and needs to be conducted.

6.2 Preparing for Phone Interview

- Print a copy of the **Interview Questions** found in the Documents section of the Employment Portal.



- File in as much detail as you can from the introduction video and the applicant tracker.

6.3 Conducting Phone Interview

- On the day of the interview, contact the applicant by phone using the phone.com app.
- Using the **Interview Questions form** you previously filled out.



- Once the interview is completed, **scan** a copy of the **Interview Question Form** to your desktop.
- Log into the **applicant tracker** and locate the applicant's name.
- Scroll down to **Part 2a: Interview Details**.
- In the **Upload Interview** field, click on **Choose File**.



6.3.1 If Applicant **Did Not** Pass the Interview Requirements

- In the **Interview Status** field, select **fail**.
- Scroll up the top of the page and in the **Status** field, select **decline**, and enter a reason for declining.
- Scroll down to the bottom of the page and click **Update**.

6.3.2 If Applicant **Did** Pass the Interview Requirements

- In the **Interview Status** field, select **pass**.



- Scroll down the section **Part 3: Background Check**.
- In the **Date of background check request** field, enter **today's date**.
- In the **Background Check Due Date**, put in the date **five (5) business days from today**.
- In the **Send background check email** field, select **yes**.



- Scroll up the top of the page and in the **Status** field, select **Step 4: Background Check**.
- Scroll down to the bottom of the page, and click **Update**.



- Once you return to the results page, locate the applicant's name, and click on **Email**.



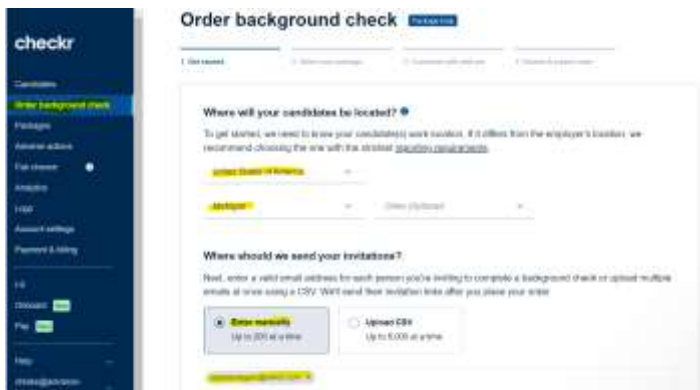
- In the **Email Message Title** field, select **background check**.



- The **Interview Closed Date** field should be prefilled with a date.
- Click **Submit**.

6.4 Submitting Background Check Requests

- Login to **Checkr.com**.
- Click on **Order background check**.
- Select **United States of America**.
- Select the **applicant's state**.
- Select **Enter manually**.
- Enter the **applicant's email address**.
- Select **continue**.




- Select the **Tutor Hire Package**.
- Click **Continue**.
- Click **Skip**.
- Review the information you inputted and check the box.
- Click **Submit Order**.

Order background check Package Help

- 1. Get started
- 2. Select your package
- 3. Customize with add-ons
- 4. Review & submit order

Select the package or search that most closely meets your needs. You can add more searches in the next step.

🔍 Enter a package name

Package name	Included searches
 Tutor Hire Package	<ul style="list-style-type: none">✓ Education Verification✓ National Criminal Search(Standard)✓ Sex Offender Search✓ Sin Trace✓ Global Watchlist Search

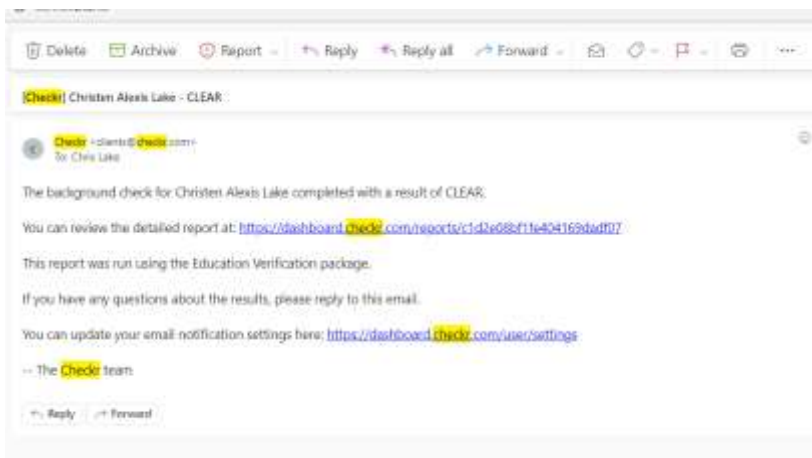
VII) 'Step 4: Background Check' Status

7.1 'Step 4: Background Check Requested' Status Meaning

- When an applicant is in **Step 4: Background Check Requested** status, that means a background check request has been sent the applicant and we are waiting for the results to come in.

7.2 Retrieving Background Check Results

- You will get an email stating the applicant's background check results. Login to **Checkr** to verify the results.



7.3 Add Background Check Results to Applicant Details Page

- Scroll down to **Part 3a: Background Check Submission**.
- In the **data background check completed** field, enter the **date you received notification**.
- In the **Did applicant complete background check?** field, select **yes**.

A screenshot of a form titled "Part 3a: Background Check Submission". It contains two main sections. The first section is "Data background check completed" with a date input field containing "12/01/2023" and a "Background Check Status" dropdown menu with "select" as the current value. The second section is "Did applicant complete background check?" with a dropdown menu set to "yes". Below this is a section for "Social Media Background Check" with a description: "Conduct a general background check on the applicant based on general online searches. This includes social media sites (Facebook, Twitter)".

7.3.1 If applicant **did not** pass Background Check

- In the **Background Check Status** field, select **failed**.
- Scroll up the top of the page and in the **Status** field, select **decline**, and enter a reason for declining.

7.3.2 If applicant **did** pass Background Check

- In the **Background Check Status** field, select **completed**.
- In the **Advancecheck – Social Media Notes** field, enter any information you found on the applicant during an online free search.
- In the **Background Check Notes** field, enter any applicable information.

Social Media Background Check
Conduct a general background check on the applicant basic on general online searches. This includes social media sites (Facebook, Twitter).

Advancecheck - Social Media Notes
Facebook was clear.

Background Check Notes

7.4 Job Offer

- In section **Part 4: Job Offer**, fill in the following fields:
 - In the **job offer send date** field, enter **today's date**.
 - In the **Job Offer Due Date** field, enter the **date 5 business days from today's date**.
 - In the **Hourly Pay Rate** field, select **18.00**. Do not enter the dollar sign.
 - In the **Send Job Offer Email** field, select **yes**.

Part 4: Job Offer
Complete the fields below

Job Offer Send Date 12/11/2023

Job Offer Due Date 12/17/2023

Hourly Pay Rate 18.00

Send Job Offer Email yes

- Scroll to top of the page. In the **Status** field, select **Step 5: Job Offer**.

Position: Tutor
Last Updated: 11/20/2023

Status
Status
Step 5: Job Offer

Part 1: Application
A. Personal Information
Applicant ID:
305165111

- Scroll to the bottom of the page and click **Update**.
- Once you return to the results page, locate the applicant's name, and click on **Email**.

JOB ID	YTITLE	NAME	WEMAIL@yahooc.com	EMAIL	VIEW DETAILS
Step 2: Interview Invitation					
68391326	Tracy	Lake	chrissylake82@yahoo.com	Email	View Details
Step 2: Knowledge Test					

- In the **Email Message Title** field, select **job offer**.

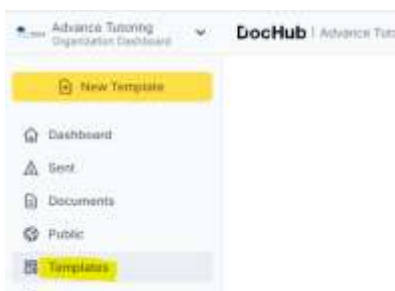
- The **Approved Subjects**, **Starting Pay Rate**, and **Job Offer Due Date** should be filled in.
- Click **Submit**.

7.5 Send Employment Documents

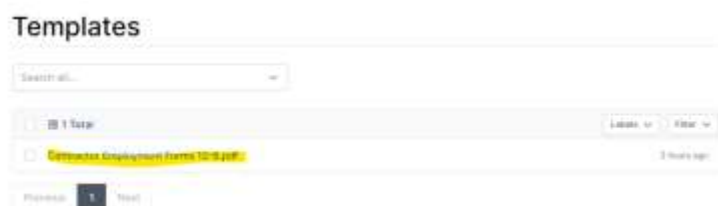
- Log into <https://dochub.com/advancetutoring>.
- Be sure the Organization Name is Advance Tutoring.



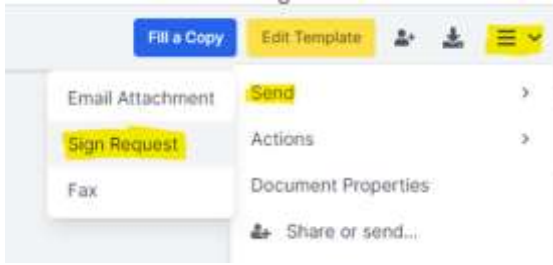
- Click on **Templates**.



- Click on **Contractor Employment Forms 12-8**.



- Click on the **three lines**, click **send**, and **sign request**.



- Enter the **applicant's email address**.



- Click **Send Request**.



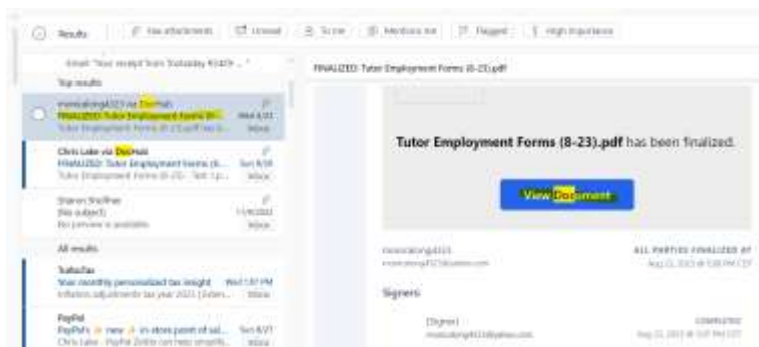
VIII) 'Step 5: Job Offered' Status

8.1 'Step 5: Job Offered' Status Meaning

- When an applicant is in **Step 5: Job Offered** status, that means the applicant needs to submit a completed copy of the Tutor Independent Contractor Agreement, W9, and Direct Deposit Authorization form.

8.2 Locating the Applicant's Employment Forms

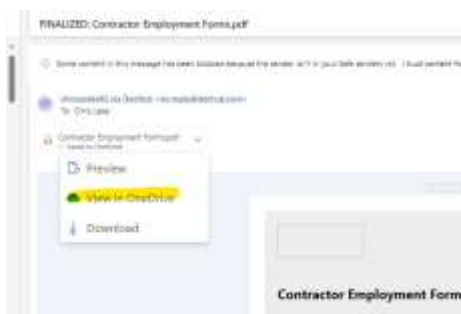
- An email will be sent to the document creator (chlake).
- Click **View Document**.



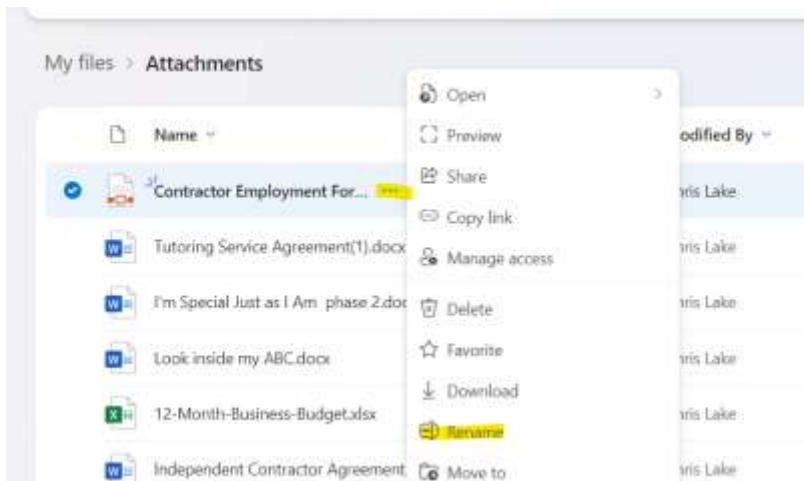
- Once the document is open, review it to ensure all fields were completed correctly. If mistakes are found, send an email to the applicant notifying them of the error and a link to the complete a new set of forms.
- Back in the email message, click on the dropdown arrow next to the pdf attachment.
- Select **Save to OneDrive – Advance Tutoring, LLC**.



- Click on the arrow again, and select **View in OneDrive**.



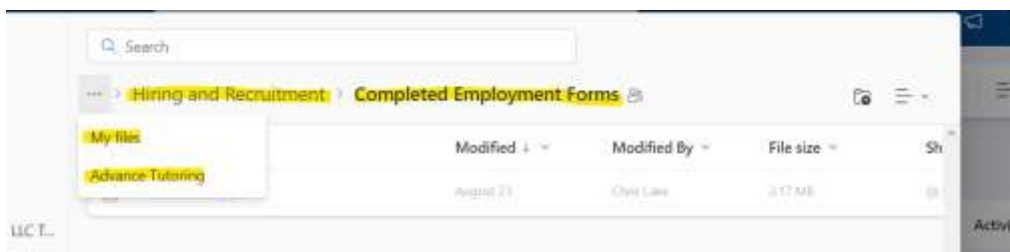
- Once the document opens, close it and you will be taken to Attachments.
- Locate the document and click on the **three dots**.
- Select **Rename**.



- Rename the document, The tutor's **applicant's id number - first and last name – Contractor Employment Form**.
- Click **Rename**.
- Click on **Move to**.



- Select **My files > Shared > Advance Tutoring > Hiring and Recruitment > Completed Employment Forms**.
- Click **Move Here**.



8.3 Update Applicant Employment Portal Account

- Log into the **Staff Portal > Employment Portal > Applicant Tracker**.
- Locate the **applicant's name** and click on **Details**. (The applicant should be in Step 5: Job Offer.)
- Change the status to **Step 6: Profile Setup**.

Position: tutor
Last Updated: 12/1/2023

Status

Status

Step 6: Profile Setup

Part 1: Application

A. Personal Information

Applicant ID

- Scroll down to **Part 4a: Job Offer Results**.
- In the **Employment Forms on File** field, select **yes**.

Part 4a: Job Offer Results

Employment Forms On File (Contract, W9, Direct Deposit Authorization) **yes**

- Click **Update**.

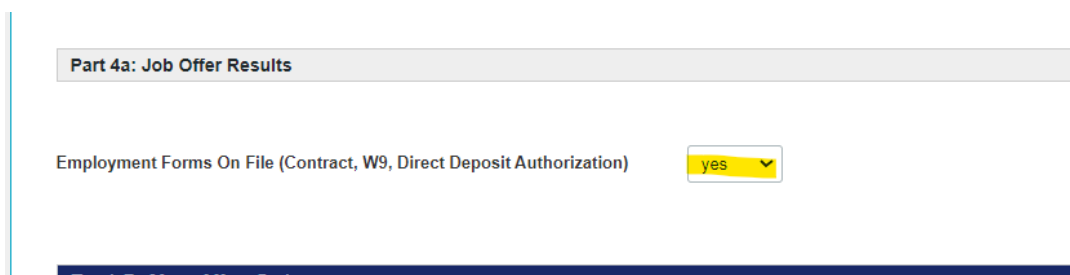
VX) 'Step 6: Profile Setup' Status

9.1 'Step 6: Profile Setup' Status Meaning

- When an applicant is in **Step 6: Profile Setup** status, that means the applicant's account needs to be setup. This includes the Portal and LessonSpace.

9.2 Confirming Enrollment Forms on File

- Click on **view details** to view the applicant's tracker.
- Scroll down the section **Part 4a: Job Offer Results** to confirm the applicant' employment documents are on file.



Part 4a: Job Offer Results

Employment Forms On File (Contract, W9, Direct Deposit Authorization)

Part 5: New Hire Setup

- Scroll down to **Part 5: New Hire Setup**.
- In the **Employment Level** field, select **1**.
- In the **Contact Type** field, select **tutor**.
- In the Contact Department Field, select **tutor**.



Part 5: New Hire Setup

1. New Hire Details

Complete the fields below with the new hire's details.

Employment Level <small>?</small>	Contact Type	Contact Department
<input type="text" value="1"/>	<input type="text" value="tutor"/>	<input type="text" value="tutor"/>

Account Setup

1. Setup the Applicant's Lessonspace Account. ((Visit Setting Up T

- On another tab, open **thelessonspace.com** to setup the tutor's account.

9.3 Setup Lessonspace Account

- On a separate tab, log into www.thelessonspace.com
- Click on **Teachers**.



Teachers

Search teachers...

- Click on **New Teacher**.
- Enter the **applicant's name** in the **name** field.
- Enter the **tutor's email address** in the **Email Address** field.
- In the **Password** field, enter the **applicant's id number**.

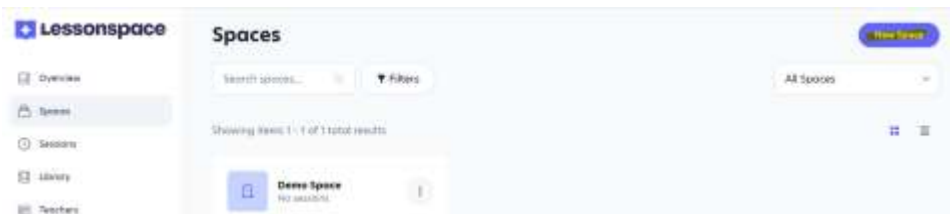
Account Information

When you create a teacher, an email will be sent to their email address along with a link allowing them to set their password.

Name
Monica Long

Email Address
monicalong4523@thelesonspace.com

- Click **Submit**.
- Click on **Spaces** and select **New Space**.



- Enter the applicant's **first and last name**.
- Check the **Override Recording Default** box.
- Check the **Record Audio & Video in this Space**.

New Space

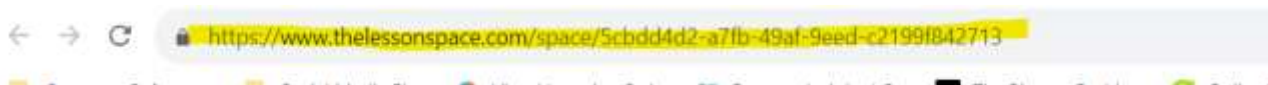
Space Name
2500105 Monica Long

Override Recording Default?

Record Audio & Video in this space

Create

- Copy the web address of the new space.



9.4 Completing Applicant Account Setup

- Go back to the tutor's applicant tracker you have open on another tab.
- Go to section **Part 5: New Hire**.
- In the **LessonSpace User Name** field, enter the **applicant's email address**.
- Paste the classroom link into the **Classroom Link** field.

Account Setup

1. Set up the Applicant's LessonSpace Account. (Visit [Setting Up Tutor LessonSpace Account Instructions](#).)
2. Enter the tutor's LessonSpace Username, password (applicant ID number), and classroom link in the fields below.

LessonSpace User Name:

LessonSpace User Password:

Classroom Link:

- In **Part 6: Notifications**, enter the following information:
 - **Trigger data to new Contacts Table** field, select **yes**.
 - **Send Accounting Notification Email** field, select **yes**.

Part 6: Notifications

Trigger Data to New Contacts Table

Send Accounting Notification Email

- Scroll up to the top and in the **status** field, select **Step 7: Completed**.

Last updated: 1/20/2023

Status

Part 1: Application

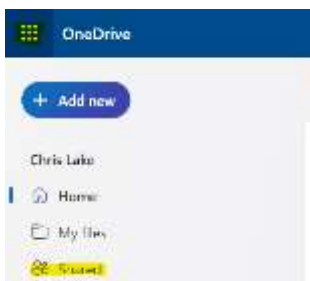
A. Personal information

Applicant ID

- Scroll down to the bottom of the page and select **Update**. You will be directed back to the applicant tracker results page.

9.5 Opening Tutor's Employment Forms

- Log into **Office 365 on another tab**.
- Click on the **nine dots**, and click on **OneDrive**.
- Click **Shared**.



- Click on **Advance Tutoring > Hiring and Recruitment > Completed Employment Forms**.
- Locate the tutor's form and open it.



- Scroll down to the **Initial Schedule Form**.



- Leave this document open. You will need it to complete the next section.

9.6 Updating New Tutor's Account with Schedule

- Return to the tab your **applicant tracker** is open.
- Once you return to the applicant tracker results page, click on **Dashboard**.



- Click on **Contacts**.



- Click on **View Contacts**.



- Click on **Date Created**, to bring up the most recent contact.
- Locate the **tutor's name** and click **View Details**.

View Contacts

Contact ID: First Name:

Last Name: Email Address:

Contact Type: Status:

SEARCH

	Date Created	Contact ID	First Name	Last Name	Company	Email Address	Contact Type	Status	
1	12/6/2023	24112352	Tracy	Lake		tracy.lake@yaleo.com	tutor	active	View Details
2	12/4/2023	81597988	Chadler	Lake		chadler@yaleo.com	tutor	active	View Details

- Scroll down to the **Schedule** section.

Schedule

Day	Start	End	Rate	Days	Days	Days	Days	Days
Monday	<input type="text"/>	<input type="text"/>	<input type="text" value="90"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tuesday	<input type="text"/>	<input type="text"/>	<input type="text" value="90"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wednesday	<input type="text"/>	<input type="text"/>	<input type="text" value="90"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thursday	<input type="text"/>	<input type="text"/>	<input type="text" value="90"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Friday	<input type="text"/>	<input type="text"/>	<input type="text" value="90"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Using the **Initial Schedule Form** submitted by the tutor, enter their **selected schedule**.

INITIAL SCHEDULE FORM

Name: Karin Wilson Email: kawilson@yaleo.com

Time Zone: Central

Instructions: Select your initial tutoring schedule in the fields provided below. You can select up to two (2) time slots a day. After your selection is active, you may log in and update your tutoring schedule as needed. This can be done by accessing the Account Settings section of the portal.

Example:

Monday: 10:00 am to 11:30 am, 1:00 pm to 3:00 pm

Tuesday: 10:00 am to 11:30 am

Wednesday: [] to [] to [] to []

Thursday: [] to [] to [] to []

Friday: [] to [] to [] to []

- Click **Update**.



9.7 Send Welcome Email

- Click on **Dashboard** at the top of the page.



- Click on **Employment Portal > Applicant Tracker**.



- Locate the **applicant's name**. (Should be listed in Step 7: Completed.)
- Click on **Email**.

Step 7: Completed					
68391326	Tracy	Lake	chrissylake82@yahoo.com	Email	View Details

- In the **Email Message Title** field, select **welcome email**.



- Click **Submit**.

End of Process