



EUP 500
Tutor Employment Process
Part I-IV

I) Job Application

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

II) Receiving Application

- Once the application is completed:
 - The applicant will receive a confirmation email
 - A notification email and Subject Knowledge Test Results are sent to the 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

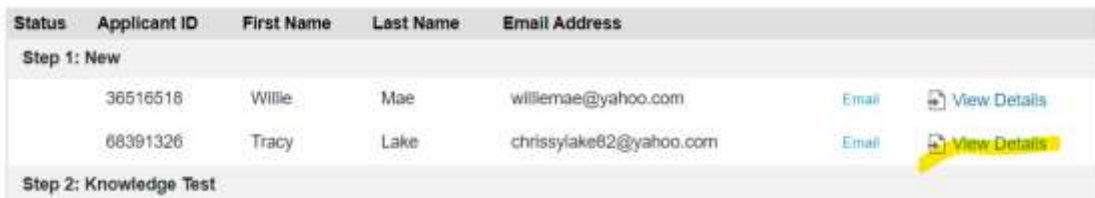
There are several statuses that can be assigned to new applicants.

- 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	chrissyake62@yahoo.com	Email	View Details
Step 2: Knowledge Test						

4.2 Reviewing Applicant Submission

4.2.1 Review Basic Application Details

- Section **Part 1: Application** is the application submitted by the applicant.

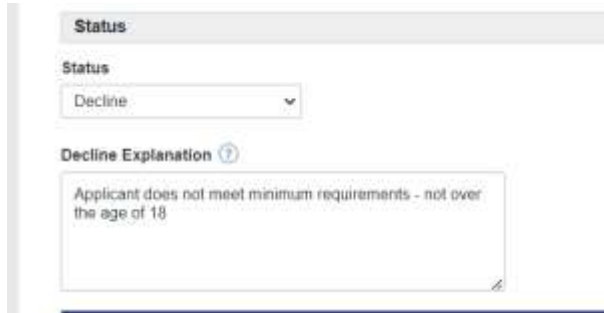


- Using the **Minimum Qualifications** table below, determine if the applicant meets the minimum job requirements.

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)	
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	

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.

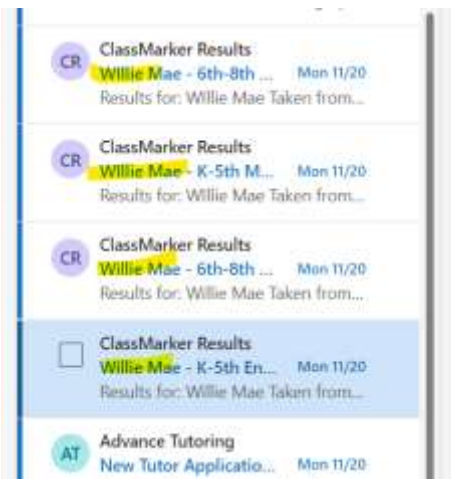


The screenshot shows a web form with a 'Status' dropdown menu set to 'Decline'. Below it is a 'Decline Explanation' text area containing the text: 'Applicant does not meet minimum requirements - not over the age of 18'.

- 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. The results can usually be found after the application submitted.



- Open the first email. Verify the name and email address match what is listed in the applicant tracker.



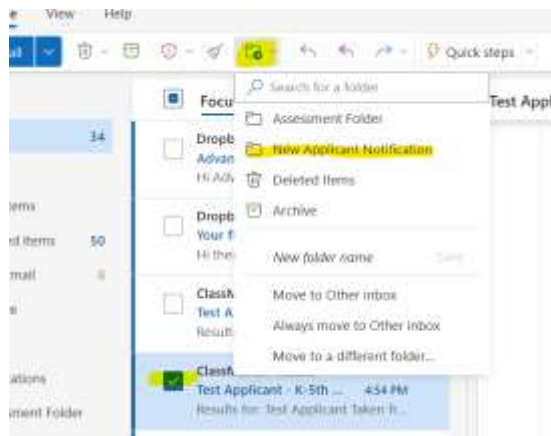
- Return to the applicant’s tracker.
- Scroll down to section **H: Subject Knowledge Test Results**.
- Check the box of the test taken.
- Enter the percentage the applicant received on the tests submitted. Enter whole numbers only.

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	Selected	Percentage %	Results	Subject	Selected	Percentage %	Results
(K-5) English Language Arts	<input checked="" type="checkbox"/>	82	Pass	(6-8) English Language Arts	<input type="checkbox"/>		
(K-5) Math	<input type="checkbox"/>			(6-8) Math	<input checked="" type="checkbox"/>	92	Pass
(K-5) Science	<input type="checkbox"/>			(6-8) Science	<input type="checkbox"/>		
(K-5) Social Studies/History	<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.
- Return to the recruitment email account.
- Check the box next to the emailed test result you just record.
- Move the email by clicking the folder icon, and select the New Applicant Notification folder.



- 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.



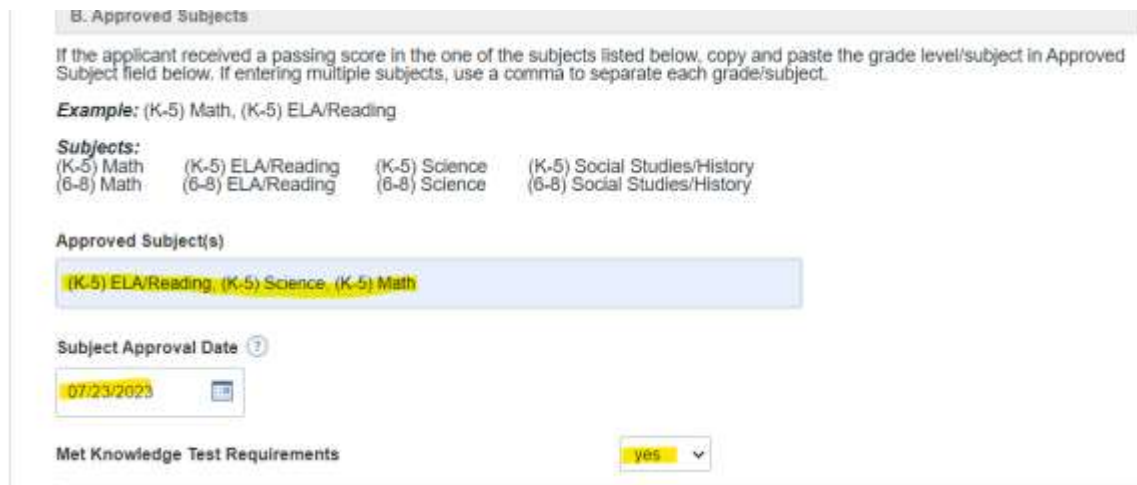
The screenshot shows a form section titled "Status". Below the title is a dropdown menu with "Decline" selected. Underneath is a text area labeled "Decline Explanation" with a help icon. The text area contains the text: "Did not receive a passing score on the (number of knowledge tests submitted)". At the bottom of the form section is a button labeled "Part 1: Application".

- 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:

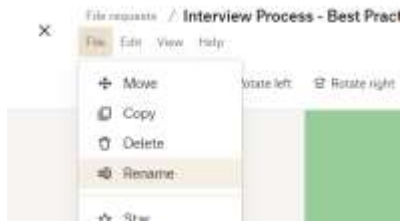
- copy and paste the **subject titles** of the approved subjects in the **Approved Subject(s)** field.
- **If you are pasting several subjects, be sure to separate each subject with a comma.** See the example.



The screenshot shows a form section titled "B. Approved Subjects". It contains instructions: "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." Below the instructions is an example: "Example: (K-5) Math, (K-5) ELA/Reading". A list of subjects is provided: (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. Below the list is a text field labeled "Approved Subject(s)" containing the text: "(K-5) ELA/Reading, (K-5) Science, (K-5) Math". Below the text field is a date field labeled "Subject Approval Date" with a calendar icon and the date "07/23/2023". At the bottom is a dropdown menu labeled "Met Knowledge Test Requirements" with "yes" selected.

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

- Click on the Applicant’s video to watch.



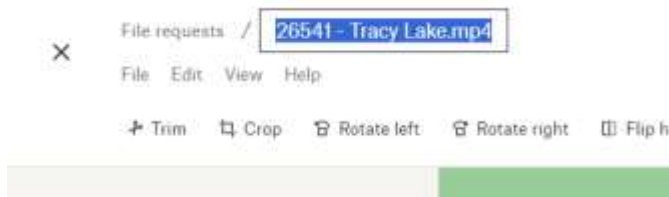
- While watching the video, take notes and answer the questions shown in the image below.

I. Introduction Video

Introduced themselves (name, location, hobbies/interests, etc.)	<input type="text" value="select"/>	Discussed previous tutoring/teaching experience	<input type="text" value="select"/>
Discussed their skills and qualifications.	<input type="text" value="select"/>	Told a story about tutoring scenario.	<input type="text" value="select"/>

Introduction Notes

- Once your done watching the video, double click on the **Title**, and enter the **applicant’s id number – First and Last Name**.



- Click **File** and select **Move**.

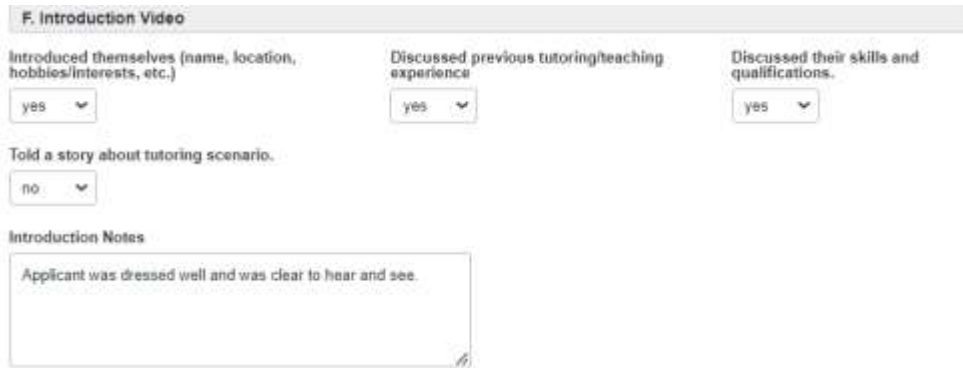


- Select **Completed Videos** and select **Move**.



- 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**.



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



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