



EUP 500
Tutor Employment Process
Part V-VII

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 zoom.com app.
- Using the **Interview Questions form** you previously filled out, conduct the interview.



- 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**.

Part 3: Interview Details

Interview Date: 11/27/2023

Interview Time: 2:00pm

Interview Time Zone: GMT-8

Upload Interview Form: Choose File No file chosen

Interview Status: 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**.

Part 4: Background Check

1. Complete Fields

Complete the fields below.

Date of background check request: 11/27/2023

Background Check Due Date: 12/04/2023

Send background check email: 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**.

Applicant ID: 30016018

Date of Application: 11/20/2023

Position: Tutor

Last Updated: 11/20/2023

Status: [Empty]

Status: Step 4: Background Check

Part 1: Application

A. Personal Information

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

JOB ID	NAME	ROLE	EMAIL	VIEW DETAILS
88391326	Tracy	Lake	chrisstake82@yahoo.com	Email View Details
Step 2: Knowledge Test				

- 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 imputed and check the box.
- Click **Submit Order**.

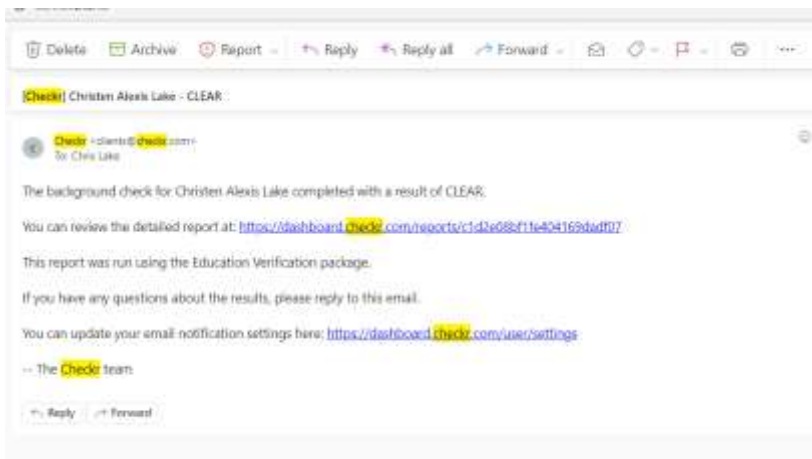
VII) 'Step 4: Background Check' Status

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.
 - If the applicant does not complete the background check by the due date, a Caspio Task 'Task 3: Background Check Not Completed' will send an email to the address, recruitment@advance-tutoring.com. Log into the Applicant Tracker, and change the applicant's status to 'decline'. Enter the reason as, Background check not completed by due date.

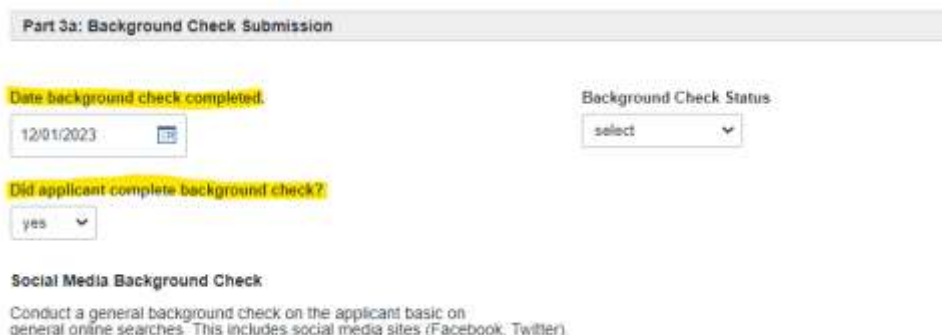
7.2 Retrieving Background Check Results

- 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 **Background Check Completed**, select **yes**.
- In the **Date Background Check Completed** field, enter the **date you received notification**.

A screenshot of a form titled "Part 3a: Background Check Submission". It contains several fields: "Date background check completed" with a date input field showing "12/01/2023"; "Background Check Status" with a dropdown menu showing "select"; "Did applicant complete background check?" with a dropdown menu showing "yes"; and "Social Media Background Check" with a text area containing the instruction: "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.

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 the dollar amount for the tutor's hourly pay rate. Use the payment chart below.

\$18.00-\$19.00	No Online Experience; less than one year of tutoring experience
\$19.00-\$20.00	
\$20.00-\$21.00	Over 5 years of experience, previous online tutoring experience

- In the **Send Job Offer Email** field, select **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:
 36516518

- 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	YR	NAME	EMAIL	STATUS	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**.

Dashboard > Employment > Applicant System > Email Communication

Email Communication

Email Message Title: **Job Offer**

Applicant ID: 68391326
 Applicant Email Address: chrissylake82@yahoo.com
 Applicant First Name: Tracy
 Interview Check Date: 12/14/2023

Submit

- 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.

Advance Tutoring
 Organization: CASH Board

DocHub

New Document

- Click on **Templates**.

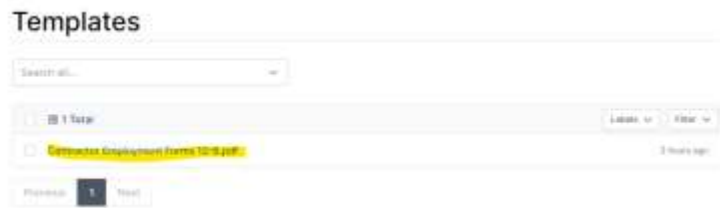
Advance Tutoring
 Organization: CASH Board

DocHub | Advance Tutoring

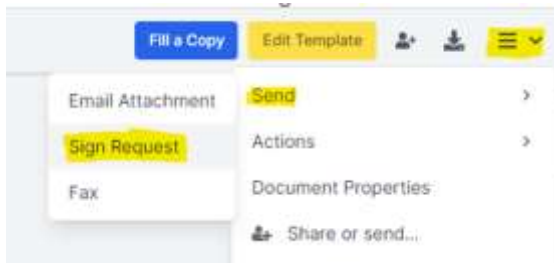
New Template

- Dashboard
- Get
- Documents
- Public
- 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**.



End of Process