



EUP 500
Tutor Employment Process
Part VIII-X

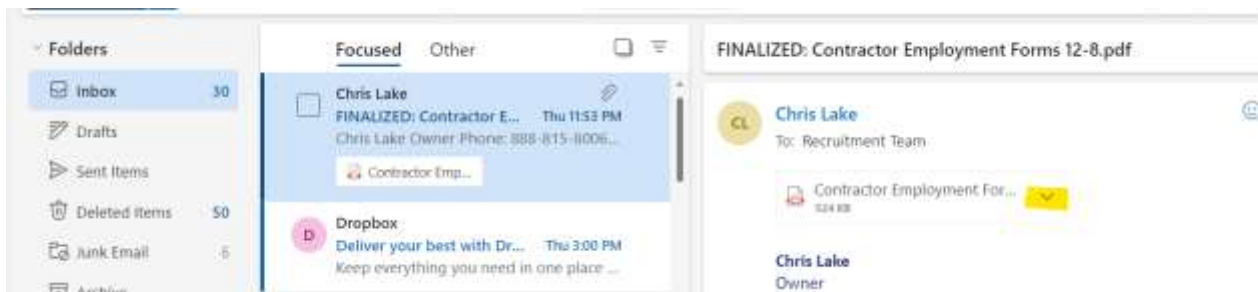
VIII) 'Step 5: Job Offered' Status

8.1 'Step 5: Job Offered' Status Meaning

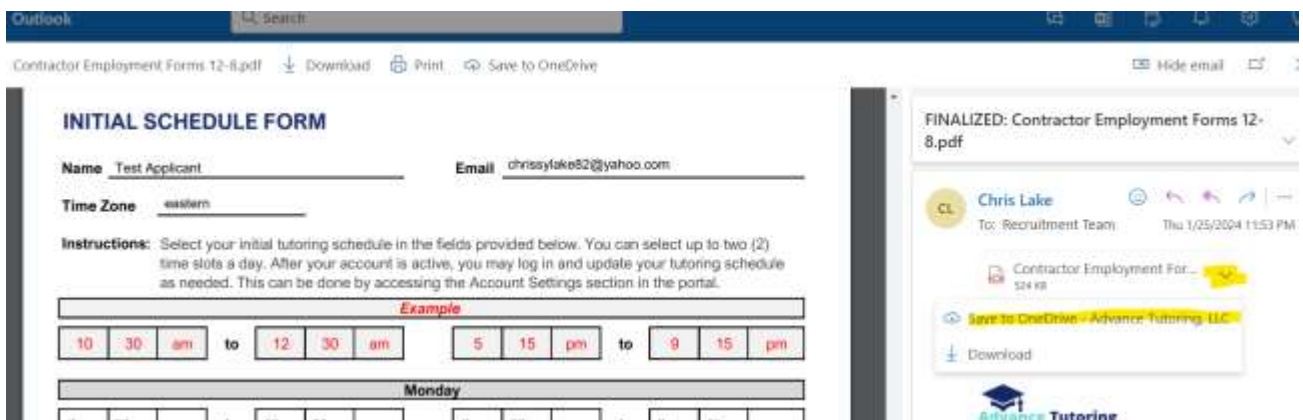
- When an applicant is in **Step 5: Job Offered** status, that means the applicant needs to submit a completed copy of the Tutor Independent Contractor Agreement, W9, and Direct Deposit Authorization form.

8.2 Locating the Applicant's Employment Forms

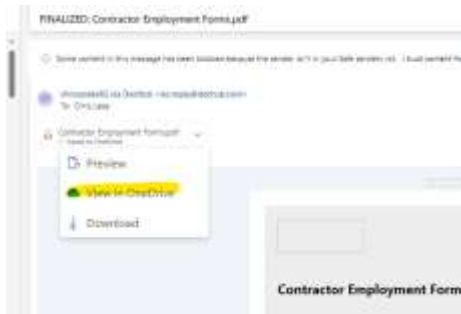
- An email will be sent to the document creator (chlake) and forwarded to the recruitment@advance-tutoring.com.
- Click on the dropdown menu of the PDF.



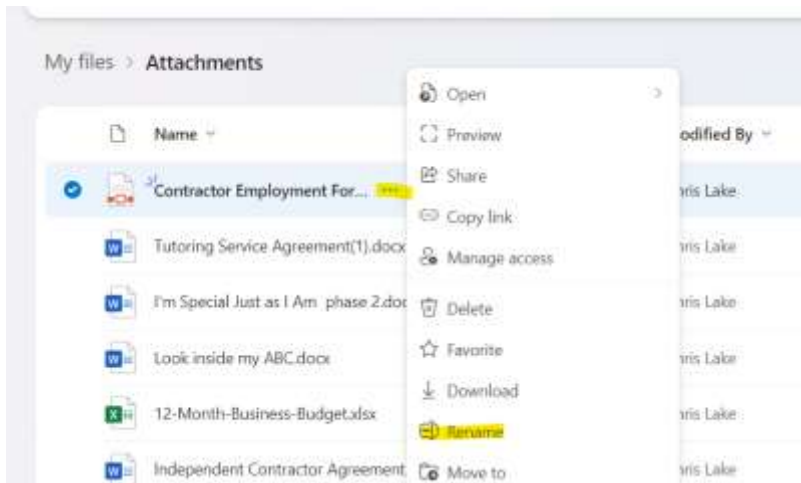
- Once the document is open, review it to ensure all fields were completed correctly. If mistakes are found, send an email to the applicant notifying them of the error and a link to the complete a new set of forms.
- Back in the email message, click on the **dropdown arrow** next to the pdf attachment.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



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



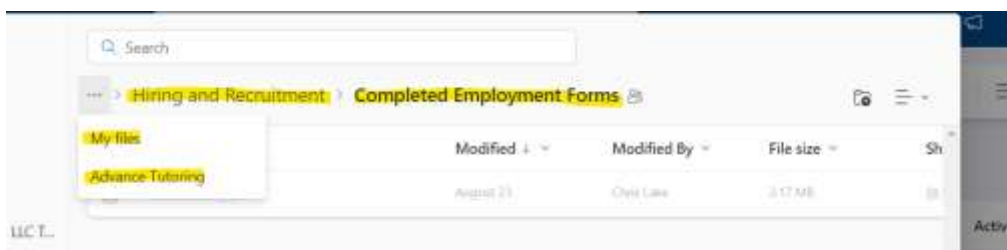
- Once the document opens, close it by clicking on the 'x' in the top right corner. You will be taken to Attachments.
- Locate the document and click on the **three dots**.
- Select **Rename**.



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



- Select **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.

9.2 Updating Applicant Tracker

- 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
1	tutor	tutor

Account Setup

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

- 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

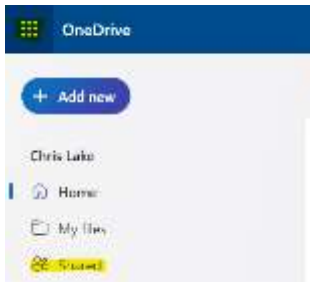
Trigger Data to New Contacts Table ? **yes**

Send Accounting Notification Email **yes**

- Scroll up to the top and in the **status** field, select **Step 7 Set Profile Picture**.
- Scroll to the bottom and click **Update**.

9.3 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.

9.4 Setup Lessonspace Account

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



- Click **Submit.**

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



- Enter the applicant's **id number and first name**. (Example: 3251542 – Sara)
- Check the **Override Recording Default** box.
- Check the **Record Audio & Video in this Space**.
- Select **Admins, Teachers, and Students**.

New Space

Session Recording Policy

Any new sessions in this space will have the below recording policy applied.

- Override Organisation-level Session Recording Policy
- Record sessions in this space

Recording Access Policy

Any new session recordings generated from this space will have the below access policy applied. This setting can be changed later.

- Override Organisation-level Recording Access Policy

<input type="checkbox"/>	Participants
<input checked="" type="checkbox"/>	Admins
<input checked="" type="checkbox"/>	Teachers
<input checked="" type="checkbox"/>	Students
<input type="checkbox"/>	Public

Create Space

- Copy the **web address** of the new space.



9.5 Updating New Tutor's Account with Schedule and Classroom Link

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



- Click on **Contacts**.



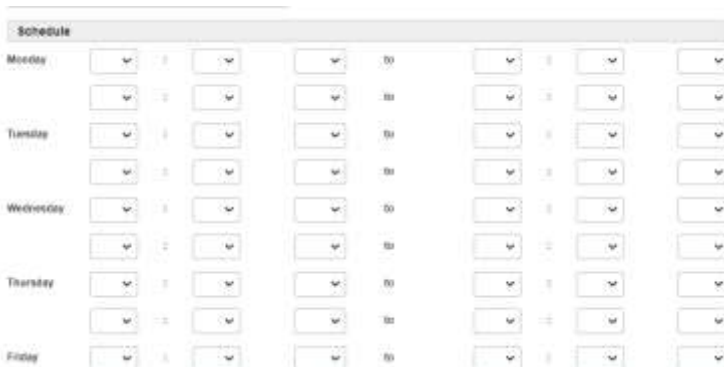
- Click on **View Contacts**.



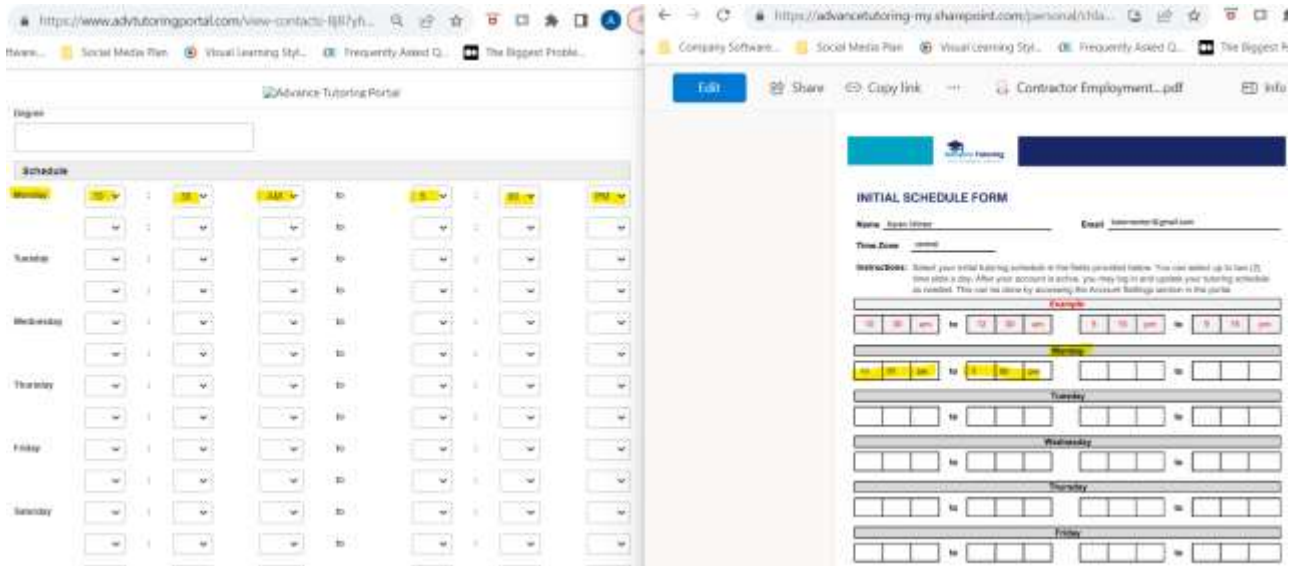
- Click on **Date Created**, to bring up the most recent contact.
- Locate the **tutor's name** and write down the tutor's id number. You will need this for the next section.
- click **View Details**.



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



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



- Scroll down to the **Tutor Profile Details** section.
- In the **Classroom Link** field, paste the **link for the tutor's classroom**.

Tutor Profile Details

Available Now

Catch Phrase
the math wizard

About Me
Hello! My name is Teel, and I am passionate about teaching elementary school students. With 10 years of experience in the classroom, I have honed my skills and developed effective teaching strategies to engage and support young learners. I am committed to creating a positive and nurturing learning environment where each student can thrive.

I enjoy tutoring because...

Approved Subjects Tutor
(K-5) Math

Other Interests
fishing, hunting, reading

Years of Tutoring Experience
1-5

Language Spoken
2001

Tutoring Location
california

Classroom Link
<https://www.thelessonspace.com/teacher/326255-42ae-4377-806d-9b80cd43a02>

- Click **Update**.

Account Add contact (tutor) to active search list. Processed By ID

UPDATE **BACK**

X) 'Step 7: Set Profile Setup' Status *(Completed by Owner)*

10.1 'Step 7: Setup Profile Setup' Status Meaning

- When an applicant is in **Step 7: Set Profile Setup** status, that means the applicant's photo needs to be downloaded and saved.

10.2 Download and Save Profile Images from Applicant Tracker

- Open the **applicant tracker**, find the applicant in **Step 7: Set Profile Picture**. Click **View Details**.



Status	Date Created	Applicant ID	First Name	Last Name	Email Address		
Step 1: New	1/19/2024	7700307	Shonda	Young	shondayoung@gmail.com	View	View Details
Step 7: Set Profile Picture	1/24/2024	77115407	Test	Applicant	christianaw10@yahoo.com	View	View Details

- Scroll down to **Part 1: Application, section G, Profile Image**.



Signature

G. Tutoring Profile

Profile Image

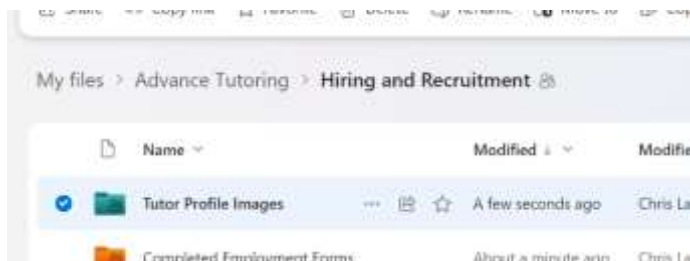
Profile Image - 77115407

Choose File No file chosen Remove

About Me

Hello! My name is Test, and I am passionate about teaching elementary school students. With 10 years of experience in the classroom, I have

- Click on the **picture link**.
- Right click** on the picture and select **save as**.
- Save the document to a **folder on your desktop** labeled [**Applicant Id Number**] – **First and Last Name Profile Image**.
- Open **Microsoft OneDrive** and save it to the following folder: **Advance Tutoring > Hiring and Recruitment > Tutor Profile Images**
- If it needs to be renamed, name it [**Applicant Id Number**] – **First and Last Name Profile Image**



10.3 Upload Photo to Tutor Profile

- Open the View Contacts List by following the menu path below:
Dashboard > Contacts > View Contacts
- Find the applicant's name and click on **View Details**.



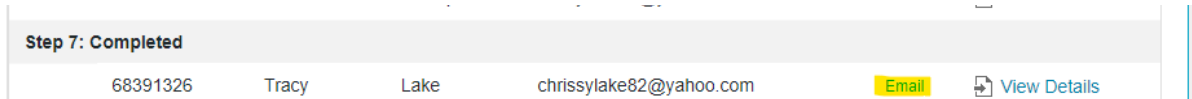
- Click on the Choose File button, and upload the tutor's profile image from your desktop.



- Click **Update**.

10.4 Send Welcome Email

- Log into the **Applicant Tracker**.
- Locate the **applicant's name**. (Should be listed in 'Step 7: Set Profile Picture.')
- Click **View Details**.
- Change the **Status** to **Step 8: Completed**.
- Click **Update**.
- Locate the **applicant's name**.
- Click on **Email**.



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



- Click **Submit**.

End of Process