# 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.
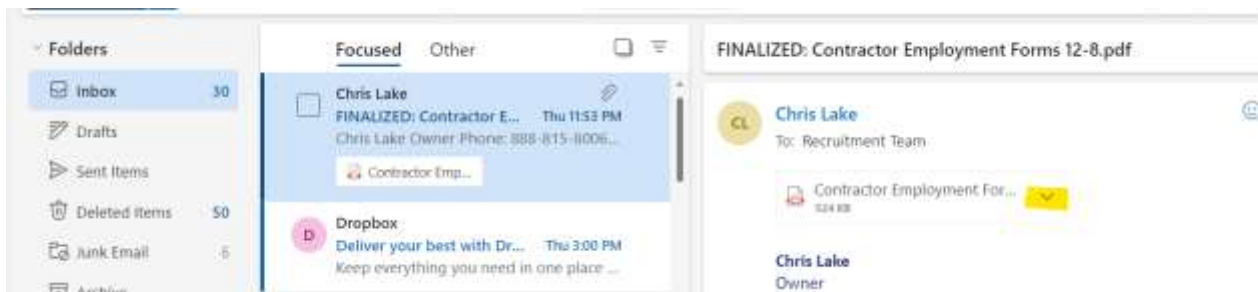
- Once the document is open, review it to ensure all fields were completed correctly. If mistakes are found, send an email to the applicant notifying them of the error and a link to the complete a new set of forms.
- Back in the email message, click on the **dropdown arrow** next to the pdf attachment.
- Select **Save to OneDrive – Advance Tutoring, LLC.**
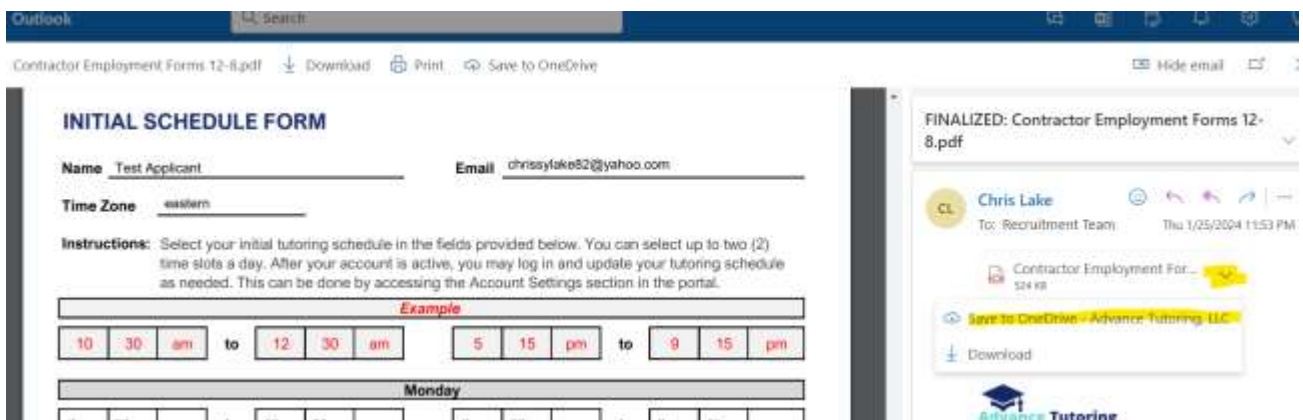
- Click on the arrow again, and select **View in OneDrive.**
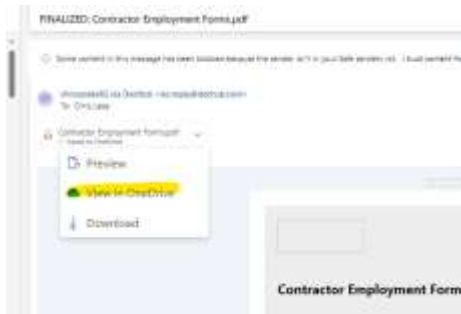
- Once the document opens, close it by clicking on the 'x' in the top right corner. You will be taken to Attachments.
- Locate the document and click on the **three dots.**
- Select **Rename.**
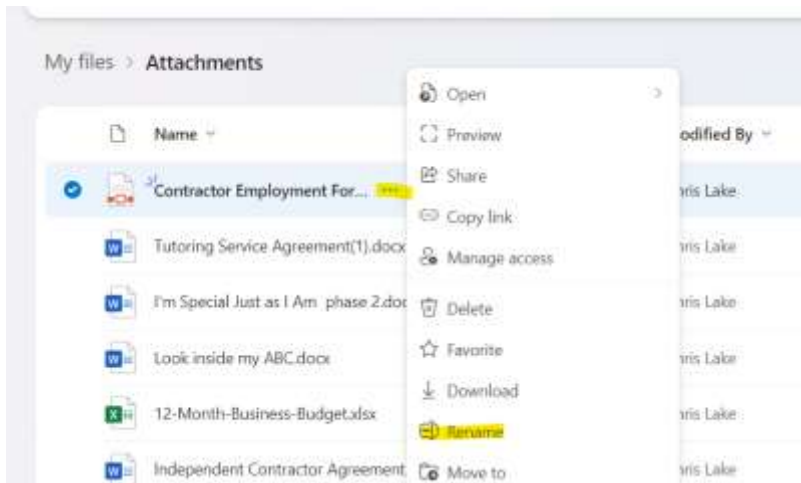
- Rename the document, The tutor's **applicant's id number** - **first and last name – Contractor Employment Form.**
- Click **Rename**.
- Click on **Move to**.

- Select **Shared > Advance Tutoring > Hiring and Recruitment > Completed Employment Forms.**
- Click **Move Here.**
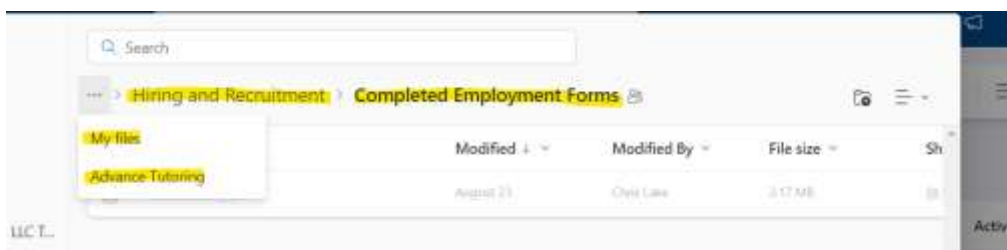
8.3   Update Applicant Employment Portal Account

- 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.**

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

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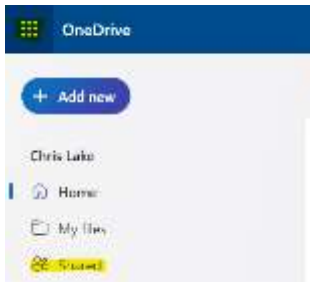 - o **Send Accounting Notification Email** field, select **yes.**

- 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**.

- 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.**
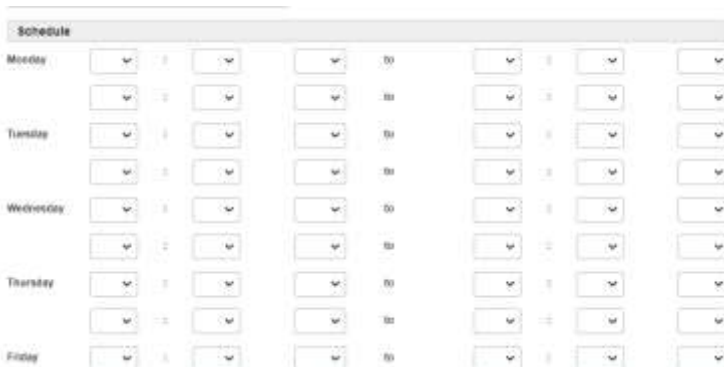
- Click on **Contacts.**
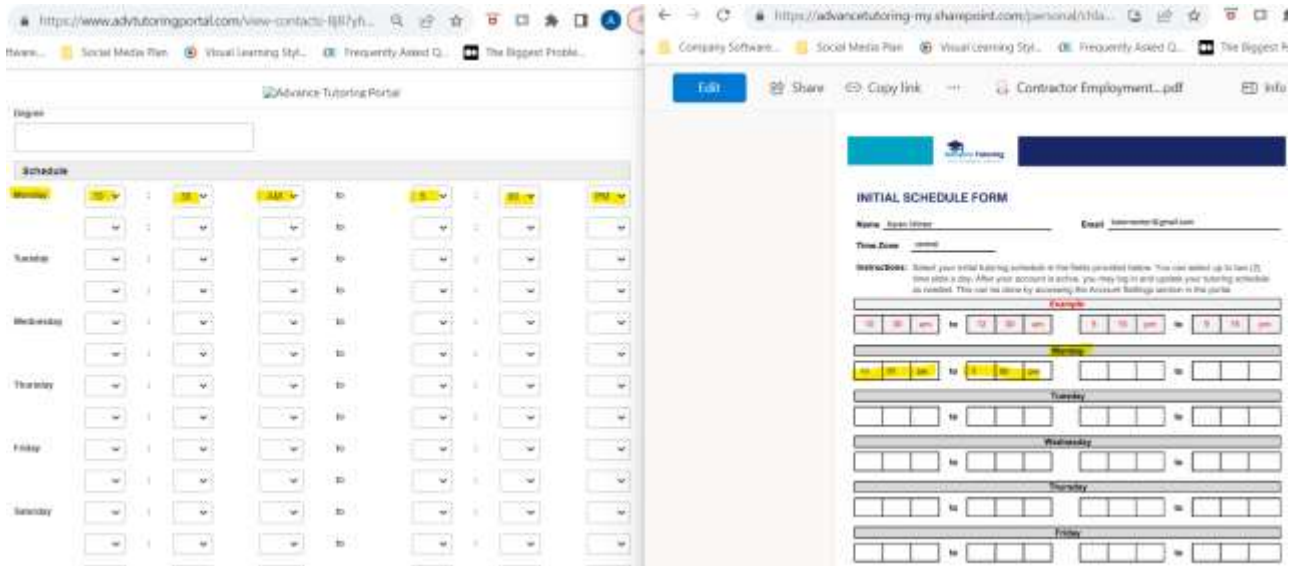

- Click on **View Contacts.**

- 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.**

- Click **Update.**

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.**

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

- 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**
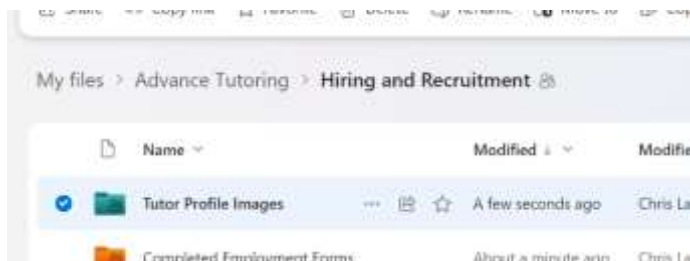
10.3   Upload Photo to Tutor Profile

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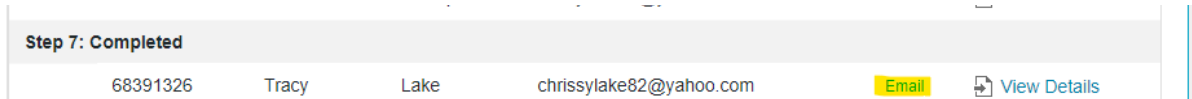
- In the **Email Message Title** field, select **welcome email.**

- Click **Submit.**

End of Process