EUP 600
Tutor Employment Process

Part I – Review New Applicant

I) Job Application

- All applicants access the tutor application by visiting **https://www.advance-tutoring.com/tutoring-application.html.**
- The tutoring application is located at**: https://advancetutoringllc.teachworks.com/form/tutor-position-application**
- To complete the applicant process, the applicant must complete:
  - An application
  - Subject knowledge test(s)
  - Introduction video (optional)

II) Processing Application

2.1 Locating Application

- Once the application is completed**:**
  - The applicant will receive a confirmation email
  - A notification email of a new application submission, subject knowledge test results, and introduction video (optional) are sent to the recruitment@advance-tutoring.com email account.
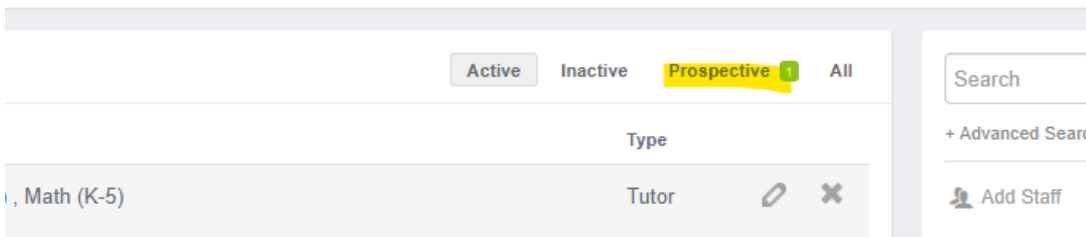

- Log into the **Staff Portal.**
- Click on **Teachworks.**

- Login. Your credentials for Teachwork may be different from your Staff Portal account.
- You will be directed to the Teachwork Dashboard.
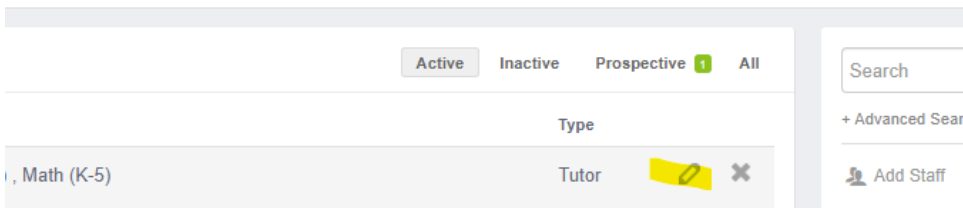- Click on **Staffs > Staff List**.

- Click on Prospective.

2.2 Review Application

- Open the applicant's application by clicking on the **Edit button** (small pencil).

- Use the checklist below to determine if the applicant passes the first stage of employment. (A Printable version of this list can be found at https://www.advtutoringportal.com/employment_checklist.html

Employment Stage 1 Checklist

(Items highlighted red are automatically disqualified if a 'fail' status is given.)

	Description	Pass	Fail
Personal Information Section			
	Profile Picture (does not include pets or other people, no provocative clothing)		
	The email address is valid (a yahoo.com, gmail.com, msn.com, aol.com, etc.)		
	Birthday is valid		
	Submitted a bio (adequately describes who they are and what they do)		
	Time Zone (use the client's zip code to determine their time zone and update the field.)		
Additional Details Section			
	Highest level of education (associates or bachelor's preferred)		
	Degree (related to their subjects of interest)		
	Years of experience (minimum of 1 year)		
	Background check (must submit to a background check)		
	Subjects of interest (select a least one)		
	Convicted of a felony (no felonies)		

2.3   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 of the applicant.
- Look at the percentage received for the test.
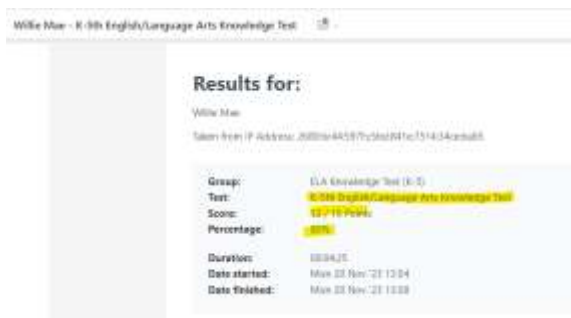
- In the applicant's profile in Teachworks, scroll down to section Subject Knowledge Test fields.


- Enter the score received on the test.
  - If the applicant receives a score 0-79%, the applicant is not qualified to teach the subject.
  - If the applicant receives a score 80-100%, the applicant is qualified to teach the subject.
- Repeat the steps in this section for reach knowledge test submitted by the applicant.
- In the **Employment Details** section of Teachworks, in the **Subject** field, select all the subjects the tutor receives a score of 80% or better on the knowledge tests.

- Return to the recruitment email account.
- Check the box next to the emailed test results you just recorded and the New Tutor Application.
- Move the email by clicking the folder icon, and select the **New Applicant Notification** folder.
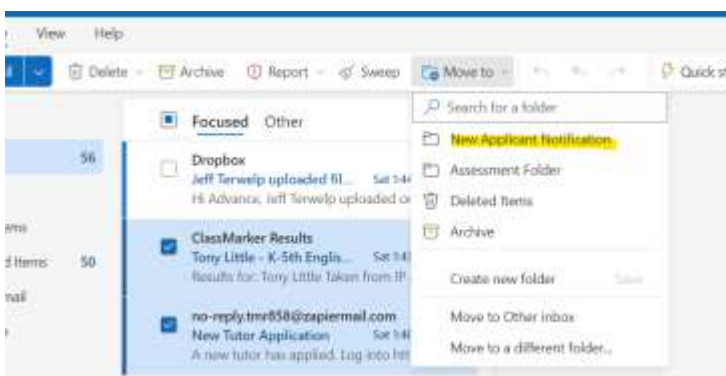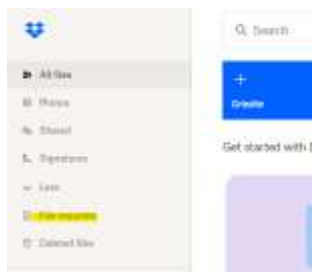
2.4   Review Applicant's Introduction Video

o   Dropbox will send an email notifying you if the applicant uploaded an introduction video. This step is optional for the applicant. Click on the **See new files** link.
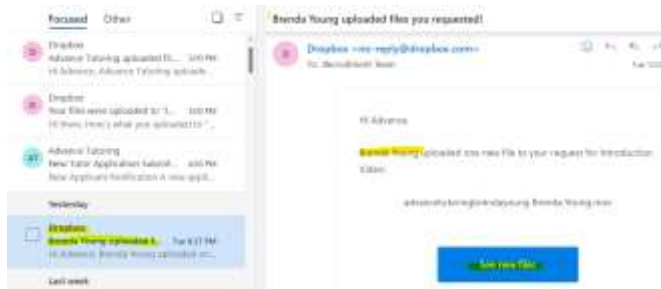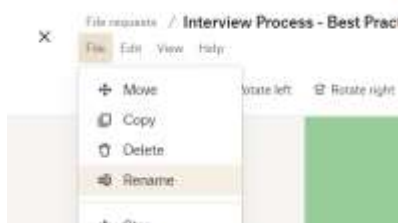

o   Click on **File Requests.**

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

o   Click on **View Uploads.**

o   Click on the Applicant's video to watch.

- Once you're done watching the video, double click on the **Title,** and enter the **applicant's First and Last Name.**
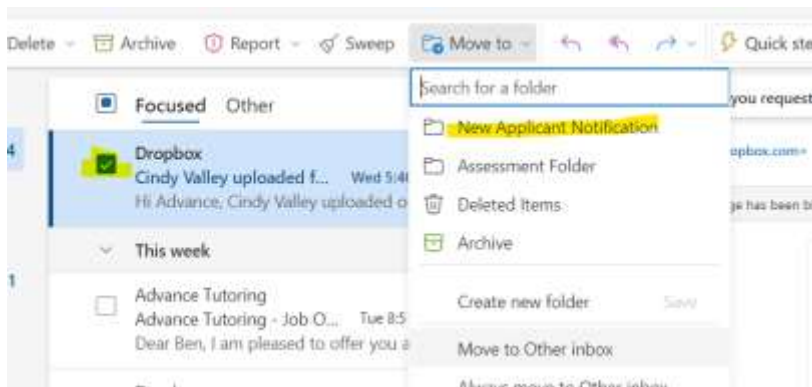

- Click **File** and select **Move**.

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

- Close **Dropbox**.
- For the Admin: check the Dropbox storage file weekly. Move files as necessary to space requirements.)
- Return to the recruitment@advance-tutoring.com email account, and move the Dropbox file notification to the New Applicant Notification folder.

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2.5   Complete Employment Checklist

- In the Staff Portal, on the your dashboard, click on Employment Portal > Employment Checklist.

- Complete the online version of the form. It will be submitted for review and to schedule an interview.

END PROCESS