

Foothill College
Tutorial Center
...a campus-wide assistance and support program...

Tutorial Center Hiring Process

To be hired as a tutor by the Tutorial Center you must complete the following steps. These steps are required whether you are going to work as an in-class tutor or as an in-center tutor or as a combination in-class/ in-center tutor. All of these steps must be completed at least two days before you start to work as per District hiring and payroll requirements.

1. Go to the Tutorial Center website at www.foothill.edu/tutor. Choose the “Application” link (in the third paragraph of “About Us”). Print out and complete the application. The last page is a recommendation form which must be completed by the instructor(s) of the class(es) you wish to tutor.
2. Come to the Tutorial Center for an interview with Anne Johnson. No appointment is necessary. Please inform Anne if you do not have a Social Security card. If you do not have a Social Security card to will need to obtain one before you will be approved for employment.
3. If you are hired, download, print and complete the employment packet at <http://www.foothill.edu/reg/employment.html> . INTERNATIONAL STUDENTS please have your packet signed by Arthur Levine in the International Student Office before proceeding to step 4.
4. International students and American citizens/ permanent residents take the completed employment packet to the Financial Aid Office. Ask to see Hieu Huynh. Make sure you have your completed employment packet, original social security card and an original government issued photo ID (i.e. driver’s license, passport) with you. Hieu Huynh will then issue you a blue assignment card.
5. Read and SIGN the back of the blue assignment card, and bring it to the Tutorial Center as soon as possible. You may begin work two days after submitting the blue assignment card to Anne or Judy. We will complete our information on the card and return it to Financial Aid for processing. A time card will be issued by District payroll within 1-2 weeks and will be available in your folder in the Tutorial Center. Please be sure to follow all instructions included in your folder regarding completion of your time card.
6. Please stop by and speak with Anne at the beginning of each subsequent quarter that you plan to continue as an employee of our program. A time card will not be issued unless we have verification of your status at the beginning of each quarter.

Feel free to ask questions at any time.

Further information at www.foothill.edu/tutor or via email or phone-- Judy Gucker at (650) 949-7444 or Anne Johnson at (650) 949-7447.

Rev. 10/07.

TUTOR'S APPLICATION

FOOTHILL COLLEGE

DEAR PROSPECTIVE TUTOR:

THANK YOU FOR YOUR INTEREST IN BECOMING A FOOTHILL COLLEGE TUTOR. BEING A TUTOR IS A VERY REWARDING EXPERIENCE WITH BENEFITS THAT CAN LAST A LIFETIME. BEFORE WE CAN CONSIDER YOUR APPLICATION TO BE A TUTOR, WE NEED YOU TO COMPLETE THE ATTACHED DOCUMENTS:

- **TUTOR'S APPLICATION**
- **LETTER OF RECOMMENDATION.** A FOOTHILL COLLEGE FACULTY MEMBER FROM EACH DISCIPLINE AND/OR COURSE YOU WISH TO TUTOR MUST COMPLETE A LETTER OF RECOMMENDATION.
- **EMPLOYMENT REQUIREMENTS FORM**
- **TUTOR'S CONTRACT**

YOU MUST ALSO SATISFY THE FOLLOWING REQUIREMENTS:

- HAVE RECEIVED AN "A" GRADE IN THE COURSES YOU WISH TO TUTOR
- BE ENROLLED IN AT LEAST 6 UNITS DURING ALL QUARTERS YOU ARE EMPLOYED AS A TUTOR AT FOOTHILL COLLEGE
- COMPLETE AND RETURN A COMPLETED TUTOR'S APPLICATION AND RELATED MATERIALS AS LISTED ABOVE
- POSSESS EXCELLENT COMMUNICATION SKILLS
- BE INTERVIEWED AND HIRED BY THE TUTORIAL CENTER COORDINATOR OR HER REPRESENTATIVE

IF APPROVED AND HIRED, YOU WILL NEED TO COMPLETE THE APPROPRIATE FORMS FOR OUR PAYROLL AND ENROLL IN THE REQUIRED TRAINING COURSE FOR WHICH YOU WILL RECEIVE CREDIT. THANK YOU FOR YOUR INTEREST IN OUR CENTER AND WE LOOK FORWARD TO A LASTING RELATIONSHIP WITH YOU!

ANNE JOHNSON, COORDINATOR
AND THE TUTORIAL CENTER STAFF

TUTORIAL CENTER TUTOR'S CONTRACT

IN ADDITION TO MEETING THE REQUIREMENTS SPECIFIED IN THE STUDENT TUTOR APPLICATION, WHICH I HAVE ALREADY SIGNED, I AGREE TO THE FOLLOWING:

1. I WILL ARRIVE AT THE TUTORIAL CENTER, READY TO BEGIN TUTORING, AT THE HOUR FOR WHICH I AM SCHEDULED. IF I AM GOING TO BE MORE THAN 5 MINUTES LATE, I WILL NOTIFY THE TUTORIAL CENTER IN ADVANCE.

2. IF I AM UNABLE TO WORK DURING MY SCHEDULED HOURS, I WILL NOTIFY THE TUTORIAL CENTER IN ADVANCE, IF POSSIBLE, BY DOING ALL 3 OF THE FOLLOWING:

A. POSTING THE ABSENCE ON THE WHITE BOARD BY THE FRONT DESK

B. NOTING THE ABSENCE ON THE SHEET IN ANNE'S OFFICE,

C. SPEAKING TO ANNE OR JUDY, OR LEAVING A PHONE MESSAGE FOR BOTH.

IF I HAVE A LAST-MINUTE EMERGENCY, I WILL PHONE THE TUTORIAL CENTER, SO THAT TUTEES WILL NOT WAIT FOR ME IF I AM NOT COMING

3. I UNDERSTAND THAT TUTEES ARE COUNTING ON MY PRESENCE; THEREFORE, I WILL TAKE BREAKS ONLY AS FOLLOWS:

A. A 10-MINUTE BREAK EVERY 3 HOURS

B. A *REQUIRED, UNPAID* 30-MINUTE BREAK IF I WORK A STRETCH OF MORE THAN 5 HOURS

C. A 5-MINUTE RESTROOM BREAK AS NEEDED.

ANY ADDITIONAL BREAK WILL BE CONSIDERED AN UNEXCUSED ABSENCE AND MY PAY WILL BE DOCKED. ALL BREAKS WILL BE MENTIONED TO THE FRONT DESK ASSISTANTS, WHO WILL BE TAKING ATTENDANCE.

4. MY HOURS WILL BE ESTABLISHED AND WILL BE FINAL AND UNCHANGED AFTER THE THIRD WEEK OF THE QUARTER.

5. I WILL ATTEND THE REQUIRED TUTOR TRAINING SESSIONS EACH QUARTER. IF I AM A NEW TUTOR, I UNDERSTAND THAT I WILL BE REQUIRED TO REGISTER AND PAY FOR THE 1/2 UNIT CLASS SOSC 75. IF I AM A RETURNING TUTOR, I AGREE TO DO UP TO 3 HOURS OF TRAINING CLASSES AT THE DISCRETION OF THE DIRECTOR. AS A NEW OR RETURNING TUTOR, I UNDERSTAND THAT IF I DO NOT REGISTER FOR, AND PARTICIPATE IN, THE REQUIRED TRAINING, I MAY BE TERMINATED IMMEDIATELY.

6. KNOWING THAT MY TUTEES WILL BE COUNTING ON MY HELP, I UNDERSTAND THAT I WILL WORK UNTIL MY LAST WORK DAY IN THE WEEK PRECEDING FINALS, IF I WISH, I MAY ALSO TUTOR DURING FINALS WEEK.

7. I UNDERSTAND THAT UPON ANY INSTANCE OF UNACCEPTABLE BEHAVIOR—WHICH MAY INCLUDE TARDINESS, NO-SHOW, DISRUPTIVE BEHAVIOR, LYING, OR PROLONGED OR UNEXCUSED “BREAKS”—MY JOB MAY BE IMMEDIATELY TERMINATED. I ALSO UNDERSTAND THAT THE CENTER RULES MAY BE SUBJECT TO CHANGE DURING THE QUARTER, AT THE DISCRETION OF THE CENTER STAFF.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE TO ABIDE BY THE ABOVE REQUIREMENTS, AND THAT I HAVE RECEIVED A COPY OF THIS CONTRACT.

SIGNATURE _____ DATE _____

PRINT NAME _____

EMPLOYMENT REQUIREMENTS FORM

IN ORDER TO BE CONSIDERED FOR A POSITION AS A TUTOR, YOU MUST SATISFY THE FOLLOWING REQUIREMENTS:

SUBMIT A COMPLETED TUTOR'S APPLICATION, LETTERS OF RECOMMENDATION, EMPLOYMENT REQUIREMENTS FORM AND TUTOR'S CONTRACT

RECEIVE AN "A" GRADE IN ALL COURSES YOU WISH TO TUTOR

BE ENROLLED IN AT LEAST 6 UNITS DURING ALL QUARTERS YOU ARE EMPLOYED AS A TUTOR AT Foothill College.

POSSESS EXCELLENT COMMUNICATION SKILLS

MEET PAYROLL REQUIREMENTS OF Foothill-De Anza Community College District

AGREE TO ATTEND ALL REQUIRED ORIENTATION AND TRAINING SESSIONS

BE INTERVIEWED AND HIRED BY THE COORDINATOR OF THE TUTORIAL CENTER OR HER REPRESENTATIVE.

I HAVE READ AND AGREE TO ABIDE BY THE ABOVE REQUIREMENTS.

SIGNATURE: _____ DATE: _____

PLEASE INDICATE IN THE SPACE BELOW
THE HOURS YOU ARE AVAILABLE TO TUTOR

**TUTORIAL CENTER
LETTER OF RECOMMENDATION**

DEAR FACULTY MEMBER:

THE TUTORIAL CENTER OFFERS ALL Foothill College students tutorial assistance in a variety of subjects. To provide effective service, we are continually seeking qualified tutors. However, before considering a student as a tutor, we require an "A" grade in the subject he or she will tutor and a faculty member's evaluation of the student's qualifications. Please include as much information about this student as you consider necessary. We greatly appreciate your help in evaluating this prospective tutor. Thank you!

ANNE JOHNSON, COORDINATOR
AND THE TUTORIAL CENTER STAFF

STUDENT'S NAME: _____

COURSES TAKEN FROM YOU: _____

HOW COMPLETE IS THIS STUDENT'S KNOWLEDGE OF THE COURSE MATERIAL?
EXCELLENT_____ GOOD_____ ADEQUATE_____ INADEQUATE_____

DO YOU THINK THIS STUDENT CAN CLEARLY EXPLAIN CONCEPTS TO OTHERS?
YES_____ NO_____ DON'T KNOW_____

DO YOU RECOMMEND THIS STUDENT AS A TUTOR?
YES_____ NO_____

IF YES, PLEASE LIST SPECIFIC COURSE NUMBERS YOU FEEL THIS STUDENT IS COMPETENT
IN: _____

ADDITIONAL COMMENTS:

SIGNATURE: _____ DATE: _____

POSITION: _____

MAY WE DISCLOSE THE ABOVE INFORMATION TO THE APPLICANT? YES_____ NO_____