SUPERVISORS:

You can expedite the tutor hiring process each semester by making copies of the following two forms:

- Recommendation Form
- Acceptance of Employment

Complete them for each prospective tutor and send them with the tutor to the Tutorial Office. Please advise NEW tutors to also bring their social security cards and a picture ID.

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Tutorial Center
Recommendation Form

The instructor or department tutor supervisor completes the form below. The tutor returns it to the Tutorial Center.

Print student's name

is qualified to tutor

Course(s)

Tutoring Hours: (e.g. 3:00-4:00)

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Tutoring Location:

/ 

Print instructor's or Department Tutor Supervisor's name

Department

/ 

Instructor's or Department Tutor Supervisor's signature

Date

C:\Documents and Settings\waggoner\My Documents\Handbook-Supervisor\Recommendation Form-supervisor.doc
7/13/2008