Hourly Tutoring Hiring Process V2

**Department Chair/Faculty (Tutor Supervisor)** determines the need for tutors, works with Tutorial Center on fund allocation, and determines whom to hire and e-mails a list of tutors to Tutorial Center Coordinator. **Whether a new or returning tutor, the potential tutor is directed to Tutorial Center website each semester to complete employment application online.**

**New Tutor**
- Not enrolled at SBCC with minimum of 6 units
- Tutor Supervisor directs Tutor to Tutorial Center website to begin hiring process by completing the **Tutor Employment Application Form**.
- Hourly visits Human Resources with identification documents to complete hiring paperwork.
- Hourly without a Social Security card will need to apply for one.

**Documents**
- Original Social Security Card & Driver’s License/Student ID
- Or a Passport

**Returning Tutor**
- Tutor Supervisor directs Tutor to Tutorial Center website to begin hiring process by completing the **Tutor Employment Application Form**
- The Tutorial Center Coordinator verifies previous hiring and training status. The Coordinator will contact the tutor if additional information is required.

Once the tutor either completes the Mandatory Tutor Training Workshop (MTTW) or signs up for a Tutor Training Seminar (TTS), the Tutorial Center Coordinator will email the supervisor and tutor to verify that the hiring process is complete and the tutor can begin working.

HR notifies Tutor Coordinator the paperwork is complete and sends tutor to Tutorial Center Office.

New tutor will sign up for a Mandatory Tutor Training Workshop (MTTW) or Tutor Training Seminar (TTS). The tutor will provide tutoring schedules (days, times and locations).