

# New Tutor Hiring Process

Spring 2021  
Priority Hiring Period  
Nov. 12th 2020 - Jan. 22nd 2021

**Congratulations!** You have been selected as a tutor. Stay in touch with your supervisor as you move through the hiring steps. If you have any questions on the process, please contact Jason Levy ([jalevy@sbcc.edu](mailto:jalevy@sbcc.edu)), the Tutorial Center Coordinator.

1

## Tutor Semester Assignment Form

Complete the [Tutor Semester Assignment Form](#) online.

2

## HR Hiring Forms

You will receive an email from Human Resources (HR) outlining the hiring paperwork procedures and instructions. To complete this step you must:

- Complete the new hire packet (available digitally)
- Upload government issued identifications. The approved documents are listed on the second page. **Note:** *Once on-campus service resumes, you will have 3 days to present your identification documents again to Human Resources in-person to comply with U.S. Department of Homeland Security (DHS) guidelines. You will be notified by HR before on-campus service resumes.*
- TB Test/LiveScan. Both tests can be completed for free using the information/vendor provided by HR.

3

## Tutor Training

Enroll in the course, NC TUT 199: Tutoring Across the Disciplines, to prepare for the tutoring experience.

**Once approved as a tutor, you will receive email(s) from the automated hiring system and from the Tutorial Center Coordinator to confirm that you are able to begin tutoring.**

**Until approved, you can not begin working.**

4

## Attend and Complete Tutor Training

Santa Barbara City College - Main Campus  
721 Cliff Drive

Santa Barbara, CA 93109

Human Resources - ECOC 3 & 4  
East Campus Office Center  
Main Campus - East Campus

Tutorial Center Office - LRC 120  
Cartwright Learning Resources Center  
Main Campus - West Campus

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## Documents to provide to Human Resources

Choose either 1 or 2.

### **Option 1:** (**One** of the following items):

- US Passport or US Passport Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Document Card (Form I-766)
- Foreign Passport with Form I-94 or Form I-94A with Arrival-Departure Record and containing an endorsement to work. Or Form I-551 stamp (or printed notation)

### **Option 2:** (**Two** items, one each from the following sections):

- US Social Security Account. Number card
- Birth Certificate (Form FS-240, FS-545, or DS-1350)
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying territory of the US bearing an official seal
- Native American tribal document (Form I-197)
- Employment authorization document issued by Department of Homeland Security (DHS).

### **AND**

- US or Canadian Driver's License or US ID Card
- School ID card with photograph
- US voter registration card
- US military card or draft card
- Military dependent's ID card
- US Coast Guard Merchant Mariner Document card
- Native American Tribal document