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), 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**
New Tutor Hiring Process

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)

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