

TUTOR APPLICATION CHECKLIST

- _____ 1. Complete green **TUTOR APPLICATION**. Return to Tutor Coordinator, LA 103B. She will send electronic clearance to the Human Resources office.

- _____ 2. Complete pink Personnel Action Request. Take with you to Human Resources your completed Personnel Action Request (PAR).

- _____ 3. Have Personnel Action Request signed by:
 - Ms. Starek, Tutor Coordinator
 - Mr. Gerald. L. Wilson, TRiO Director, Student Support Services

- _____ 4. Proceed to Cindy Sims, Human Resources, Administration Building, second floor, Room ADM 214, 903.675-6359. She will give you a **work packet**.

- _____ 3. Complete work packet. You will need two forms of identification, one of which is your Social Security card.

- _____ 5. Provide a copy of your latest transcript to Tutor Coordinator. (Official) Transcripts can be obtained for free from the Registrar's office or printed (unofficial) from the TVCC website.

- _____ 6. All new tutors are required to complete two 1.5 hour in-services (3hours total). **New Tutor In-Service Part I must be attended before your name will be placed on the active tutor list.** Part II must be completed within one month of your hiring date. Returning tutors must attend a 1 ½ hour Returning Tutor Inservice before beginning tutoring for the semester.

Schedules for in-service will be posted on the TVCC Tutor ListServ message board.

- _____ 7. Check TVCC Tutor ListServ weekly. All tutors will provide a current, active e-mail address. You **MUST** check any emails from the ListServ **at least once weekly** and **respond to Ms. Starek in an email** to remain an active tutor. If you do not have an email address, contact the lab monitor, and he will assist you in creating an account.

!!!REMEMBER!!!
WORK PACKETS MUST BE COMPLETE BEFORE YOU CAN
RECEIVE A PAYCHECK!!!