

Post-Secondary Education Tutor Interview Questionnaire

Name: _____ OID: _____ Living Unit/Room: _____

TABE Reading: _____ TABE Math: _____ GED/H.S. Diploma: _____

Tutor Training: _____ CRD: _____ Total Points: _____/100

DOC Education History: _____

Non-DOC Education History: _____

Other Work Experience: _____

Discipline history with DOC: _____

(Score each question: 1 – poorly answered to 5 – well answered)

Please answer the following questions to the best of your ability.

___ 1) Explain why you are interested in becoming a college tutor:

___ 2) What personal qualities do you possess that would help you be a good tutor?

___ 3) Describe your work ethic:

___ 4) What is your greatest strength?

___ 5) What is your greatest weakness?

___ 6) What experience do you have in the field of tutoring?

___ 7) What have you done to improve your knowledge in the last year?

___ 8) Explain your experience and knowledge with computers and technology. Include programs you are familiar or unfamiliar with as well as typing speed, if known:

___ 9) How comfortable are you with working with students of different ages, races and ability levels? What concerns do you have in working with these students?

___ 10) What would you do if you were trying to help a student and the student became visibly upset with you, calling you names and telling you that you weren't doing your job correctly?

___ 11) Being a tutor requires lots of patience. Some students may get frustrated with their ability to do the course work, may not have a healthy self-esteem, and/or lose their confidence in regards to being a college student. How will you interact with them, and how will you help them?

___ 12) Being a tutor requires discipline. Tutors are expected to help students and teachers. Tutors are not in the classroom to socialize with students and disrupt the class. How will you handle a situation when a student starts talking about a unit or outside issue during class and you know they need to get back to work?

___ 13) Describe a disagreement or a challenging situation and how you handled it:

___ 14) If the teacher makes a mistake while teaching in front of the class, what would you do?
(Circle your answer)

- A) Correct the teacher in front of all the students.
- B) Talk to the teacher privately when students are busy working.
- C) Don't tell the teacher.
- D) Other: *(Explain)*

___ 15) If you disagree with the teacher about something they are teaching, how would you most likely handle it? (Circle your answer)

- A) Tell the teacher how you feel in front of all the students right away.
- B) Tell the teacher quietly after the lesson.
- C) Don't tell the teacher what you think. Keep your opinion to yourself.
- D) Other: *(Explain)*

___ 16) What if the teacher doesn't agree with you? (Circle your answer)

- A) Be persistent about how you feel.
- B) Drop the issue and stop talking about it.
- C) Get other students involved and have them try to back you up and be on your side.
- D) Other: *(Explain)*

___ 17) How effective are you with time management? (Circle your answer)

- A) I tend to get tasks done early.
- B) I tend to get tasks done early or on time.
- C) I tend to procrastinate and find myself scrambling to get tasks done on time.
- D) I tend to lose track of time and get things done later than planned.

___ 18) How flexible do you consider yourself to be? (*Circle your answer*)

A) Mostly flexible ___ B) Somewhat flexible ___ C) Not very flexible ___

___ 19) Do you have a discipline history with DOC, if so, please explain.

___ 20) Please describe why you believe you would be the best candidate for this position.

Post-Secondary Education Tutor General Responsibilities

- Will be required to live in the education living unit(s).
- Will be required to follow living units rules and procedures.
- Will be required to follow the work schedule as assigned and as it is updated.
- Will be required to sit in full-time DAY classes with students.
- Will be required to tutor during the class as needed.
- Will be required to attend Computer Lab time to assist students.
- Will be required to tutor in the living unit during study hall/group time and possibly other times as needed, including in the evenings and on the weekend.
- May be required to take classes/courses if needed, such as tutor training.
- Other duties as assigned by the Post-Secondary Program Specialist.