DEPARTMENT OF CORRECTIONS

Post-Secondary Tutor Job Assignment Posting, Interviewing, and Selection Process

Objective: To ensure a consistent and thorough process for posting HEP (Higher Education Program) Tutor job assignments, conducting interviews, completing the Post-Secondary Tutor Interview Questionnaire, and selecting tutors based on their questionnaire scores.

All documents used in this process are bolded and are located on the Education iShare page under the Post-Secondary tab within Post-Secondary Processes.

Job Assignment Posting:

1. Facility staff initiate the HEP Tutor job assignment posting process.
3. Facility staff create a job posting utilizing the **Post-Secondary Tutor Job Posting** document.
4. The job posting is approved by relevant facility and stakeholders.
5. The job posting is posted within the units for interest/bids.

Application Review:

1. The Higher Education Program Coordinator & Education Director receive applications from interested candidates.
2. Applications are screened to ensure they meet the specified qualifications.
3. Shortlisted candidates are scheduled for an interview.

Interview Process:

1. Higher Education Program Coordinator & Education Director schedules interviews with shortlisted candidates.
2. Interview questions from the **Post-Secondary Tutor Interview Questionnaire** are asked and recorded by the Higher Education Coordinator & Education Director to assess candidates' teaching skills, subject knowledge, communication abilities, and fit for the HEP Tutor role.
3. The Higher Education Coordinator & Education Director evaluate candidates' responses and performance during the interview.

Scoring and Selection:

1. The Higher Education Program Coordinator & Education Director will review the completed questionnaires independently and assign scores to the candidates' responses based on predefined criteria.

2. The scores are compiled, and an average score is calculated for each candidate based on scoring from the Higher Education Program Coordinator & Education Director.

3. The Higher Education Program Coordinator & Education Director review the scores and make selections based on the candidates' scores.

4. A final round of discussions is held among the panel members to ensure consensus on the selected candidates.

Final Selection and Notification:

1. Facility staff notify the selected candidates about their acceptance for the HEP Tutor position.

2. Details of the position, compensation, and onboarding process are shared with the selected candidates.

3. The Higher Education Program Coordinator communicates with unsuccessful candidates, providing constructive feedback if applicable.

Onboarding:

1. Facility staff initiate the onboarding process for the selected HEP Tutors.

2. The new tutors undergo orientation, training, and any necessary documentation processes.

3. Training will be completed by the facility & the partnering higher education institution.

- Facility Training – Roles and responsibilities of the position and expectations.
- HEP Institution Training – Content and understanding of the program.
- DOC maintains the authority in terms of definition of the position and its duties.

Continuous Improvement:

1. The Higher Education Program Coordinator collects information from their experience and selected tutors to identify areas of improvement in the process.

2. Feedback collected is provided to the Director of Post-Secondary Programs who will collaborate with the facility staff and, if necessary, HEP partners.

3. Necessary adjustments are made based on the feedback and evolving requirements.