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.