Tutor selection and training:

- Tutors must meet the following requirements to be considered for a position:
  - Minimum 3.0 cumulative GPA
  - Minimum of a B earned in any course they tutor
  - Minimum of 30 college credits earned
  - An in person interview is conducted to ensure adequate interpersonal and communication skills are possessed by the potential tutors.

- I start the recruiting and hiring process when I notice we have a need for additional tutors
  - The first step is working with Emily Potter in HR to post a new job requisition
    - If it is a new semester I make it a general call for all tutors, all subjects.
    - If I need a specific subject I tailor the requisition just to students who have had the course.
  - Contact professors, advisors, department chairs, etc. to get recommendations for potential tutors and to advertise the open req.
  - If that is unsuccessful I have the GA’s hang up fliers in the departments to recruit new tutors.

- Tutor training:
  - After qualified tutors have been hired I conduct a tutor training session before they are allowed to tutor.
  - During the training I go over:
    - The Bratzke Mission statement
    - Ethics of tutoring
    - Plagiarism
    - Confidentiality
    - Payroll
    - GradesFirst setup
    - Do’s and Don’ts of tutoring
    - How to conduct tutoring sessions
    - At the end we go through a few scenarios and I have the tutors tell me how they would react in that situation