



Coach for Tutors

10 TIPS TO HIRING YOUR DREAM TUTORS

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1. Check your budget. Can you afford to bring on tutors? How will this affect your overhead?
2. Check your rate. What is a fair rate to pay your tutors? What rate will still allow you to make a solid profit too? You and they are worth it!
3. Do you have a specific hiring ad that attracts your ideal candidates? Why lose a number of your hours sifting through resumes from unqualified candidates?
4. Do you have a set of interview questions ready? Remember to include at least two behavioural/situational questions. Learn who this tutor is and how they function as a tutor.
5. Complete a 1 minute check. Go online and see that the tutor is who they say they are.
6. Check at least two references from your prospective hire.
7. Does your potential tutor have an up to date criminal background check? You are trusting this individual with your families, keep this front of mind when hiring.
8. Do you have a mock session set up for this tutor? This short term addition can check how dedicated your candidate is as well as give you an opportunity to see them in action. Are they a superstar with clients?
9. Is your possible new hire showing initiative and a willingness to go the extra mile? How open are they to developing their skills as a tutor? This could be a wonderful addition to your team for the short term and in new roles within your company down the road.
10. Provide an agreement that can be signed by your new tutor. Take the time to review with your tutor and share expectations/guidelines right from the start.

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