# Applicant Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*“Thank you for taking five minutes to meet with me. The purpose of this preliminary interview is to get to know a little bit about you. I’m going to ask you a couple questions and then you’ll have a chance to ask me any questions you may have. You will hear back from us within 48 hours of the interview. If selected, we will have you complete a background check and will move forward with tutor orientation.”*

## Interview Questions (Part 1 5min)

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| --- | --- |
| Why are you interested in tutoring? | 1 2 3 4 5 |

|  |  |
| --- | --- |
| What didn't you include on your resume that tells me something interesting or useful about you? | 1 2 3 4 5 |

SIE supports equal opportunity. SIE does not discriminate based on a person’s race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.

## Quick Assessment

Based on the 5min interview, would you recommend this person as a tutor to a close friend?

NO - *“Thank you very much for your time. You will hear back from us within 48hrs.”*

YES - *“Thank you for your time. I would like to continue with part two of the interview process which takes an additional 15 min or so. Do you have time to continue now?”*

##

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| --- | --- |
| What are your top three tips for staying organized, either as a student or a professional?  | 1 2 3 4 5 |

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| --- | --- |
| What do you do when you don't know the answer? | 1 2 3 4 5 |

|  |  |
| --- | --- |
| How do you handle a student who is feeling frustrated? | 1 2 3 4 5 |

|  |  |
| --- | --- |
| What sets you apart from the other people applying for this position? | 1 2 3 4 5 |

|  |  |
| --- | --- |
| In your last position, what aspect of your work needed the most improvement? | 1 2 3 4 5 |

|  |  |
| --- | --- |
| Tell me about a time that you made a big mistake (personal or professional). What was the cause of the mistake, and how did you try to fix it? | 1 2 3 4 5 |

|  |  |
| --- | --- |
| What do you think are the biggest mistakes that well-meaning educators make? | 1 2 3 4 5 |

|  |  |
| --- | --- |
| What are the biggest mistakes that well-meaning students make? | 1 2 3 4 5 |

|  |  |
| --- | --- |
| What question didn't I ask you that I should have? | 1 2 3 4 5 |

|  |  |
| --- | --- |
| Do you have any questions for me? | 1 2 3 4 5 |

* **Promptness: Early/On-time/Late**
* **Comfort Level 1 2 3 4 5**
* **Overall impressions (rate after the interview) 1 2 3 4 5**

**Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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