New Hire Training Worksheet

1. Which is the best for tutoring?
2. Standing behind B. Sitting behind C. Sitting next to
3. Summarize the shift change policy in one sentence.
4. Fill in the blanks:

The person doing the ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the person doing the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

1. Fill in the blanks: CRLA stands for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. There are \_\_\_\_\_\_\_ levels of CRLA training. To achieve Level 1, you need \_\_\_\_\_\_\_\_ hours of training (\_\_\_\_\_\_\_ hours face-to-face), \_\_\_\_\_\_\_\_ hours of actual tutoring, and an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Fill in the blanks: Never sit with \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ to the lab.
3. What is the only appropriate use for the computers in the lab?
4. True or false: Paid private tutoring is not permitted in any tutoring lab on campus.
5. When do the pay periods end each month?
6. True or false: The majority of your time tutoring will be spent reteaching the material.
7. What is the web address for pulling up TIMS online?
8. What two things must you always wear during your shifts?

1. Name two things mentioned in the Policies & Procedures that tutors can do to maintain a lab atmosphere conducive to learning.
2. What do you need to see to ensure that you have been clocked in?
3. True or false: You are expected to work your normal shifts during finals week.
4. Fill in the blank: If you need to have your time card corrected after the fact, you may be charged a $\_\_\_\_\_\_\_ fee.
5. List the three steps to clocking in.
6. What are you most looking forward to about working for Academic Tutoring?
7. What are you most apprehensive about in becoming a tutor?
8. What training topics would you like to see covered? What skills do you think you’ll need to be a successful tutor?