

Please upload your responses to the questions below on Heartland Hire.

Scheduling Information:

Please indicate the days that you are hoping to work with students by **putting an X or check mark below**. Most tutoring on weekdays happens between the hours of 3 and 9; on the weekends, 10-7 is a typical day.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

If there are any caveats to your availability on the days you checked off, **please explain here:**

Finally, we expect that a full weekday will yield an average of 4 tutoring hours and a full weekend day 6. Based on that and the information you gave above, what your goal for contact hours with students? _____

Goal Setting:

Please think about, then type one goal that you would like to focus on as a Private Prep tutor. Please use the space at the bottom of this document to write out your goal. While you may have multiple goals as a tutor, we would like you to set one as your priority. This will help us to be able to offer you the support you need to achieve your goal!

*Test prep tutors - you can submit goals right after you complete training - if you are going to wait to fill out your goals, please upload your availability to Heartland Hire. Subject tutors - please submit your goals along with your other onboarding materials in an upload to Heartland Hire.

Why are we asking you to set a goal? We ask you for this so that you can:

- Help your Coordinating Director know what your focus is for developing your tutoring craft
- Build personal accountability around a specific aspect of your work - we'll be sure to check in with you on your progress periodically
- Identify areas where you, along with your fellow tutors, would like us to focus on during Professional Development
- Connect you to other tutors who have expertise in the area you'd like to grow in

Please be sure that your goal is specific, measurable, and tied to your work with students at Private Prep. Be sure to include both your goal and action steps that you plan to take as you work to achieve your goal. Finally, if there's anything that we can do to support you, be sure to let us know!

Goal:

Action Steps:

How Private Prep Can Support: