

Learner Introductory Interview Guide

The interview is a space for learners, account managers, and tutors to ask questions, establish expectations, and decide if you are a good fit for each other. Please add whatever questions necessary to help you determine if a match is compatible.

Questions to Ask

Where do we want to meet?

- If we are planning to meet in-home, do you have any pets?
- If we are planning to meet in a public location, what is the plan for transportation? Adult Literacy Ohio granted funds cannot be used for transportation time or services.

*If you are meeting in a library or other mutually agreed upon location, please remember to reference the hours of availability – and consider making a reservation!

When do we want to meet?

- How far out do we want to schedule now?

*Appointments must be booked in ElevateDD Learner.

What is the best way to reach you? (Phone call, text, email)

Note: Any cancellations made with less than six hours' notice are paid out to tutors. Review your orientation guide for more information on this policy.

What are your personal health and safety precautions/preferences? *Adult Literacy Ohio recommends following CDC guidelines.*

Items to Share

Share your goals with participation in the program. 2 examples are below:

- 1) I want to ask for help less at work. (Give some details about what you do at work).
- 2) I want to read out loud to my nieces and nephews.
 - Then, ask the tutor: **“How can you help me reach these goals?”**

Share any positive and / or negative experiences you have had with reading.

Tell the tutor about any triggers or situations that make learning harder for you (background noise, bright lights, certain topics, etc.)

Share your hobbies, interests, and things that motivate you.

Tips for Next Steps:

- If you answered “Yes” to either of the behavioral health questions on the application, a natural support must remain on-site for the duration of tutoring sessions. Please note that your tutor will be provided with a list of prompting questions to help them better understand how to best serve you.
- Due to HIPAA, our staff cannot disclose any information pertaining to medical or behavioral conditions. To protect your health, safety, and well-being and set everyone up for a successful learning experience, please share relevant information with your tutor.
- Learners and account managers are welcome to interview with multiple tutors to find the best fit.
- Tutors are independent contractors. They can decline interviews or discontinue services at any time, for any reason.
- Most often, interviews take place over a phone or video call.
- If a tutor has not responded to your interview request within three days, please reach out to info@adulthoodliteracyohio.org so our team can help troubleshoot the connection.