

Tutor Introductory Interview Guide

This interview is a space for tutors and learners 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.**

General Prompts

- How do you hope tutoring will help you in your daily life (work, relationships, etc.?)
- What helps you stay focused? Share hobbies, interests, and things that motivate you!
- What times of the day work best for tutoring sessions?
- Where do you feel most comfortable meeting? *If you are meeting in a home, please consider pets (allergies, comfort levels, etc.)*
- What's the best way for us to communicate between sessions (e.g. stuck in traffic and might be a few minutes late or sick and need to cancel). *If the Account Manager is a service coordinator, we should either avoid weekend sessions or have another contact designated as the point for these kinds of communications.*

Behavioral Health Prompts

These can be asked with any Learner, but these topics must be discussed when a Learner is flagged for behavioral health.

- Are there any situations that tend to make learning harder for you—like stress, noise, certain topics, or feeling rushed?

- What signs might I notice if you're starting to feel overwhelmed or frustrated?
- If you're having a rough day, what helps you bounce back or feel more in control?
- Would it be helpful for us to have a plan if you ever feel anxious or upset during a session? *The natural support present at sessions should be part of the plan too.*
- How can I best check in with you - without making it uncomfortable - if I notice you seem off?

Reminders:

- Once an interview request is placed on our calendar, please follow up with the account manager within 3 days to confirm the date and establish how it will take place (phone vs. video call). Once a match is established, all learning sessions take place in person.
- Learners are welcome to interview with multiple tutors.
- Both the tutor and the account manager must notify info@adulthoodliteracyohio.org to confirm that they want to proceed after a successful interview.
- Due to HIPAA, our staff cannot disclose any information pertaining to medical or behavioral conditions.
- If your learner's profile was flagged for behavioral health, the account manager has been advised to disclose basic information during interviews for the health, safety, and wellbeing of both learners and tutors. They also must agree to have a natural support on site for tutoring sessions.
- If you do not have a background in working with learners with behavioral health and you do not feel equipped to support them, that is okay. Our program recruits a range of professionals with different backgrounds, some of whom have more experience with this demographic than others. We do kindly request that you notify the account manager within 3 days that you are

not available for services so they can continue their search for a tutor, however. You do not need to provide details.

- Tutors can decline interviews or discontinue services at any time, for any reason.