



## Introductory Interview Guide

*You are welcome to interview with multiple tutors. Most often, interviews take place over a phone or video call.*

### **Questions to Ask**

#### **Where do we want to meet?**

o If we are planning to meet in-home, do you have any pets?

o 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!

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

#### **When will our sessions take place?**

o How far out do we want to schedule now?

\*Appointments must be booked in DaySmart Appointments

**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.**

**Share your hobbies, interests, and things that motivate you!**

*If you still have access to your Individualized Education Plan and you choose to move forward with a tutor, you may consider sharing this to help them support you.*