**Steps to BECOME a Tutor (including SI and Drop-in)**

**Requirements**:

* Must have a 3.0 or above GPA
* Must have received a B+ or above in the class (does not include courses transferred)
* SI: Must have been chosen by a professor

1. Apply through HR

<https://cfopitt.taleo.net/careersection/pitt_student_int/jobdetail.ftl?job=19000008&tz=GMT-05%3A00>

(note: you do not need to submit a resume)

1. Once your application is received on Talent Center, you will be emailed to schedule an interview with the tutoring coordinator. If you do not hear from the tutoring coordinator within one week after applying, please email [tutorUPJ@pitt.edu](mailto:tutorUPJ@pitt.edu)
2. After your interview is completed and it is decided that you will be hired, you will be contacted to do HR paperwork (I9 form, Mandated Reporter). You will need to bring two valid forms of ID (social security card, driver’s license, passport).
3. Register as a tutor on Campus Services. It will say “Apply to be a tutor” under “Academic Services” 🡪 click through and put in your information along with the classes you are willing to tutor. The coordinator will verify that you have received a B+ or above before making a match. You may also put in how many students you would like to take on (up to 10).

NOTE: **You must repeat this step every academic year, and you can update your courses at any time.**

1. Complete all tutor trainings: depending on the semester, trainings may be on Canvas, sent via email, or conducted in person. Students must be trained on
   1. tutoring policies and procedures,
   2. ASC procedures for paperwork and timecards, and
   3. dealing with difficult tutees.
2. Sign tutor paperwork (either sent via email, posted to Canvas, at the end of the manual, or printed at the ASC)
   1. Tutoring Acknowledgement form (read and understood manual)
   2. Employee Confidentiality Statement
   3. Tutor Agreement
3. Wait for tutoring match
   1. Respond within 24 hours to tutee
   2. Respond to coordinator if “NO”