

So, You Want to Start a Tutoring Organization?

Part 2: Recruitment and Selection



NATIONAL STUDENT
SUPPORT ACCELERATOR

equalizing access to quality tutoring

Overview of Recruitment and Selection

- Steps to Take
- What to include in a **job description**
- **Recruitment** strategy
- **Selection** strategy



Steps to Take

- Develop a **recruitment strategy**
 - Will save you time
 - Will serve as a roadmap for the future



Steps to Take (cont.)

- Decide which **requirements** are most necessary for a scale-up
- Recruit from **diverse** candidate pool
- Recruit **more** tutors than you think you will need



Job Description

- Job Title
- One-paragraph overview of the tutor **role**
- One-paragraph overview of the **program** itself
- Brief list of **qualifications**
- **Compensation**
- **Equal opportunity** statement

Denver Fellows: [Tutor Job Description](#)

Content Area & Grade Level: High School Math

Target: Curriculum-Driven and Problem-Driven

Setting: In-School

Take-Up: Required

Tutor Type: Paraprofessional (Fellows)

Delivery Mode: Traditionally In-Person

Dosage: 45-minute sessions

Student-Tutor Ratio: Small Group

Tutor Consistency: Consistent



Recruitment Strategy

WHOM are you trying to recruit?

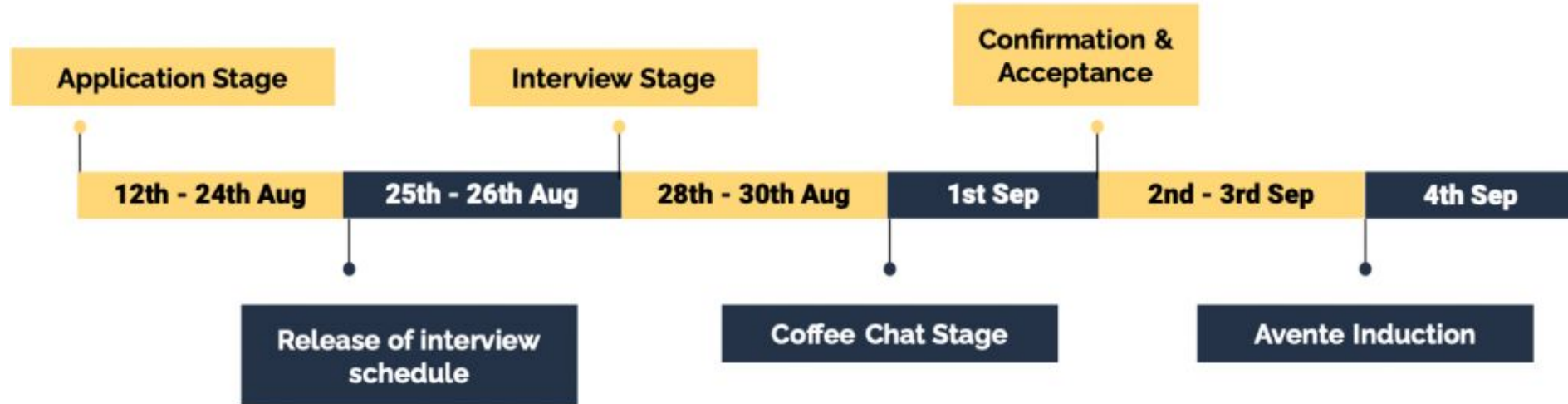
- Set **explicit** goals
- Decide who the tutors are going to be **upfront**



Recruitment Strategy (cont.)

WHEN should the recruitment timeline start and end?

- Deciding start and end dates
- Shifting towards **tutor training**



Recruitment Strategy (cont.)

WHERE will you recruit applicants?

- Students' own **communities**



Recruitment Strategy (cont.)

HOW will you recruit applicants?

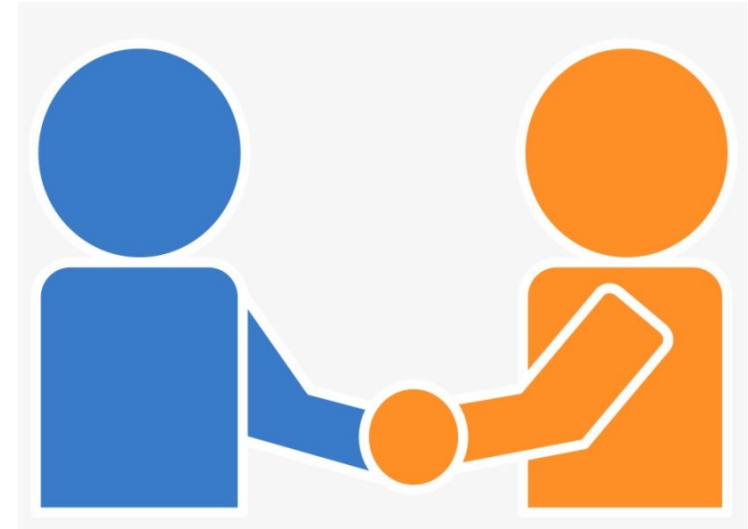
- How tutors can apply
- Proposition, vision, and vision



Recruitment Strategy (cont.)

WHY should someone apply to tutor with you?

- **Manage info** from prospective applicants
- Create opportunities for **conversations** with current and former tutors
- Offer to meet **one-on-one** with applicants



Selection Strategy

- Start by listing all the **qualities** of your ideal tutor
- Then, identify which qualities you will provide **training** for
- Request **References**
- Involve **student voices** in selection process!





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**For more information, access the complete
collection of National Student Support
Accelerator tutoring tools at:**

<https://studentsupportaccelerator.org/tutoring/tool-appendix>

Slide-Specific Links

Slide 3:

- *Tutors* <https://studentsupportaccelerator.org/tutoring/tutors>

Slide 4:

- *Tutor Job Description*
<https://studentsupportaccelerator.org/tutoring/tutors/recruitment-and-selection#tools>

Slide 5:

- *Tutor Recruitment Strategy*
<https://studentsupportaccelerator.org/tutoring/tutors/recruitment-and-selection#tools>

Slide 6:

- *Tutors* <https://studentsupportaccelerator.org/tutoring/tutors>

For Next Steps, Move to...

***Part 3: Safety, Expectations, Accessibility,
and Evaluation***
