

New Hire Checklist for Peer/Embedded Tutors

- A minimum enrollment of six (6) units at Porterville College must be maintained per semester you are working as a tutor.
- You must have a cumulative GPA of 2.8.
- You must have received an “A” or “B” in the subject(s) you want to tutor.
- Instructor Approval Form** signed by the Porterville College instructor you had for each course you want to tutor.
- Employment Referral Form.** This form is located at the Learning Center. When you receive your referral, take it to the Office of Instruction (AC-111) and secure Dean Knutson’s signature.
- Once your Employment Referral Form is completed and signed, you will need to take it to the Financial Aid Office. Before you go to the Financial Aid Office, you need to bring several types of documents with you. The documents on the reverse side will inform you of what type of documentation you will need before you go to the Financial Aid Office. Being prepared will speed up the hiring process.
- After you have completed all your paperwork and documentation, you will need TO CHECK YOUR PORTERVILLE COLLEGE.EMAIL for an email from the company doing your background check. The email will be from Pre-Employ. You need to open the email and follow the directions. If you do not do this, you will hold up your own hiring process.

If any of these steps or conditions are not followed, and or complete, the student will not be qualified, or eligible to work as a tutor.