

Interview Questions for Prospective Tutors

Interviewing an Applicant

While interviewing, look for reliability, commitment, flexibility, people skills, literacy, grammar and an ability to complete training. Most importantly, look for the applicant's ability to establish a good rapport with a student. Let the applicant know that you may need to make notes during the interview.

* = mandatory fields on database

Title _____ *Name _____ *DoB _____ *M / F
 *Address _____ *Suburb _____
 *Postcode _____ *Email _____
 Current Occupation _____
 *Work Background _____
 *Phone (H) _____ (W) _____ (M) _____
 Emergency Contact I Name & phone _____
 *Referred by (ie heard about RWN from) _____

Please now go to Page 2 to conduct the interview to Question 12 and then come back and complete the following information ready for entering on the database.

Will tutor additional students **Yes / No**

Will tutor General Literacy _____ ESL _____ TAFE student _____ Basic Numeracy _____

Jnr High Maths _____ Upper High Maths _____ Disability student _____

Basic IT using internet, email, kindle, mobile phones _____ (can only be entered in Comments box)

Preferred venue(s) for tutoring _____

Available times _____

Date ___/___/___ **Interviewer** _____ **Region** _____

Ice Breaker

The applicant may or may not know many details about *Read Write Now!* Therefore, try breaking the ice by talking briefly about how the program works. Here's a checklist of details to cover (*tick boxes as you go down the list*):

- Approximately 500 tutors statewide, volunteer coordinators in 22 regions.
- Small staff at Central TAFE, Northbridge Campus provide training and support.
- Program has been in existence since 1977.
- Students come from all walks of life, elaborate on type of students typical in your area.
- The service is free, thus tutors are not paid.
- Tuition on a 1:1 basis.
- Tutoring sessions are held in a public place, not in the home.
- An educational background of Yr 10 or higher is required to qualify as a Volunteer Tutor.
- Four days of training for tutor, plus homework assignments.
- Tutor required to sign an Application for Police Check form and produce two pieces of ID.
- We don't follow a set curriculum. The tutor and student develop a learning program together.
- The real rewards are in sharing the student's achievements.
- Students are also interviewed before being accepted into the program.
- An assessment is done of the student's skills and needs.
- The Coordinator makes recommendations to assist the tutor to get started with a new student.
- Students are expected to be punctual, regular in their attendance and do homework.
- Occasional surveys are done to determine the level of satisfaction with both tutors and students

Have a chat about the Read Write Now Philosophy:

We work with students in an equal partnership. We are not teachers who direct the learning, we ask students to tell us what literacy needs they want to work on and as tutors we create the lessons around their needs and interests. We don't judge the goals of the person and we work patiently at their pace with lots of positive feedback.

We recognise that literacy problems are often a part of wider social problems and the students we see may have other life challenges they are dealing with. It is the relationship we build with our students that ultimately determines their success in Read Write Now – and in turn the job satisfaction of tutors!

Sample Questions for the Applicant (notes to interviewer in italics)

1. Could you tell me a little about yourself, eg, work, family, interests?

2. What interested you in approaching Read Write Now?

3. What skills/strengths do you have to offer in this area? (*patience, sense of humour, academic/educational background, flexibility*) Are you a 'people person' please elaborate.

4. Tell me about your educational background. (*A minimum of Yr 10 education is required to qualify as a volunteer tutor. Noting any further study may prove useful.*)

5. Are you involved in any other voluntary organisations? (*This question will help reveal any previous commitment to volunteering.*)

6. Read Write Now! welcomes students from all walks of life, all races and all religions. Are there any individuals/cultures that you would not be comfortable working with? (*checking for signs of racist attitudes, prejudices etc. Delve further if you suspect discrimination.*)

7. Have you had experience with training, coaching, mentoring, teaching? Can you please expand on that.

8. Are you able to travel to meet a student? (*Give information about the extent of your region, suburbs covered etc.*)

Yes No

9. Do you have your own transport? Yes No

10. *Go through the checklist of expectations below to ensure the applicant has a thorough understanding (tick boxes).*

The commitment we ask of you as a tutor includes:

- Completing the initial 4-day training course, 1 day per week for 4 weeks. Training is usually on Saturdays but sometimes there is a midweek course offered. (Modify for country training)
- Completing the training course assignments.
- Approximately 3 hrs per week (includes lesson and preparation time).
- Minimum 12 months commitment to the Program
- Attending some of the additional training opportunities throughout your involvement, eg tutor meetings, tutor conferences.
- Completing the Hot Pink tutor report form 3 times per year or database update
- Phoning or emailing the Coordinator alternate months to keep him/her informed of progress.
- Contacting the Coordinator to discuss any problems or to request support

11. Do you have the time and how do you feel about giving that sort of commitment?

12. Have you any questions you would like to ask?

Now go back to page 1 to complete the information on availability

13. **Police Clearance.** Please complete the Application for Police Check at back of this document.

14. **Coordinator Checklist:** Please send the following to Central Office

Police Check Application Form completed and signed Yes ____

Photocopy of ID Yes ____

Summary of Applicant's Assessment

At the conclusion of the interview give the applicant the *Tutor Information Pack* to take home, (ensuring that the orange flyer, with the regional details, is included).

How do you rate the applicant? (circle your selection)

(1 being the lowest end of scale and 5 top end of scale)

First impressions	1	2	3	4	5
Communication skills	1	2	3	4	5
Ability to relate to students	1	2	3	4	5
Acceptance of <i>Read Write Now!</i> philosophy	1	2	3	4	5
Reliability for volunteering	1	2	3	4	5
Potential to develop skills	1	2	3	4	5
Enthusiasm	1	2	3	4	5

Combining the information given on their application form and the interview outcomes, do you recommend this person for tutor training?

Yes No

Further comments

Interviewer's signature _____ Date __ / __ / __

After the training course the applicant may wish to revise his/her selections.

Be very clear about the program's expectations of a tutor and commitment required. Don't be afraid that a prospective tutor will be "put-off" – it's a good investment of your time to eliminate a half-hearted applicant at this stage.

INSTRUCTIONS FOR COMPLETING POLICE CHECK APPLICATION FORM

Application Form on following page

TUTOR - please ensure that you:

- Write in ink, use **BLOCK LETTERS** and complete all sections of Part A (Personal Details).
- Sign and date Part B of the form (Consent and Indemnity)
- Do not alter or delete the wording on the form in any way

COORDINATOR - please ensure that you:

- Complete Part C of the form
- Applicants must provide original documents to be copied. If the tutor brings a photocopy, originals must also be sighted.
- **Send completed Police Check Application Form and photocopied ID to Central Office.**

PROOF OF IDENTITY

As a minimum, the ID check requires **1 Primary** document AND **1 Secondary** document, either of which must contain a photograph.

Alternatively, **3 Secondary** documents can be accepted providing **at least 1 document contains a photograph.**

Primary Identification documents

<ul style="list-style-type: none">• Full Australian Birth Certificate	<ul style="list-style-type: none">• Australian Citizenship Certificate
<ul style="list-style-type: none">• Australian Passport (current or expired within the last 2 years)	<ul style="list-style-type: none">• Current International Passport

Secondary Identification documents

Please note: A Working with Children Check card is not on the list of ID documents sent to us by the Police Service.

Secondary documents	
Australian Photo Drivers Licence	Government Employee Photo ID
Centrelink or Social Security Card	Department of Veteran's Affairs Card
Tertiary Education Institution photo ID	Medicare Card
Property Lease or Rental Agreement	Council or Shire Rates notice
Utilities bill (power/phone/water/gas)	Car registration or insurance papers
Professional or Trade Association card	Financial institution card/statement

A change of name document, such as Marriage Certificate, Change of Name Certificate, Divorce Papers, is required if the ID is in multiple names and should be provided to validate previous names. For example, a Birth Certificate and driver's licence would, more than likely, be different and a change of name document would be required.



Volunteer National Police Certificate Consent Form

The WA Police Volunteer National Police Certificate will display all disclosable court outcomes and may not display spent or rehabilitated convictions

SECTION A: Applicant Details

Primary name/ Surname

Given names

Gender

Date of Birth

Residential Address

Postal address (if not as above)

Telephone number/s

Previous (OTHER) Australian addresses within last 5 years, and dates (from .. to ..)

Previous/Alias/Maiden Names (indicate applicable)

Primary name/ Surname

Given names

Place Of Birth

Suburb/Town

State

Country

Additional Information

Working With Children Card # (card to be sighted, copy of card to be sent to CO with copies of ID documents)

Motor Drivers Licence #

SECTION B: Consent and Indemnity

I certify that I am the applicant named in this form and all details herein provided by me are true and correct. I consent to a check of the records of all Australian Police Jurisdictions and to the acknowledgement of the existence of any court outcomes and/or pending charges being provided to the volunteer organisation as named in this document via a National Police Certificate issued in my name. In consideration of the WA Police releasing an acknowledgement of any court outcomes or pending charges and other relevant matters under this application, I hereby indemnify the state of WA, its servants and agents including all members of WA Police against all actions, suits, proceedings, causes of actions, cost, claims and demands whatsoever which may be brought or made against it or them by anybody or person by reason of or arising out of the reason of any details of any court outcomes and other information recorded against my name purporting to either relate to or concern me.

Volunteer Signature

Date

SECTION C: Volunteer Agency Verification

I confirm that I have viewed the applicant's ID documents as per the guidelines and verified that the details contained within this form match the ID. I confirm that I am authorised by my organisation to submit volunteer checks on their behalf and that I will enter only the details contained on this form into the VNPC online application.

Volunteer Agency Representative Signature

Date

