

# QUEST Perspective Peer Tutor Hiring Checklist

## Step 1: Professor Recommendation

Get Professor's recommendation for the course that you want to tutor in.

- Professor can submit the Tutor Recommendation Form through the Juniata QUEST Tutoring website or email Jennifer DeConde ([decondj@juniata.edu](mailto:decondj@juniata.edu)).
- **International Students:** For recommendations to tutor in language courses:
  - Spanish: Henry Thurston-Griswold
  - French: Michael Henderson
  - German: Judith Benz
  - Chinese: Jingxia Yang
  - Russian: Jim Roney

## Step 2: Application

- Complete online QUEST Peer Tutor Application (Juniata Quest Tutoring website)
- Schedule an interview appointment with Jennifer DeConde ([decondj@juniata.edu](mailto:decondj@juniata.edu))
- [Peer Tutor Position Description](#)

## Step 3: Complete Payroll Paperwork (This takes the longest, start this as early as you can)

- a. If you have worked on campus before, go to step 4.
- b. If an international student,
  - Contact Shya Erdman in CIE office, to set up a time to get blue social security card
  - Request employment letter for Social Security Card from Jennifer DeConde
- c. Complete [New Student Employee Paperwork](#), located on Juniata arch: [Students](#) → [Student Employment](#) → [Payroll website](#) → [Student Employment](#). Follow instructions and complete all forms. The following documents will be needed for Human Resources Office (119 Moore St.)
  - Social Security Card
  - Driver's License or Passport
  - Blank deposit slip or voided check
- d. I-9 paperwork must be completed prior to working

## Step 4: Complete online Authorization form

[Arch](#) → [Student](#) → [Student Employment](#) → [Authorization for Employment](#)

- List Jennifer DeConde (decondj) in Academic Support, Code 1145300
- Hire date as day of your interview and select "Academic Year"

## Step 5: Complete online training modules and interview

- ADP training (you will receive an email link from payroll)
- FERPA Tutorial (link will be provided after submission of tutor application)
- Policy and Procedures Tutorial (link will be provided after submission of tutor application)
- Interview with Jennifer DeConde, QUEST Peer Tutoring Program Coordinator (30 min)
- Complete Basecamp training, done at time of interview (bring your laptop)

