Learning Aid Ohio

Introductory Session Interview Guide

This guide gives recommended questions to ask during an introductory interview with a new tutor.

How the Introductory Sessions Work

Introductory session interviews are required if you don't already know the tutor. These are free and do not use any of your funding. Interviews typically take place over a phone call or Zoom.

Once the tutor you scheduled an Introductory Session with has accepted the request, they will reach out to you with their preferred method of contact (in-person, phone, or video call).

Note: If you do *not* hear back from the tutor, **please do not attend the introductory session interview.** If the tutor hasn't responded within 48 hours, reach out to the Learning Aid Ohio team — we're happy to help get you connected.

Questions to Ask

Where do we want to meet?

- o Decide on a meeting location
    - If you're meeting at home, be sure to mention any pets ahead of time so the tutor can plan accordingly.
    - If you are meeting in a library or other mutually agreed upon location, please remember to reference the hours of availability – and consider making a reservation!

What is the best way to reach you? (Phone call, text, email)

When will our sessions take place?

- o How far out do we want to schedule now?
- o Discuss with the tutor any scheduling needs you have and if the tutor matches your availability

Note: Sessions must be booked on the ElevateDD Learner platform.

What are your personal health and safety precautions/preferences?
Learning Aid Ohio recommends following CDC guidelines and severe weather alerts.

Items to Share

Your learners' goals with participation in the program. What areas of need would you like to focus on?

o   Ask the tutor: "How can you help my learner reach these goals?"

Any behavioral needs that the tutor may need to be aware of?

Any positive and negative experiences your learner has had with learning.

Your learners' hobbies, interests, and things that motivate them!

Consider sharing your learners' IEP with the tutor to help them support you.