

Guide for the initial meeting with the tutor

Contact details of the tutor

First and last name:

Contact:

General

Start by introducing yourself briefly and give your tutor the opportunity to introduce themselves.

Please tell a bit about yourself.

How long have you been tutoring?

What experience do you have in this subject?

Tutoring requirements

Explain what kind of tutoring is needed. Which topics or tasks are difficult and need to be practised? What is your goal, e.g. better grades or exam preparation?

Subject and level:

Main topics:

Goals:

The tutoring takes place:

online

on site



Availability and payment

Clarify the framework of the employment relationship.

On which days are you available? For how many hours? At what intervals?

Your expected salary is _____ € per hour. Do you charge anything extra, e.g. travel?

How should payment be made? (e.g. cash or bank transfer)

Trial lesson and next steps

What is your first impression? Do you already want to agree on the next steps, or would you like to take your time to think it through?

You will hear from me by _____. Thank you very much for your time.

Are you available for a trial lesson on _____?

Space for further questions or notes

