

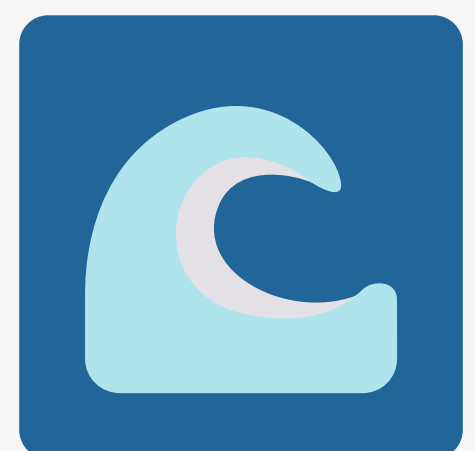
# HOW IT WORKS

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ONBOARDING &  
LOGISTICS



***Shoreline  
Tutors***



[www.shorelinetutors.com](http://www.shorelinetutors.com)  
[setsail@shorelinetutors.com](mailto:setsail@shorelinetutors.com)

# HOW IT WORKS



## MAKE A REQUEST



*Via our virtual request form, via email, or phone*



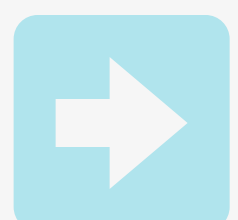
## The Search Begins



*Starting with a follow-up call to ensure we know exactly what you're looking for.*

*Then, we'll consult our database. The perfect match is hiding under our noses.*

*If not, our team of staffing experts creates job posts reflecting your school's needs across multiple high-traffic channels.*



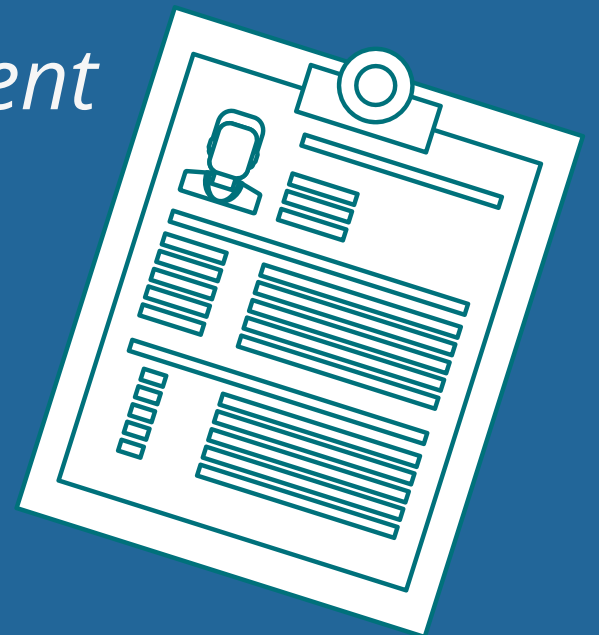
# HOW IT WORKS



## The Vetting Process

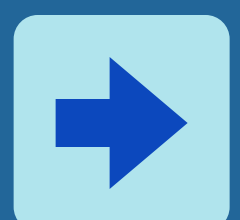
*Once the apps start pouring in, we'll:*

- *Conduct an Initial phone screening.*
- *Invite applicants to teach a demo lesson*
- *Verify references, employment history, qualifications, and certification.*



## Recommendations

*From there, we'll send you our recommendations and make a digital introduction to open the lines of communication!*

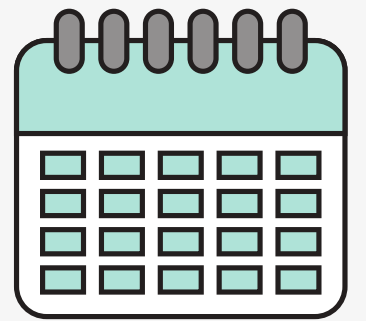


# HOW IT WORKS

## During the Term of Service

### + Shoreline Tutors will...

- *Facilitate background checks/health screenings.*



- *Manage parent contact, location, & schedule.*



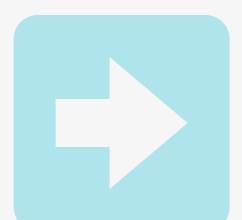
- *Provide tutors supplemental resources if needed*



- *Troubleshoot instructional gaps, behavior, and logistics.*

- *Maintain session notes/track data*

***\*\*\*Each assignment is different and each tutor and school is unique. In many cases, tutors act with extreme autonomy. We are always available when needed, but empower our teachers with the professional courtesy they have earned.***



# HOW IT WORKS



## Payment/Invoicing



*At the end of each week of services, we'll send an itemized invoice to the attention of the staff member in charge of accounts receivable.*



*Our invoices are digital and can be paid online. You may also issue a check. Once we have received the check, we will mark the corresponding invoice paid.*



*All tutor compensation comes out of our end. Tutors are contractors working with your students on behalf of Shoreline Tutors.*

