

Tutor interview checklist

Coaching centres and online platforms usually start with a subject test or screening call, then a recorded or live demo session, and finally a talk about batches, pay and schedule; families often just meet you and ask for a trial class.

10 QUESTIONS TO PRACTISE OUT LOUD

1. How do you find out where a new student stands in the first session?

What it checks: Whether you diagnose gaps with a structured check instead of simply starting the next chapter from the textbook.

2. Tell me about a student who made major progress with you.

What it checks: Whether you can describe a real case with the starting point, what you did differently and a measurable outcome.

3. What fee or hourly rate do you expect?

What it checks: Whether you know market rates for your subject, class and mode, and can justify your number calmly.

4. How do you keep an online tuition session engaging?

What it checks: Whether you know practical online-teaching methods and can keep attention without being able to see the student's notebook.

5. Describe a time a parent was unhappy with your teaching.

What it checks: Whether you listen to complaints, respond with facts and adjust your approach while keeping the relationship professional.

6. Why do you want to tutor with our institute or platform?

What it checks: Whether you understand how this organisation teaches and why you would stay, instead of treating it as a stopgap.

7. Which boards and classes can you teach, and how do they differ in your subject?

What it checks: Whether you know syllabus and exam pattern differences so you can match what the student's school actually tests.

8. Tell me about a session where your explanation was not working. What did you change?

What it checks: Whether you notice confusion quickly and switch methods instead of repeating the same explanation louder.

9. Which timings can you commit to, and can you teach during exam season peaks?

What it checks: Whether your availability is reliable across the year, especially in busy months, and whether you communicate limits honestly.

10. How do you show parents that tuition is working?

What it checks: Whether you track progress with evidence and communicate regularly, which decides whether families keep and recommend you.

TIPS FOR THIS INTERVIEW

- Prepare a ten-minute trial lesson on a commonly weak topic, such as fractions, algebra or chemical equations, and practise it both online and on paper.

- Carry a sample progress sheet and a short diagnostic test you use with new students, so you can show your method in concrete form.
- Solve the latest board sample paper for your subject before the interview, since institutes often test you on current question types.
- Decide your hourly rate, batch rate and cancellation policy in advance so you can answer fee questions clearly and without hesitation.

THE DAY BEFORE

- ☐ Confirm the time, venue or video link and the interviewer's name
- ☐ Plan your route and leave time for traffic, or test your camera, microphone and internet
- ☐ Keep copies of your resume, ID proof, certificates and photographs in a folder
- ☐ Iron your clothes and charge your phone and laptop
- ☐ Do one final run-through of your introduction, then stop and rest

ON THE DAY

- ☐ Arrive 15 minutes early, or log in 5–10 minutes early for a video call
- ☐ Greet everyone politely, including the receptionist or coordinator
- ☐ Listen to the full question, pause, then answer in a clear structure
- ☐ Take brief notes of names and key points
- ☐ Ask your prepared questions and confirm the next steps before you leave