

Main rules

- You are free to choose how you want to deliver your session, but you may not use one that imposes a certain time limit (like Zoom Free). Google Meet works for us usually. If you need Zoom Pro, let us know.
- You're expected to be reasonably prompt in responding to Slack (which is what we use internally here at GregMAT) and tutees (occasionally tutees get panicked when they don't see a reply). You will also be required to provide a phone number to us (only accessible to the core team), but this will only be used in case of emergencies.
- Students will be charged \$50/hour, and you'll get \$40/hour. The payment is at the start of each month.
- As a tutor, you are expected to contribute to the forums (forums.gregmat.com), and the expected demand from your side is proportional to the number of hours you tutor on our site. This is something we've been enforcing more often recently, as Greg is adamant on students having a good experience, and we by default route students asking GRE-related questions (such as a specific quant problem) to the forums.
- The following are required (we can reimburse you for this if needed):
 - A device that can write on the screen (such as an iPad with an Apple Pencil, or a Wacom tablet that you plug in to the laptop)
 - A good headphone or microphone
- Tutoring with one screen is discouraged.
- The following are optional:
 - Using your real name (we're fine with aliases)
 - Keeping your camera on
 - Putting your email publicly on the [tutoring help page](#) (if students want to contact you for a custom session or when the schedule you have don't fit their needs)
- New tutors are allowed to, upon request and availability, shadow a couple of sessions with other tutors if that would be helpful.
- All tutors will be provided with a GregMAT and PrepSwift subscription.
- Please make sure to follow any legal requirements (for example, this is a self-employed role, which international students in countries like the USA and UK are not allowed to do).

Beyond that, we give a lot of discretion to you as a tutor.

The process

(After emailing support@gregmat.com)

- An initial check is done by the support team to ensure that the minimum requirements are met (and that we are not full). The support team may request some identification evidence (such as your LinkedIn) in some cases.
- One of the staff members will reach out to you to formally start the process
- If that goes well, Greg will meet with you
- If he clears it, that's it.