

# Interpreters Unlimited™ Interpreter Questionnaire

## Introduction



**interpreters unlimited**  
life takes communication

We ask you to fill out this form as completely as possible. We use this information to maintain our quality standards; to evaluate new interpreters and to help us determine the correct level of assignment for interpreters. If you wish to supply different or additional information at any point, please use additional paper or space. Not all questions will apply – if they don't please just mark them "n/a" or strike them.

Important note: we believe strongly in the importance of privacy. We will never trade or sell any information you give us. We will use information supplied only for internal purposes. You will note that we do not ask any questions about your standard compensation. If you are a new interpreter and have a fee schedule or a standard compensation rate please attach or send that separately.

## Contact/Payment Information

Full legal name (first, middle, last)	
Name normally used, if different	
Mailing address Line 1	
Mailing address Line 2	
City, State, Zip	
Legal to receive income in the US?	
Primary daytime contact phone	
Secondary daytime contact phone	
Mobile/cell phone	
Pager	
Additional phone	
Additional phone	
Fax	
Email	

## Language Information: English

Name/Dialect	English
Degree of fluency (1 - 10; 10 = fluent) <sup>i</sup>	
How learnt <sup>ii</sup>	
Is this a native language for you?	

## Language Information: Primary Language

Name/Dialect	
Degree of fluency (1 - 10; 10 = fluent)	
How learnt	
What country does this language best	

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apply to? <sup>iii</sup>	
Are you stronger in this language or in English?	
Last time in country of language, if applicable	
Number of visits to that country in last five years <sup>iv</sup>	
Interpret simultaneously in this language?	
Certified/registered interpreter in this language? <sup>v</sup>	
Certified by whom? <sup>vi</sup>	
Certification level (Fed, Admin, Medical, Registered)	
Certification number	
Certification expires when	
<b>IF CERTIFIED PLEASE ATTACH/SEND PHOTOCOPY OF DOCUMENTATION</b>	

<b>Language Information, Secondary Language, if applicable</b>	
Name/Dialect	
Degree of fluency (1 - 10; 10 = fluent)	
How learnt	
What country does this language apply to?	
Is this a native language?	
Are you stronger in this language or in English?	
Last time in country of language, if applicable	
Number of visits to that country in last five years	
Certified/registered interpreter in this language?	
Certified by whom?	
Certification level (Fed, Admin, Medical, Registered)	
Certification number	
Certification expires when	
<b>IF CERTIFIED PLEASE ATTACH/SEND PHOTOCOPY OF DOCUMENTATION</b>	

<b>Language Information, Tertiary Language, if applicable</b>	
Name/Dialect	

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Degree of fluency (1 - 10; 10 = fluent)	
How learnt	
What country does this language apply to?	
Is this a native language?	
Are you stronger in this language or in English?	
Last time in country of language, if applicable	
Number of visits to that country in last five years	

<b>Educational Background: non interpreting</b>	
Country of secondary education (high school)	
Years of secondary education	
Years of college/university	
First degree attained	
First degree subjects	
First degree college attended and country	
Second degree attained, if any	
Second degree subject	
Second degree college and country	
Third degree attained, if any	
Third degree subject	
Third degree college and country	
Professional education <sup>vii</sup>	
Other educational training/accomplishments/background	

<b>Educational Background: interpreting</b>	
1: Course name	
1: Taken where and when	
1: Course length	
2: Course name	
2: Taken where and when	

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2: Course length	
3: Course name	
3: Taken where and when	
3: Course length	
Professional organisations <sup>viii</sup>	
Have you received any training in cultural competence? If so, when and where.	

<b>Employment background, non interpreting</b>
Please either attach/send a standard resume of employment background or give a brief summary of names and dates and type of employment here.

<b>Employment Background: interpreting</b>	
Year you began interpreting professionally	
Other agencies/organizations for whom you interpret professionally	
Kind of interpreting you do <sup>ix</sup>	
Have you ever worked with headsets?	
What kinds of workers compensation interpreting have you done, if any	

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Have you ever interpreted in front of a large group (more than 50 people)?	
Ever done med-legal appointments, e.g. QME/AME/IME etc. Date of last.	
Approximate number of depositions in last 12 months and date of last deposition	
Subjects of last three depositions	
Which courts have you worked in during the last twelve months?	
Are you provisionally certified in any of those courts – if so, which and date of expiration.	
Ever done administrative hearings: e.g. WCAB, DMV, Labor board etc?	
If WCAB, which boards and date of last board hearing.	
Have you ever been tape recorded as an interpreter?	
Have you ever worked as a telephone interpreter?	
Are you a member of CHIA <sup>x</sup>	
Are you familiar with the CHIA Health Interpreter Standards? <sup>xi</sup>	
Are you familiar with the cultural advocacy theory of interpreting?	
Have you interpreted for mental health patients?	
Please list any specialist terminologies in which you have expertise. <sup>xii</sup>	

<b>Relevant experience, non compensated</b>
Please use this section to mention any other interpreting experience you have – e.g. charitable, family, educational that doesn't fit in elsewhere

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Restrictions	
Geographical area in which you work	
Times when you cannot work <sup>xiii</sup>	
Kinds of appointments you do not feel comfortable doing <sup>xiv</sup>	

PLEASE ATTACH/SEND ANY OTHER INFORMATION YOU FEEL MIGHT HELP US UNDERSTAND AND APPRECIATE YOUR CAPABILITIES. Thank you for completing this form – we know it is long and takes some time: we appreciate your time and we hope you recognize that the purpose of these questions is not idle.

ENDNOTES

<sup>i</sup> Degree of fluency: please rank on a scale of 1 to 10 with 10 being native fluency combined with current and frequent use of the language and 1 being the equivalent of limited fluency such as might be attained by a foreign high school student after four years of study.

<sup>ii</sup> How learnt: we are interested in how the language was acquired – growing up in the country, speaking it at home in a different country; through adult acquisition, etc.

<sup>iii</sup> Country of language: what country is primarily associated with your dialect – for example, Colombia, Mexico and Spain have different versions of Spanish; Yemen, Egypt and Lebanon have different versions of Arabic. If you learnt your language out of a country in which it is commonly spoken, please elaborate.

<sup>iv</sup> We are interested in how you maintain your fluency.

<sup>v</sup> If you are a registered interpreter please fill out as appropriate.

<sup>vi</sup> Federal; State of California (for Administrative/Medical); Judicial Council (for Court); RID (for ASL); if other, please specify.

<sup>vii</sup> E.g. medical, legal, business or other professional training: how much, when, where.

<sup>viii</sup> E.g. ATA, SCATIA, RID, CHIA, CCIA etc.

<sup>ix</sup> E.g. court, legal, depositions, administrative, medical, mental health, conferences, commercial etc.

<sup>x</sup> CHIA: California Healthcare Interpreters Association. See [www.chia.ws](http://www.chia.ws)

<sup>xi</sup> <http://www.chia.ws/standards.htm>

<sup>xii</sup> E.g. semiconductors, software development, mental health, bankruptcy, workers compensation, etc.

<sup>xiii</sup> E.g. not Wednesdays, not 9.00 to 12.00, not in July, not after 7.00 pm etc.

<sup>xiv</sup> E.g. no children, no mental health, no terminal patients, no home visits, no legal, no depositions etc.