

AUSIT EXCELLENCE AWARDS 2009

Interpreter Reference Form

This form is to be sent directly to:
AUSIT Excellence Awards c/o PO Box 143 Coonalpyn, SA 5265

An interpreter or interpreting team who has entered or been nominated for an Excellence in Interpreting Award needs at least three references in support of their entry. These references should encompass both their performance on the specific assignment or project nominated for an Award and their general competency as an interpreter.

Feedback of this sort will help AUSIT give public recognition to outstanding professionals and contribute to better service provision.

Please use this form to provide a reference for the interpreter. If more than one interpreter is involved in the assignment or project, please complete a separate reference for each interpreter.

Any information you provide will be kept confidential.

*** Interpreter's Name** (Please underline the surname):

*** Please select A or B and follow the instructions for your selection.**

(A) [] **General Reference**

Please attach a written reference outlining your knowledge of the interpreter's background and experience. Where applicable you may refer to the questions below as a guide to commenting on their work generally.

(B) [] **Reference regarding a Specific Assignment or Project**

Please detail the particular assignment or project, its start and finish dates, location/s, and the principal parties involved, and answer questions 1-7 below.

Specific Assignment or Project: _____

Dates: _____

Place: _____

Party 1: _____

Party 2: _____

Party 3: _____

Party 4: _____

Interpreter Reference Form continued:

*** QUESTIONS** (*Attach a separate sheet if you need more space to elaborate.*)

1) Comment on the interpreter's professional conduct during this assignment (e.g. behaviour, personal presentation).

2) Describe the framework/context of the assignment, including any linguistic and other challenges it presented.

3) Describe how the interpreter dealt with the situation overall and how the challenges were overcome.

4) State the benefits of the interpreter's work to the parties involved.

5) What particular aspect of the interpreter's performance made this assignment stand out?

6) What other comments would you like to make?

7) May we contact you for further information if necessary?

Yes – Phone no. and a convenient time to call you: _____

No

Interpreter Reference Form continued:

ABOUT YOU (the Referee):

Your name – *please indicate surname*: _____

Job title: _____

Your organization: _____

Address: _____

_____ Postcode: _____

Tel: _____ Email: _____

Relationship with interpreter (e.g. client, agency): _____

Your occupation: _____

Your LOTE language skills / qualifications (if applicable): _____

Are you familiar with the AUSIT Code of Ethics? []Yes []No

Signature: _____

Date: _____

CONFIDENTIALITY WAIVER FOR JURY

If the submission wins, the assignment will only be referred to in general terms and no sensitive or personal details will be divulged.

If you are one of the parties to the assignment, for example an agency, client, end-user, or someone named in the entry: do you agree to your details above being disclosed to the members of the Awards Jury, provided that such details will be kept confidential by the said Jury?

[] Yes Signature: _____

Date: _____

[] No

Please mark your envelope “Confidential Awards Submission” and post it to:

AUSIT Excellence Awards
c/o PO Box 143 Coonalpyn,
South Australia 5265.

Visit **www.ausit.org** for more information about AUSIT, the Excellence Awards, and the AUSIT Code of Ethics. Enquiries to: awards@ausit.org