



Interpreter Evaluation Form

Language: _____

Please complete the interpreter evaluation below. By doing so, you will help us improve our language services. Feel free to include comments or detailed remarks you would like to share. If you would like to discuss any matter concerning your experience with your interpreter today, please do not hesitate to contact us.

Part I: Introduction: Please mark YES or NO

Arrived on time: Yes No

Gave complete introduction: Yes No

Explained how to operate the interpretation equipment: Yes No

Explained how to manage the flow of communication (*e.g., short sentences, repetitions*): Yes No

Part II: Interpretation: Please mark YES or NO

Was the interpreter(s) successful at managing communication flow? Yes No

Was the interpreter familiar with the topic? Yes No

Did interpreter(s) ask presenters/speakers for repetition when necessary? Yes No

Did interpreter(s) seem confident while interpreting? Yes No

Did interpreter(s) understand the information well enough to provide satisfactory interpreting? Yes No

Was the interpreter transparent, interpreting everything said? Yes No

Did the interpreter manage the room appropriately? Yes No

Did interpreter speak clearly while interpreting? Yes No

Was the interpreter ready to assist when needed? Yes No

I will use this interpreter again Yes No

I was able to communicate, participate, and engage on the language I feel more confident in. Yes No

Part III: Comments: in what areas does the interpreter needs to improve?

Introduction Accuracy Completeness Fluency Managing Flow

Transparency Terminology Self- Confidence Flexibility Positive Attitude

It would be helpful to me if the interpreter would/would not...

What suggestions do you have that would improve our language services?
