

Institute of Translation & Interpreting



ITI Associate membership (AITI) Reference Questionnaire for Clients

Note to referee: Referees must have worked with the applicant for at least 1 year. References cannot be supplied by spouses, partners or family members. PLEASE USE BLOCK CAPITALS.

Applicant's name: FABIENNE COUPE

Applicant's Email address: FCOUBE67@gmail.com

Referee's information

Referee's name CAROLINE SCHUL

Referee's company name: THE PRESENCE GROUP

Referee's email address: CAROLINE.SCHUL@PRESENCEGROUP.EU Telephone number: 0032/499 05 1784

1. How long have you worked with the applicant? 1 Months/Years (delete as appropriate)

2. The work completed for you by the applicant was (please tick one box)

- Translation (written) only (Please answer questions in section **A** below)
- Interpreting (spoken) only (Please answer questions in section **B** below)
- Both Translation and Interpreting (Please answer questions in section **A and B** below)

Section A - Translation	Section B – Interpreting
On how many occasions have you used the applicant's translation services? _____ times	On how many occasions have you used the applicant's interpreting services? <u>2</u> times
The first occasion you used the applicant's translation services was: _____	The first occasion you used the applicant's interpreting services was: <u>20-22/06/12</u>
The most recent occasion you used the applicant's translation services was: _____	The most recent occasion you used the applicant's interpreting services was: <u>04-06/12/12</u>
Which language combination(s) has the work involved? From _____ Into _____ From _____ Into _____ From _____ Into _____ From _____ Into _____ From _____ Into _____	Which language pair(s) has the work involved? From <u>EN</u> Into <u>FR</u> From <u>FR</u> Into <u>EN</u> From _____ Into _____ From _____ Into _____ From _____ Into _____
In your opinion, does the applicant's level of language knowledge and skill allow them to produce work which is accurate, clear and meaningful? Comments: _____ _____ _____	In your opinion, does the applicant's level of language knowledge and skill allow them to produce work which is accurate, clear and meaningful? Comments: <u>YES</u> _____ _____

<p>In your opinion, does the applicant's level of subject knowledge and skill allow them to produce work which is accurate, clear and meaningful?</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p>	<p>In your opinion, does the applicant's level of subject knowledge and skill allow them to produce work which is accurate, clear and meaningful?</p> <p>Comments: <u>YES</u></p> <p>_____</p> <p>_____</p>
<p>Does the applicant contact you with queries and/or make comments on points of doubt? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments: _____</p> <p>_____</p> <p>_____</p>	<p>Does the applicant contact you with queries? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Comments: _____</p> <p>_____</p> <p>_____</p>
<p>Does the applicant check translations before returning them to you? (e.g. spelling, punctuation, typing errors) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments: _____</p> <p>_____</p> <p>_____</p>	<p>Does the applicant ask for feedback on interpreting work they have completed for you? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Comments: _____</p> <p>_____</p> <p>_____</p>
<p>How does the applicant react to any queries regarding translations they have completed for you?</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>How does the applicant react to any queries / points of concern regarding interpreting work they have completed for you?</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Please rate the applicant's translation service: (10=excellent, 1=poor)</p> <p>Accuracy of translation _____</p> <p>Presentation of translation _____</p> <p>Delivery of work by deadline _____</p>	<p>Please rate the applicant's interpreting service: (10=excellent, 1=poor)</p> <p>Language skills <u>10</u></p> <p>Professionalism while interpreting <u>10</u></p> <p>Punctuality <u>10</u></p>

3. Please rate the applicant on the following qualities: (10=excellent, 1=poor)


Customer service 10 Comments: _____

Reliability 10 Comments: _____

Professionalism 10 Comments: _____

4. In your opinion, is the applicant's conduct worthy of membership of this professional body? Yes / No

Please offer any other relevant information about the applicant (optional): _____

Signed:  _____ Date: Nov. 26th 2013