

Interpreter Mentoring Form

This form is to be completed by an interpreter who has completed the Professional Training for Interpreters Level I or equivalent training and has at least one year of professional interpreting practice. This form is to be brought back to Level II Interpreter Training by the interpreter who was observed/mentored.

Interpreter's Name _____

Organization where observation took place _____

Name of person completing this form _____

Signature of person completing this form _____

Date the observation took place _____

Mentor's contact information: Telephone _____

Mentor's e-mail _____

Directions:

Please observe the interpreter you are mentoring while he/she performs a professional interpreting assignment. You may complete the form while or after you do the observation, then fill out the items below. **Your honest and impartial feedback will assist the trainee to improve his/her performance.** Thank you.

1. The interpreter was appropriately dressed: Yes ___ Needs improvement ___ No ___

2. Interpreter did a complete pre-session: Yes ___ Almost complete ___ No ___
Comment: _____

3. Interpreter carried a notebook and pen/pencil: Yes ___ No ___

4. The interpreter took the least possible obtrusive position in the room: Yes ___ No ___

5. The interpreter behaved as if she was not part of the interview: Yes ___ Almost ___ No ___
Comment: _____

6. The interpreter was accurate: Completely ___ Sometimes ___ No ___
Word(s) missed: _____

7. The interpreter knew all words used in the interpreting session: Yes ___ Almost ___ No ___

8. The interpreter avoided eye contact with speakers: Always ___ Sometimes ___ No ___

9. The interpreter avoided side conversations with client: Yes ___ No ___

10. The interpreter avoided side conversations with provider: Yes ___ No ___

11. The interpreter used first person speech: Always: ___ Sometimes ___ No ___
Comment: _____

12. The interpreter had an impartial attitude: Yes ___ No ___ No opportunity to observe ___

Please write at least one comment about your observation. Thank you.