



Alaska Institute for Justice

Language Interpreter Center

Name: _____

Date: _____

Translation Self-Assessment

What is your first/primary language?: _____

Please indicate your highest level of education *in your primary language*:

High School or GED Some College/University Bachelor's Degree Master's Degree or Higher

Course of Study: _____ _____ _____

Please list any other educational training you have *in your primary language*:

What is your second language?: _____

Please indicate your highest level of education *in your second language*:

High School or GED Some College/University Bachelor's Degree Master's Degree or Higher

Course of Study: _____ _____ _____

Please list any other educational training you have had *in your second language*:

If you are fluent in any additional languages, please list them here along with your highest level of education and course of study in that language:



Alaska Institute for Justice

Language Interpreter Center

Name: _____

Date: _____

Across the top of the chart, please list the languages that you speak and write fluently and have been tested in to interpret for the Language Interpreter Center. For each language named, please rate your skill level and comfort level for the following translation requirements on a scale of 1 (low comfort/skill) to 12 (high comfort/skill):

Translation Requirements:	Language 1: English	Language 2: <i>(Language Name):</i> _____	Language 3: <i>(Language Name):</i> _____	Language 4: <i>(Language Name):</i> _____
Translating everyday language/general documents				
Translating slang words/idioms				
Translating legal vocabulary				
Translating medical vocabulary				
Translating technical/business level vocabulary *Please list any special expertise/subject matter you may have experience with: _____				
Using Track Changes in Microsoft Word				
Formatting documents in Microsoft Word				



Alaska Institute for Justice

Language Interpreter Center

Name: _____

Date: _____

Please circle one answer for the questions listed below:

I have translation experience in translating documents from *English* into my *primary/second language*:

Yes

No

Please describe your experience: _____

I have translation experience in translating documents from my *primary/second language* into *English*:

Yes

No

Please describe your experience: _____

I feel more comfortable translating documents from *English* into my *primary/second language*:

Yes

No

No Preference

I feel more comfortable translating documents from my *primary/second language* into *English*:

Yes

No

No Preference

I feel more comfortable reviewing documents from *English* into my *primary/second language*:

Yes

No

No Preference

I feel more comfortable reviewing documents from my *primary/second language* into *English*:

Yes

No

No Preference

I would feel comfortable translating documents that require some amount of formatting (example: birth certificates, marriage certificates, etc.):

Yes

No

No Preference

I would feel comfortable translating longer narrative documents (example: legal statements, brochures, handbooks, etc.):

Yes

No

No Preference



Alaska Institute for Justice

Language Interpreter Center

Name: _____

Date: _____

Do you have any other translation skills or abilities that you did not mention in this survey? Please share with us below:

The Language Interpreter Center often receives requests for legal and medical translation work. This work can range from simple birth certificates, divorce certificates and marriage certificates to police transcripts, witness statements, expert testimony, etc. On occasion, you might be served a subpoena to verify your qualifications as a translator. If a translator is subpoenaed with a court-issued subpoena, then the translator will follow the instructions on the subpoena. All communication should be directly between the court system and the translator.

I, _____, understand that it is possible that any legal or medical translation work I accept may result in a subpoena, or I may be asked to verify the accuracy of my translation in court.

- Check here if you do not accept the above terms, but are still interested in accepting non- legal and non-medical translation work (i.e. brochures, information pamphlets, website content, etc.).