



SUMMARY OF BASIC QUALIFICATIONS
To be an Over-the-Phone Interpreter (OPI)
Or a Video-Remote Interpreter (VRI)

		Yes=1	No=0
Are you proficient in your language pair?			
Do you have good verbal communication skills?			
Do you have very good customer service skills?			
Are you able to take fast and accurate notes?			
Do you have a good memory?			
Are you currently proficient in technical terminology? (medical, legal, financial, security, business)			
If not, are you willing to study the glossaries?			
Are you willing to practice and study to pass the test?			
Total 1			
FOR WORK-FROM-HOME INTERPRETERS			
Yes=1	No=0		
		Can you provide a quiet environment?	
		Can you purchase a professional headset?	
		Do you own/use a computer or tablet?	
		For VRI: Do you have computer video camera and excellent broadband internet connection?	
		For OPI: Can you get a dedicated landline?	
		Total 2	





GRADING YOUR "QUALIFICATIONS" FOR THE JOB OF OPI OR VRI

SUGGESTED GRADING CRITERIA

	Yes=1	No=0
Ready to apply for a position and start testing	7	
You must work on the improvement of your weakness	6	
You need to work hard to improve the weaker skills	5	
You need to prepare much more before reconsidering it	4	

PLUS the following for any work-from-home interpreters		
Yes=1	No=0	
4		Ready to start working tomorrow
3		Need to invest in the missing requirement
2		You should not apply to work-from-home positions until you meet the required equipment and conditions
1		You need to make all the investments suggested here before thinking of working from home

DISCLAIMER:

- These guidelines are for your personal preparation only.
- They are partially arbitrary and stated for the sole purpose of SELF-GUIDANCE to the areas recommended for improvement.
- They have not been validated against any specific language service provider qualifications template.
- They cannot anticipate if you are or not a good fit for any company but rather if you meet the "Basic Qualifications" for a job in OPI and VRI.

