



GRADING YOUR PERSONAL "READINESS" FOR THE JOB

POSITIVE + = +3 great +2 good +1 acceptable
 NEGATIVE — = - 1 clumsy - 2 bad - 3 unacceptable

Use only one rating per line and
 leave blank any line not assessed

	+	-
1. General Language Proficiency		
2. Technical Terminology		
3. Customer Service Skills		
4. Ethical Behavior		
5. Cultural Competency		
Accuracy and Completeness		
6. Equivalency of concepts and terms		
7. Omissions (+3 if none, -1 for each occurrence)		
8. Additions (+3 if none, -1 for each occurrence)		
9. Changes (+3 if none, -1 for each occurrence)		
10. Non verbal cues (+ for good ones, – for absent)		
Communication Skills		
11. Speed of delivery		
12. Clarity (diction, register, delivery)		
13. Voice (pleasant, professional tone)		
Added total for each column (A)		
Number of rows graded (B)		

PLUS (+) Column <i>(Divide A/B)</i>	TOTAL SCORE	
MINUS (-) Column <i>(Divide A/B then x 100)</i>	% OF WEAKNESS	





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SUGGESTED GRADING CRITERIA

PLUS (+) Column <i>(Divide A/B) (39/13)</i>	Optimum Score Desired	+3
MINUS (-) Column <i>(Divide A/B then x 100)</i>	(Maximum) % of Weakness	-20%

10 lines completed. 8 lines with a positive and 2 lines with a negative
 The positives were +3, +3, +3, +3, +3, +2, +2, +2 = 21
 The negatives were -2 and -2 = -4

Positive score equals $21/10 = +2.1$, barely a "passing" score, indicating that this person needs to work hard on those line items where the scores were not optimum – this person might experience difficulties passing some LSP tests.

Negative score equals $-4/10 \times 100 = 40\%$, a very high negative percentage; this person needs to take serious training or practice related to the areas of the negative scores before applying for an interpreting job.

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 or compared to any specific language service provider grading or scoring template.
- They cannot anticipate any specific real-world ability to be or not be hired, but rather a general "readiness" for hire.

