



Timesheet

Name of Interpreter:

Job No:

Interpreting assignment								Travel period				Total travel time	
Date	Start time	Break (unpaid)		Finish time	Total Hours (minus break)	Name of NESP requiring interpreter	Language	Location	Departure		Return		
		Start	End						Travel start	Travel finish	Travel start	Travel finish	
/ /	:	:	:	:					:	:	:	:	
/ /	:	:	:	:					:	:	:	:	
/ /	:	:	:	:					:	:	:	:	
/ /	:	:	:	:					:	:	:	:	
/ /	:	:	:	:					:	:	:	:	
/ /	:	:	:	:					:	:	:	:	
				TOTAL								TOTAL	

To be completed by Client representative:

Name: _____
(please print)

Signature: _____

Date: ____ / ____ / ____

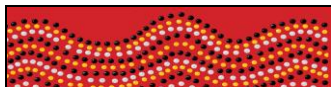
Organisation: _____

Position: _____

Contact No: _____

Instructions

1. Please complete and sign this form as soon as the job has been completed and submit to Aboriginal Interpreter Service via Email: ais@nt.gov.au
2. To avoid follow-up enquiries and delays with processing please ensure all fields are completed in full, confirming the service was provided and the details recorded are accurate.
3. Where two or more breaks occur in a day please use extra lines on the timesheet to record the third and subsequent sessions.
4. Please use a separate timesheet for separate jobs.
5. Please see on the reverse of this timesheet an evaluation form that may also be completed at the end of the job.





Evaluation

Name of Interpreter:

Job No:

Your feedback is valued and will be used to improve the service that we offer. Please be assured that your comments are confidential and will only be used to collect statistical data and towards service improvement.

How do you rate the interpreters overall performance: Excellent Good Average Poor

Would you use this interpreter again? Yes No Why / why not? _____

How can we improve our service to better suit your needs? _____

If you would like to provide feedback on your overall customer service experience with AIS as well as more in-depth feedback on the interpreter, we would like to invite you to also complete our on-line survey at <https://www.surveymonkey.com/s/AISfeedback>. The survey will take approximately 5 minutes. Your valued input will assist us to identify training and professional development needs for our interpreters and improve our overall level of service delivery.

If you have any issues/concerns you would like to discuss in person please don't hesitate to call the Booking Manager on 1800 334 944.

