

Timesheet

Interpreter name: _____

Job no.: _____

Interpreting assignments									Travel period				
Date	Start time	Break (unpaid)		Finish time	Total hours (minus break)	Name of NESP requiring interpreter	Language	Location	Departure		Return		Total travel time
		Start	End						Start	Finish	Start	Finish	
	:	:	:						:	:	:	:	
	:	:	:						:	:	:	:	
	:	:	:						:	:	:	:	
	:	:	:						:	:	:	:	
	:	:	:						:	:	:	:	
				Total								Total	

Client representative to complete

Name (print): _____

Signature: _____

Date: _____

Organisation: _____

Position: _____

Phone: _____

Instructions:

- Complete and sign this form as soon as the job has finished and submit to AIS via email: ais@nt.gov.au
- Ensure all fields are completed in full, confirming the service was provided and the details recorded are accurate
- Where two or more breaks occur in a day please use extra lines on the timesheet to record the third and subsequent sessions
- Use a separate timesheet for separate jobs
- Complete the evaluation form on the back of this timesheet at the end of the job.



Evaluation

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 used to improve service performance.

Interpreter name: _____

Job no.: _____

Please rate the interpreter's 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 www.surveymonkey.com/s/AISfeedback. The survey will take approximately 3 minutes to complete.

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

