

翻訳

Terjemahan

Penerjemahan ဂျပေတံလူကောင်း

Pagsasaling-wika

엘리트

Natatatangi

エリート

एलिट

Elite

번역

翻译

Interpreters' Guidelines





DEAR TALENT,

We at Elite welcome you in joining our network of professional interpreters across the Asia Pacific Region.

We hope to build a strong and lasting working relationship with you for many years to come. To achieve this, it is important for us to help you understand the work process and our expectations of interpreters.

Regarding Project Inquiries

Prompt Response: We seek your support in responding to our assignment inquiries promptly if you are available and are keen in taking up the project. We would appreciate if you could either drop us a short SMS message or email to express your interest in taking up the project.

Official Confirmation: We will try our best to provide you with complete information about the assignment when confirming your availability. Should you have any other possible commitments or appointments, please always update us as soon as you can so that we can make the necessary arrangements.

However, upon issuance of the official purchase order, the engagement will be officially confirmed, and interpreters will not be allowed to decline the assignment from this point onwards.

Confidence: Professionalism is not about accepting projects that are out of your league, but about taking on assignments that you have confidence in. This is also to assure clients that the interpreters we provide meet their expectations in terms of industry knowledge. If you do not have the confidence in handling a project, it would be fine to decline it at the initial stage.

During & After the Event

Punctuality (arriving at the venue at least 15-30 minutes before the commencement time)

Preparation is key. Should the client have additional requests during the event which are different from the prescribed job scope, ALWAYS contact the Talent Liaison as it is our job to negotiate with the client on your behalf and protect your interests.

Timesheet: After the completion of assignments, please remember to get the client to sign on the timesheet, especially when there is any overtime involved. Should the client invite you for dinner or lunch after the completion of the assignment, these engagements will not be counted as chargeable hours and you have the rights to reject or accept their invitations.

CLARITY CONTEXT CONVICTION



Confidentiality: It is a tenet of the interpreting profession that anything of a proprietary or personal nature learned in the course of an assignment is confidential and not to be revealed to outside parties without the Client's permission, unless under duly established legal procedures.

Ethics: It is also understood that **the client and interpreter(s) should not arrange for additional assignments nor discuss fees or other business arrangements** without the knowledge of the agency.

Payment: It is important for you to check the Purchase Order carefully upon receipt to ensure that what is written tallies with the information and rate communicated previously. Should there be any discrepancy, please inform your Talent Liaison immediately.

Payment will be made on the 20th of the subsequent month after the project month. For example, if the event is held on 5 June 2012, the payment date will be 20th July 2012. The payment date is also clearly indicated in the Purchase Order. If you do not receive any payment 2-3 days after the payment date, please attach the Purchase Order issued to you and email it to finance@elitetranslations.asia for clarification.

Profile Updates: Please send us your updated profile with additional information about recent assignments preferably on a half yearly basis. Should there be new developments in your life or career which affect your working mode such as relocation to another country, do update us as well.

Should you have any queries, please feel free to write to corporate@elitetranslations.asia or the Talent Liaison Executive that contacted you for further clarification.

We look forward to establishing a meaningful collaboration with you soon.

Best Regards,

Carol Hong Yin Yin
Managing Director