DBHDS
Virginia Department of
Behavioral Health and
Developmental Services

Interpreter Evaluation Form

Interpreter Name: _____   **Language:** _____

Part I: Introduction

Introduction to Individual:
☐ Gives name
☐ Discussed confidentiality
☐ Gave complete Introduction
☐ Managed flow- (gestures and short sentences).
☐ Prompts individual to ask questions
☐ Re-directed pt. to speak directly to provider

Introduction to Provider:
☐ Gives name
☐ Identified the target language
☐ Gave complete introduction
☐ Explained how to manage the flow of communication (gestures, short sentences)
☐ Directed provider to speak directly to individual

Part II: Interpretation

Never	Occasionally	Usually	Always	
☐	☐	☐	☐	Was first person used?
☐	☐	☐	☐	Was Interpreter successful at managing communication flow?
☐	☐	☐	☐	If clarification was necessary, was Interpreter transparent?
☐	☐	☐	☐	Did Interpreter fail to clarify?
☐	☐	☐	☐	Did Interpreter summarize?

Part III: Completeness and Accuracy

Never	Occasionally	Usually	Always	
☐	☐	☐	☐	Was interpretation accurate?
☐	☐	☐	☐	Was everything interpreted (comments, counting)

List missed meaning, items omitted/ and or added:

_____
_____
_____
_____
_____
_____
_____
_____

Part IV: Qualities of Interpreter

Yes	No	
☐	☐	Did interpreter seem confident while interpreting?
☐	☐	Was interpreter audible when interpreting?
☐	☐	Did interpreter speak clearly while interpreting?
☐	☐	Did the interpreter speak too fast?
☐	☐	Did the interpreter speak too slow?
☐	☐	Did interpreter leave the room with the provider?
☐	☐	Did interpreter take action to avoid personal conversation with the individual?
☐	☐	Did interpreter clarify when in doubt?

Part V: Comments

In what areas does the Interpreter need to improve?

☐ Introduction ☐ Accuracy ☐ Completeness ☐ Fluency ☐ Managing Flow
☐ Transparency ☐ Medical Terminology ☐ Self- Confidence ☐ Flexibility

Notes: _____
_____
_____
_____

Evaluator Name: _____ Date: _____
Evaluator Signature: _____

How to use this form
This form is best used by a interpreter peer or a bilingual colleague who has been tested for proficiency in the target language. It should be given to supervisors who then can share the results with the interpreter being evaluated. Some of the responses in this evaluation may be subjective so it will be important to discuss the encounter with the interpreter being evaluated. This discussion should be documented and attached to this form.