



CORE COMPETENCIES CHECKLIST FOR INTERPRETERS WORKING IN COMMUNITY AND SPECIALIZED SETTINGS

	Excellent	Good	Satisfactory	Needs Improvement	Improvement Action Plan (IAP)
INTERPRETING AND LINGUISTIC COMPETENCE					
Fluency in both languages					
Active Listening Skills					
Memory Retention					
Note Taking					
Articulation					
Conversion - efficiency					
Mode Switching					
Familiar with idioms, sayings, phrasal verbs					
Ability to shift range of registers					
Broad vocabulary in both languages					
In-depth knowledge of both languages					

	Excellent	Good	Satisfactory	Needs Improvement	Improvement Action Plan (IAP)
KNOWLEDGE AND SUBJECT AREAS					
Knowledgeable about:					
Social Services					
Legal System					
Health Care System					
Governance (all levels)					
Immigration and Settlement Issues					
Current Issues (local and global)					
Cultural Knowledge					
Awareness of General Stereotypes					
Awareness of Own Stereotypes					
Awareness of Own Values					
Familiar with cultural common practices					

	Excellent	Good	Satisfactory	Needs Improvement	Improvement Action Plan (IAP)
INTERPERSONAL COMPETENCE					
Communication skills					
Interpersonal skills					
Respectful					
Tactful					
"People-person"					
Punctual					
Organized					
Work well without supervision					
Effective speaker					
Assertive					
Self-care knowledge					
Self-care practice					
Professional development focus					
Able to maintain boundaries					
Meditate/exercise					

	Excellent	Good	Satisfactory	Needs Improvement	Improvement Action Plan (IAP)
RESEARCH AND TECHNICAL COMPETENCE					
Online research skills					
Computer skills					
Technologically competent					
Comfortable with new technologies					
Aware of new trends					
Glossary building skills					
Awareness of Current Events					
Competent with Mobile Apps					