

RECRUITING AN INTERPRETER

There is a significant shortage of interpreters in educational settings and recruiting for qualified interpreters is often a daunting task. The following ideas will give you a starting place in your search for an interpreter.

- Contact the four educational interpreter training programs in North Carolina. Their websites are listed on our webpages at <http://www.ncpublicschools.org/ec/deaf.htm>.
- Advertise in local newspapers as well as in large newspapers throughout the state.
- Check with neighboring school systems to see if they have applications on file.
- Check with current staff to see if they know of interpreters who are seeking employment.

THE INTERVIEW PROCESS

Many school systems are at a disadvantage in interviewing potential interpreters as they have no one on the interview team who is fluent in the modality used by the student. The following suggestions will help in designing a qualified interview team.

- The interview team should always include at least one credentialed interpreter who has experience with the interview process.
- If your system does not have a credentialed interpreter, one should be contracted for the interview. See the website www.ncpublicschools.org/ec/deaf.htm for agencies that will do interpreter assessments to find persons for contract services.
- A deaf adult who has experience in training interpreters and fluency in the modality used by the student may also be contracted to evaluate the candidate's skills.
- Always verify the interpreter's skill level. This can be done by taping a lesson at the grade level of the student and asking the candidate to interpret the lesson.
- Always check the references of the candidate and check with the interpreter training program that granted the degree. In some situations, the candidate may have completed the interpreter training program but would not be recommended for employment by the institution.

HIRING GUIDELINES

- Always hire the most qualified interpreter that you can find.
- Always assess the skills of the interpreter candidate. The candidate with the highest degree may not be the most qualified.

HIRING GUIDELINES – CONT'D

- Always present the job description at the interview so the candidate knows what is expected for this particular job.
- Consider showing the candidate the evaluation form which will be used annually.
- Consider requiring a portfolio as part of the professional development process.