**Stanford Health Care**

**Medical Interpreter and Translator Internship**

**Summer 2018**

**REFERENCE CHECK**

**IMPORTANT reminder for the applicant: Two references are required.**

Applicant’s name: Mr. / Ms.                                                  has applied to be an intern at Interpretation and Translation Services at Stanford Health Care.

Reference provider name and contact information:

Please answer the following questions.

1. How do you know the applicant?

2. How long have you known the applicant?

3. How would you rate the applicant’s **interpretation skills**?

*Lowest*          1          2          3          4          5          6          7          8          9          10     *Highest*

4. How would you rate the applicant’s **translation skills**?

*Lowest*          1          2          3          4          5          6          7          8          9          10     *Highest*

5. How does the applicant relate to peers and co-workers?

6. How would you characterize the applicant’s interpersonal skills? Does this person have the ability to make people feel comfortable? Please provide examples:

7. Is the applicant responsible? For example: Does the applicant arrive on time and complete assigned projects in a timely manner?

8. How would you describe the quality of this person’s work?

9. How does the applicant perform in a stressful situation? Is the applicant able to focus on assignments and prioritize tasks?

10. In your opinion, does the applicant possess any special qualities that set them apart from others for this medical interpreting internship?

*Additional comments may be written on the back of this form.*

*Please send c*ompleted form to interpreterinternship@stanfordhealthcare.org before **February 21, 2018.** Thank you very much for your time.