



Quick Reference Guide

Responding to Work Requests for Contract Interpreters

Accept a Pending Offer

1. Click **Interested** on the assignment if you'd like to be considered for the assignment. The pending assignment will appear on your calendar.

Pending Offers 1 [View All](#)

Wed Nov 22
3:00 PM - 5:00 PM Central Time

52-PR-
Acholi, Nicollet

Respond By
11/23/2023 02:50 PM

Party: Test, Greg
Offer Rate: No Rate
Person Subject To: Guardianship

2. Enter a **Response Comment**, if needed. Comments such as, questions, a negotiation, or details of an assignment are sent to the scheduling specialist.
3. Click **Save**. Your response is sent to the scheduler for review and possible assignment. The assignment is not automatically granted. If you are granted the assignment, you'll receive a notification, and the assignment detail status will change from pending to granted on the specified date.

OFFER RESPONSE ✕

Offer Rate: \$52.00 Per Hour
Status: Interested

Response Comment
This is where you'll enter any questions about the assignment or to negotiate details.



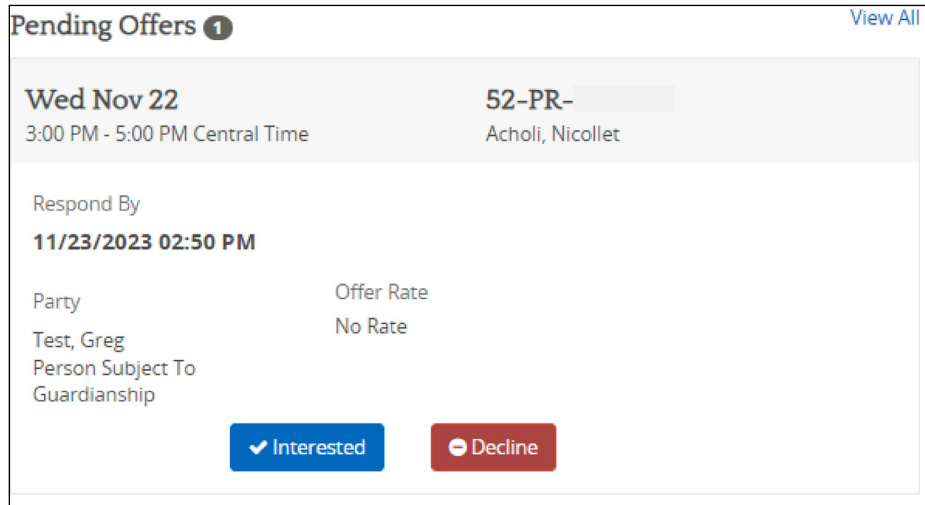
Assignments are offered to interpreters based on their calendar availability. It is important to keep your calendar up to date with days or times you are unavailable for an assignment.

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Decline a Pending Offer

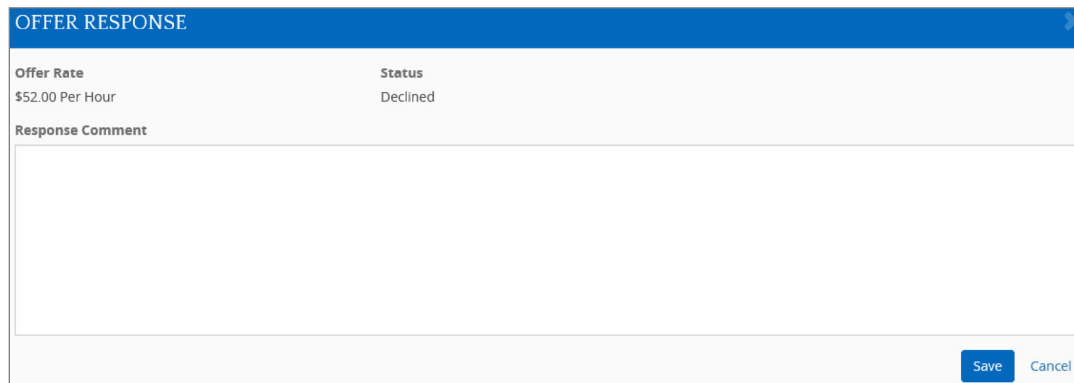
1. Click **Decline** on the assignment you do not want.



The screenshot shows a 'Pending Offers' window with a 'View All' link in the top right. The offer details are as follows:

Wed Nov 22	
3:00 PM - 5:00 PM Central Time	52-PR- Acholi, Nicollet
Respond By 11/23/2023 02:50 PM	
Party Test, Greg Person Subject To Guardianship	Offer Rate No Rate
<input type="button" value="Interested"/> <input type="button" value="Decline"/>	

2. Enter a **Response Comment**, if needed. Comments such as questions or assignment conflicts are sent to the scheduling specialist.
3. Click **Save**. The response and any comments are sent to the interpreter scheduler. No further action is required.



The screenshot shows an 'OFFER RESPONSE' form with the following fields:

Offer Rate	Status
\$52.00 Per Hour	Declined
Response Comment	
<input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

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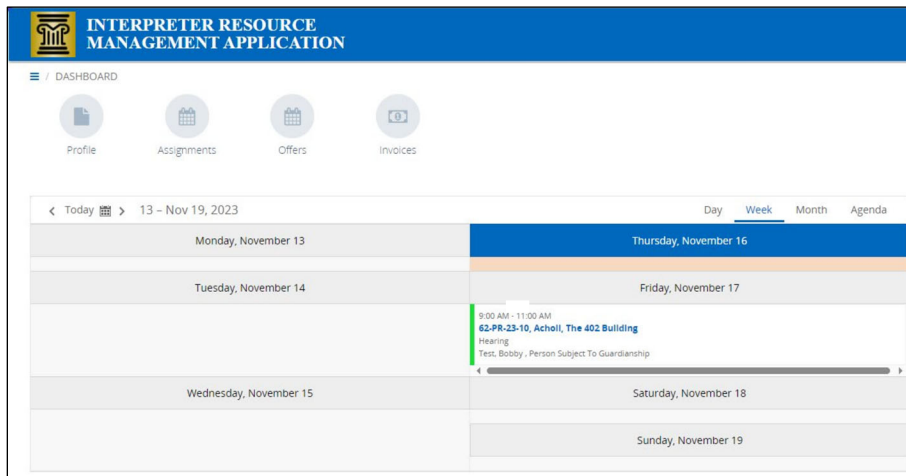
Booking Exception

It is the anticipated actual time of the work request within the 2-hour period assigned, that the Interpreter will work.



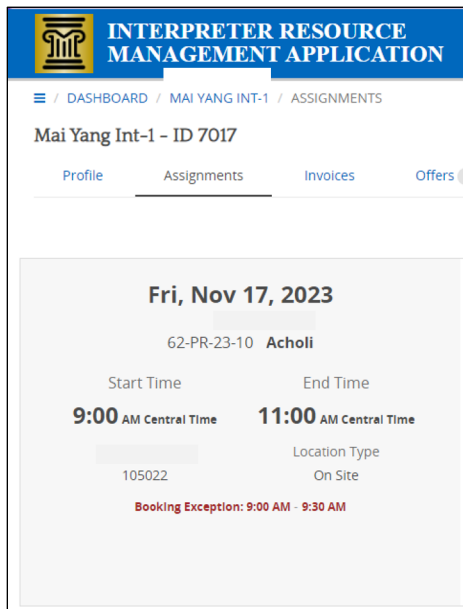
Add-ons may be assigned without an offer process; you will receive a notification of add-ons. Contact the scheduling specialist immediately if the interpreter cannot take the add-on.

1. Click on the assignment.



The screenshot shows the 'INTERPRETER RESOURCE MANAGEMENT APPLICATION' dashboard. It features a navigation bar with 'Profile', 'Assignments', 'Offers', and 'Invoices'. Below is a calendar view for '13 - Nov 19, 2023'. A booking exception is highlighted on Thursday, November 16, from 9:00 AM to 11:00 AM. The details for the exception are: '62-PR-23-10, Acholi, The 402 Building', 'Hearing', and 'Test, Bobby, Person Subject To Guardianship'.

2. **Booking Exception** will be listed below the work assignment details.



The screenshot shows the 'INTERPRETER RESOURCE MANAGEMENT APPLICATION' assignment details for 'Mai Yang Int-1 - ID 7017'. The assignment is for 'Fri, Nov 17, 2023' at '62-PR-23-10 Acholi'. The start time is '9:00 AM Central Time' and the end time is '11:00 AM Central Time'. The location type is 'On Site' with ID '105022'. A red 'Booking Exception: 9:00 AM - 9:30 AM' is listed below the details.