Responding to Work Requests for Contract Interpreters

Accept a Pending Offer

1. Click **Interested** on the assignment you'd like to accept. The pending assignment will appear on your calendar.

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.

ⓘ 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.

Decline a Pending Offer

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

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.