# Canadian Transcriptionist Questionnaire

Thank you for your interest in our company and our available transcription positions. Please read through the information carefully, complete all testing, and follow the instructions for email submission, found at the end of this document.

## A Little Bit More About Us:

AccuTran Global is an online transcription company offering legitimate work-from-home opportunities to North American transcriptionists. If you have not already done so, feel free to do a Google search and see what others have to say about us.

We have been in business since 2002 and are incorporated in the province of British Columbia, Canada.

All our transcriptionists are independent contractors.

Canadian transcribers are paid in Canadian dollars via direct deposit.

Canadian transcriptionists must provide banking information for their Canadian-domiciled account, those living outside of Canada may receive payments through PayPal.

All our transcriptionists must sign and adhere to a non-disclosure agreement.

All our transcriptionists are to transcribe assigned audio following our formatting guidelines and using the research provided. No outside research, or proofreading is to be done.

We provide custom transcription software that integrates with our media and internal processes, which runs on Windows 10.

Those not able to use our software must ensure compatibility with our systems and provide their own support.

Please note the following:

* We do not issue T4s.
* It is your responsibility to report your income and pay the applicable income taxes.
* We are happy to issue a statement of earnings at your request.
* We do pay GST/HST to Canadian contractors with a valid GST/HST number.

Transcriptionists who demonstrate accuracy will have the opportunity to advance into editing and proofreading.

## Pay:

Transcription rates are by the word or by the audio minute, depending on the turnaround time required on each individual project. Therefore, the faster you transcribe, the more earnings potential you have.

* Rates start at $0.004 per word and $0.40 per audio minute for projects with a turnaround time of greater than 24 hours.
* Bonuses are paid for audio containing technical terminology and audio with heavily accented speakers, originating from foreign countries.
* North American accents are not considered foreign.

Payments are made via direct deposit on or before the 15th of the month for work completed during the prior calendar month.

Example: Work completed during the month of February would be deposited on or before the 15th of March.

## Read and Complete the Following:

Our absolute minimum typing speed for transcription is 70 WPM. Please **do not continue** if you do not meet this minimum requirement.

As outlined above, transcription rates are paid on a per word and per audio minute basis. We want our contractors to earn money and those with typing speeds below 70 words per minute often find themselves making only minimum wage equivalent. In addition, some of our projects have tight turnaround times and we often require an audio file transcribed and posted back to us within 4x to 6x maximum.

Please go to http://www.typingtest.com/ and complete the “1 minute test” with “Text”. Paste the results in the box below:

Click or tap here to enter text.

## Tell Us About Yourself:

Name: Click or tap here to enter text.

Email: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Are you willing to sign and abide by a non-disclosure agreement?

[ ]  Yes [ ]  No

Do you have an active Canadian-domiciled bank account?

[ ]  Yes [ ]  No

Are you registered for GST/HST? (Do not provide us the number at this stage.)

[ ]  Yes [ ]  No

In which time zone to you reside?

Choose time zone...

How many years have you been transcribing?

No experience.

Please tell us about your transcription experience:

Click or tap here to enter text.

Do you own good quality headphones, such as the type used by gamers or with noise cancellation?

[ ]  Yes [ ]  No

What is the brand and model of your headphones? Click or tap here to enter text.

Do you have medical or medical-related transcription experience?

[ ]  Yes [ ]  No

Do you have legal or legal-related transcription experience?

[ ]  Yes [ ]  No

Do you own a foot pedal?

[ ]  Yes [ ]  No

Are you fully bilingual and capable of transcribing both in English and in French?

[ ]  Yes [ ]  No

Do you have experience with ESL speakers? Which accents are you comfortable and confident transcribing?

[ ]  Yes [ ]  No If yes, which accents? Click or tap here to enter text.

Are you interested in expanding your service offering to editing and proofreading once accuracy has been established?

[ ]  Yes [ ]  No

Please rank your confidence in performing the following tasks on a scale from 1 to 5, with 1 being not confident at all and 5 being very confident:

Installing Software: Click or tap here to enter text.
Saving Files in Different Formats: Click or tap here to enter text.
Installing Equipment: Click or tap here to enter text.
Downloading and Uploading Files from the Internet: Click or tap here to enter text.

Please provide your anticipated availability for each day of the week. Please note that you are not required to have the same availability every day, nor are you required to be available every day. Please list availability in **Eastern** time.

Monday: Click or tap here to enter text.

Tuesday: Click or tap here to enter text.

Wednesday: Click or tap here to enter text.

Thursday: Click or tap here to enter text.

Friday: Click or tap here to enter text.

Saturday: Click or tap here to enter text.

Sunday: Click or tap here to enter text.

How did you hear about us?

Click or tap here to enter text.

Additional information or comments you wish us to be aware of:

Click or tap here to enter text.

## Show Us Your Skills:

Download the sample mp3 audio from here: <http://accutranglobal.com/assets/CanadianTranscriptionistTestAudio.mp3>

If you do not have transcription software already installed on your computer, the audio will open in Media Player or any other software that plays .mp3 files. Unfortunately, you will have to start and stop the audio manually. This will be taken into consideration when reviewing your testing.

Another option is to download the trial version of Express Scribe, which is free of charge, and can be controlled by foot pedal or hot keys.

Below, please transcribe the conversation between Kate and Mindy, following these formatting instructions:

* Use Canadian spellings.
* Proper use of punctuation is required.
	+ Use commas where grammatically required and not every time a speaker takes a breath.
	+ Interruptions, either by one’s self or another speaker should be indicated with an m-dash (—).
	+ An incomplete thought by a speaker (i.e. trails off and does not complete idea) should be indicated using ellipses (…).
* Paragraph with every change in speaker.
* Transcribe the audio verbatim with the following exceptions:
	+ Clean up slang
	+ Do not transcribe “ums” or “uhs”
	+ Do not transcribe sounds, i.e. phone ringing, laughter
	+ Do not transcribe sentence fillers such as “you know” unless by omitting them the meaning of the sentence is altered.
* Identify each speaker using their first name, directly after the @ symbol, with text to follow on its own line. For example:
 @Kate
 Good morning. How are you today?
* If you are not 100 percent sure what the speaker is saying, please put [ph] after the word(s) in question
* If you are totally unsure of what is being said, cannot even hazard a guess, please insert [indiscernible].
* Spell check your text.

Please transcribe test audio here:

Start Time: Click or tap here to enter text.

Transcribed Text:

Click or tap here to enter text.

Finish Time: Click or tap here to enter text.

## Thank you for your time.

Please save this Word document using the following format:

 Transcription Testing (Your Name).docx

Example: Transcription Testing Jane Doe.docx

Please email your completed questionnaire and testing to: oksana@accutranglobal.com with TRANSCRIPTION TESTING in the subject line.

Emails not conforming with the above guidelines will not be reviewed.

Your questionnaire and testing will be reviewed and you will receive a response from us within three business days of submission.