# International/ESL Transcriptionist Questionnaire

Thank you for your interest in our company and our available transcription positions.

## A Little Bit More About Us:

AccuTran Global is an online transcription company offering legitimate work-from-home opportunities for 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.

International transcriptionists are paid in US dollars via direct deposit.

International transcriptionists living in the US must have a US-domiciled bank account.

International transcriptions living outside of the US must have an account in one of the countries contained in this list: <https://transferwise.com/help/articles/2810318/why-cant-i-get-usd-account-details>

**Important:** If you do not see your country on the list, unfortunately at this time you are ineligible to work with us.

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, 1099s, or other official government income documentation.
* 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 review and editing and be offered additional work on other projects.

## Pay:

Transcription rates are US$0.80 per audio minute. Therefore, the faster you transcribe (without sacrificing accuracy) the more earnings potential you have.

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 per audio minute basis. We want our contractors to earn a fair wage, and those with typing speeds below 70 words per minute often find themselves making only minimum wage equivalent. In addition, most of our projects have tight turnaround times and we require an audio file be transcribed and posted back to us within 4x to 6x the length of the audio, 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 US-domiciled bank account?

[ ]  Yes [ ]  No

Do you reside in a country that is served by a multicurrency TransferWise account?

[ ]  Yes, Enter Country: Click or tap here to enter text. [ ]  No

If no to both of the last two questions, please do not continue. Unfortunately, you are not eligible to work with us at this point in time.

Are you registered for GST/HST? This applies to Canadian applicants only.
(Do not provide us the number at this stage.)

[ ]  Yes [ ]  No

Do you have experience with ESL speakers?

[ ]  Yes [ ]  No

Which accents are you comfortable and confident transcribing?

 [ ]  Japanese

 [ ]  Chinese

 [ ]  Taiwanese

 [ ]  Korean

 [ ]  Malaysian

 [ ]  Indian

 [ ]  European

 [ ]  American

 [ ]  French Canadian

 [ ]  Other, please list: Click or tap here to enter text.

In which time zone do you reside?

 Click or tap here to enter text.

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 capable of transcribing in Canadian French?

[ ]  Yes [ ]  No

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 between 12 AM and 12 PM. 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 Canada (UTC-05:00)** 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/InternationalTranscriptionistTestAudio.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 US 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 (—) with no spaces on either side.
	+ 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: fhoelsema@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.