



DHS
Limited English Proficient/Sensory Impaired (LEP/SI) Program
Contract Interpreter Services
Employee Feedback Form

Employee Name & Telephone Number: _____

Program/Office: _____

Date of Service: _____

Contractor's Name: _____

Yes No 1. Did the Contract Interpreter arrive on time?

Yes No 2. Did the Contract Interpreter provide services as required in the Professional Code of Conduct?

If no, please explain: _____

Yes No 3. If Contract Interpreter services are needed in the future, would you include this individual in the rotation of contractors to be called?

If no, please explain: _____

Yes No 4. Would you recommend renewal of the contract with this interpreter?

Comments/Feedback/Concerns: _____

Use back of sheet if necessary.

Please complete and return to the DHS LEP/SI Program Office: 2 Peachtree Street, NW
Suite 30-452
Atlanta, GA 30303
Fax: 404-651-5444

If you are unsure about the invoicing/payment process, please contact the DHS LEP/SI Program Office at 404-657-5244 or 404-657-4722. Please do not DELAY payment to the Contractor.

DHS Contract Interpreter Services
Employee Feedback
Instructions

1. Include your name, telephone number, Division/Office. Also include the date service was provided, and the contractor's name in the designated areas.
2. For each of the 4 questions, please respond by checking either YES or NO.
3. If NO is marked for questions 2 and/or 3, please provide an explanation.
4. Write any other comments, feedback, and or concerns in the designated area(s).
5. Submit the completed form should be sent to the LEP/SI Program Office via mail or fax. Completed forms may also be emailed to: lepsi@dhr.state.ga.us.
6. The LEP/SI Program will maintain records of Employee Feedback for Contract Interpreters. This information will be useful in determining if contracts will be renewed for contract interpreters.

NOTE: If you are have any questions or unsure about the invoicing/payment process, please contact the DHS LEP/SI Program Office at 404-657-5244. Please do not DELAY payment to the Contractor.