<u>From Preschool to the President:</u>
<u>Developing Your Business Practice as an Interpreter</u>

1. **PRE-WORK INVESTIGATION**
   a. Contacting interpreters in community
   b. Locating resources ahead of time
      i. Local RID chapter
      ii. Websites
      iii. Social Media
      iv. Communicate with professors throughout ITP

2. **BUSINESS MENTORS**
   a. Helpful with:
      i. Billing advice
      ii. Contract advice
      iii. Technology
   b. Finding a mentor
      i. Staff: attend quarterly business meetings and participate
      ii. Get colleagues opinions
      iii. Consider hiring a professional mentor for a specific period of time
      iv. Relationship is not set in stone – must be mutually beneficial

3. **AGENCY vs DIRECT FREELANCE**
   a. Agency (staff, core, exclusive, etc)
      i. Guaranteed hours
      ii. Benefits
      iii. Reimbursements
      iv. Perks
      v. More limited input into assignments
   b. Freelance (Independent Contractor with agency or Direct without)
      i. No obligation to accept or be provided work
      ii. Reimbursements and perks vary
      iii. Taxes usually not withheld (1099 – Schedule C)
      iv. Provide own liability coverage
      v. Direct freelance contracts independently with hiring entity (higher hourly rate, but responsible for billing and payment issues)

4. **MARKETING AND REPUTATION**
   a. Reputation = BP + E + SS
      i. BP
      ii. SS
      iii. E
   b. Marketing
      i. Websites
         1. RID
         2. Personal
      ii. Business Cards
      iii. *Presenting

5. **NEGOTIATING AND CONTRACTS**
   a. Contract Terms
      i. Non-complete clause
      ii. Hold harmless
      iii. Insurance
         1. EO
         2. GL
      iv. Negligent Hiring
      v. Rational detachment and boundaries
      vi. Non-disclosure
      vii. Travel
         1. Inclusive minimum
         2. Portal-to-portal
   b. Negotiating
      i. Formal structure for advancement may exist in agency
         1. Experience
         2. Certification
         3. Degrees
         4. Specialty work
      ii. Raises
         1. Fair to self and community
         2. Be straightforward – do not apologize for asking
         3. Provide specific reasons for request
         4. Timing with specific contribution