



Phone: (480) 922-1105
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Toll Free: (877) 922-1105
www.thelai.com

Transcription Test Instructions

The first step in our hiring process is to have you take a test. On our Careers page at www.thelai.com, you will find attached a 15 minute MP3 file, as well as our standard template. Please transcribe the first 10 minutes. On the template, please put the file name LAI TEST and your name in the first line of the header. For speaker labels, please use Interviewer/Interviewee (the template is already set up for that). The template is a 1 1/2 inch hanging indent and the tags are in italics. That is standard.

Formatting Specifics:

- 1) Any inaudibles we put in brackets and time stamp as follows: *[inaudible 00:00]*
- 2) For words you can hear but aren't sure how to spell (usually names) we highlight and time stamp as follows: **highlight 00:00**

Content:

Two things we really stress with our contractors and look for:

- 1) Break up paragraphs where appropriate, don't send back one long stream of transcription. Also we use 2 spaces after a period.
- 2) Do your best to not start sentences with "And", "But" or "So". We want verbatim, but not strict verbatim, so please don't transcribe any meaningless interjections; "um", "you know", "yeah", etc.

Bottom line: DO NOT PARAPHRASE!

Please transcribe and return to:

careers@thelai.com

I look forward to receiving your test back.

Thanks,

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Gloria Barton
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