

Providing Feedback on Other Translators/Revisers

When delivering a revision or validation on Plunet, you are able to provide feedback on the previous job (i.e. if you are revising a translation, you can provide feedback on the translation. If you are validating a document that has been revised, you can provide feedback on the revision).

On occasion, the Project Coordinator may make it so that feedback is mandatory to deliver the job. If feedback is mandatory, you will see a message in the delivery tab letting you know that you need to evaluate the previous job.

The screenshot displays the 'DELIVERY' tab for job O-0003-070003-REV-002. The job is in progress, as indicated by the orange status icon. The user is identified as UTC-04:00 User. The interface includes a table with the following data:

Field	Value
Contact person for job	Anichini (PM), Nicole
Start date	2019-08-23 1:30PM
Price	0.00 CAD
Files	0
Due date *	2019-08-25
Gross quantity	451 Words
Net quantity	451 Words

Below the table, there are tabs for SPECIFICATION, PRICES & TIME, FEEDBACK, and DELIVERY. The DELIVERY tab is active. Under 'Deliver data to server', there is a 'Target data' button with a count of 0. Under 'Send delivery', there is a warning message: 'Evaluate previous job: TRA-001 Job has not been evaluated yet.' A 'Save' button is located at the bottom right of the interface.

To provide feedback on a previous job, go to the Feedback tab. Here you will see a number of different criteria on which you can evaluate the previous resource.

Contact person for job	Anichini (PM), Nicole	Start date	2019-08-23 1:30PM	Price	0.00 CAD
Files	5 0 1 0	Due date	2019-08-25	Gross quantity	451 Words
				Net quantity	451 Words

SPECIFICATION PRICES & TIME **FEEDBACK** DELIVERY

Feedback

Feedback for job TRA-001

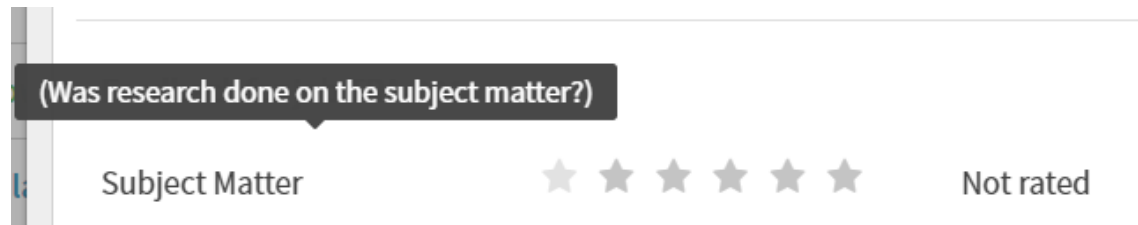
Subject Matter	★ ★ ★ ★ ★	Not rated
Terminology	★ ★ ★ ★ ★	Not rated
Deadlines	★ ★ ★ ★ ★	Not rated
Flexibility	★ ★ ★ ★ ★	Not rated
Formatting	★ ★ ★ ★ ★	Not rated
Professionalism	★ ★ ★ ★ ★	Not rated
Responsiveness	★ ★ ★ ★ ★	Not rated
Compliance to requirements	★ ★ ★ ★ ★	Not rated
Grammar & punctuation	★ ★ ★ ★ ★	Not rated
Tone	★ ★ ★ ★ ★	Not rated
Overall rating in percent (weighted)		0.0%

Comment

Save

You **do not** have to rate all the criteria. You may choose to evaluate whichever ones you feel are relevant. If the project coordinator has made it mandatory that you provide job feedback before delivery, you must rate at least one category to be able to deliver the job.

If you aren't sure what a criterion means, you can hover over it to see an explanation.



Note: some of the criteria (such as responsiveness, professionalism, etc.) you may not be able to evaluate as a translator or reviser. These are marked with a note in the explanation stating "Project Coordinator use only".

You may enter any comments or explanations of your feedback in the comment box.

Once you have finished entering your feedback, click Close.

Feedback

Feedback for job TRA-001

Subject Matter	★ ★ ★ ★ ★ ★	100%
Terminology	★ ★ ★ ★ ★ ★	100%
Deadlines	★ ★ ★ ★ ★ ★	Not rated
Flexibility	★ ★ ★ ★ ★ ★	Not rated
Formatting	★ ★ ★ ★ ★ ★	40%
Professionalism	★ ★ ★ ★ ★ ★	Not rated
Responsiveness	★ ★ ★ ★ ★ ★	Not rated
Compliance to requirements	★ ★ ★ ★ ★ ★	Not rated
Grammar & punctuation	★ ★ ★ ★ ★ ★	Not rated
Tone	★ ★ ★ ★ ★ ★	Not rated
Overall rating in percent (weighted)		80.0%

Comment

The translator did a great job with research and terminology, but their formatting did not follow the same formatting as the source text.

[Reset](#) [Close](#)

Now you can deliver the job as usual through the delivery tab.

Your feedback **will not** be sent to the other resource.