***Welcome to Stillman Translations preliminary onboarding assessment!***

*This assessment has 5 sections. Make sure to follow the instructions and complete all the information needed.*

*The goal of this request is to analyze your performance and your potential.*

*Breath in and out, and do your best. Hope we can count on you soon!*

**SECTION 1. INSTRUCTIONS**

Below you will find a special instruction for section 3:

\*Please make sure target text mirrors source format.

\*Normalize spaces.

**SECTION 2. GLOSSARY**

*In this section, you are required to complete this task:*

*\*Extract four terms (cells 1 to 4) from the text in Section 3 that you consider are worth being in the glossary.*

|  |  |  |
| --- | --- | --- |
|  | **Source** | **Target** |
| 1 | Geschäftszweig | Business division |
| 2 | Verkaufssynergien | Sales cooperation |
| 3 | DTSU (Diplôme de Technicien Superieur) | Advanced Technician Degree |
| 4 | Teilruhestand | Partial retirement |

**SECTION 3. TRANSLATION**

Please, add your sample translation below (between 300-500 words). Bear in mind this should be the best sample of your work!

|  |  |
| --- | --- |
| **Source** | **Target** |
| XXX Organisation Announcement  Wir sind erfreut, XXX mit sofortiger Wirkung als neuen Leiter Marketing von XXX bekannt zu geben. Für diese neue Rolle berichtet XXX an XXX und wird Teil vom XXX Leadership Team.  XXX wird in dieser neuen Rolle verantwortlich für das operative und strategische Marketing, Kommunikation und Dokumentation sein. Die Organisation innerhalb von Marketing wird zu einem späteren Zeitpunkt bekannt gegeben.  XXX ist seit über 20 Jahren in verschiedenen Rollen wie Verkauf, XXX, etc. bei XXX tätig. Zuletzt war er bei der Integration von XXX in XXX für Marketing zuständig. XXX bleibt auch weiterhin parallel zu dieser neuen Funktion Geschäftsführer (General Manager) vom Geschäftszweig XXX, welches in seiner Aufgabe weiterentwickeln und Verkaufssynergien mit XXX anstreben wird.  XXX ist Mechanikingenieur wie auch DTSU in Energie beide von der Universität von Nancy, Frankreich.    Auch freut es uns, dass wir XXX als neuen Site Quality Leader gewinnen konnten. XXX berichtet in dieser Rolle neu an XXX als Leiter ISC (Integrated Supply Chain).  XXX übernimmt nun neu die Verantwortung über Qualität, welches auch Qualitätsmanagement, Qualitätssicherung wie auch Kundenreparaturabteilung beinhalten wird.  Er tritt für das Qualitätsmanagement die Nachfolge von XXX an, welcher noch bis Ende Jahr beratend unterstützt. XXX ist bereits heute im Teilruhestand und dann per Ende Jahr vollumfänglich im verdienten Ruhestand. Wir danken ihm für seine wertvolle Arbeit bei XXX und wünschen ihm für die Zukunft alles Gute.  XXX trat 2013 in XXX-XXX ein und war seither innerhalb der BU CI für die Gruppen System Test und Kundenreparaturabteilung zuständig.  Vor seiner Tätigkeit bei XXX war er 13 Jahre bei XXX AG in verschiedenen Führungsfunktionen in Kundensupport, Kundenprojekte und Service im Umfeld der Telekommunikation tätig. Dabei war er für den entsprechenden Bereich auch für Prozesse und Qualitätssicherung verantwortlich.  XXX hat einen Abschluss als Elektroingenieur und einen Master in Business Administration.  Wir gratulieren XXX und XXX für die neue Rolle und wünschen beiden dabei viel Erfolg.  XXX XXX  Managing Director of XXX HR Leader  Murten, August 2014 | XXX Organization Announcement  We are pleased to announce that, effective immediately, XXX will be XXX’s new Head of Marketing. For this new role, XXX will report to XXX and will be a part of XXX’s Leadership Team.  In this new role, XXX will be responsible for operational and strategic marketing, communications and documentation. The organization within marketing will be announced at a later date.  XXX has been active for over 20 years with XXX in various roles such as sales, XXX, etc. Most recently, he was responsible for the integration of XXX in XXX for marketing. Along with this new role, XXX will also continue to be General Manager of the XXX business division, where his task will be to continue to develop and drive sales cooperation with XXX.  XXX is a mechanical engineer and holds an Advanced Technician Degree in Energy, both from the University of Nancy, France.    We are also pleased to have been able to obtain XXX as our new Head of Site Quality. In this role, XXX will now report to XXX as Head of ISC (Integrated Supply Chain).  XXX will now be responsible for quality, including quality management, quality assurance and the customer service department.  In quality management, he follows in the footsteps of XXX, who will serve in an advisory role until the end of this year. XXX is already partially retired, and at the end of this year, he will enter into a well-deserved full retirement. We would like to thank him for his valuable work with XXX and we wish him the best for his future.  XXX started in 2013 in XXX-XXX and since then, he has been responsible for the group systems test and the customer service department within the CI BU.  Before joining XXX, he held various management positions with XXX AG in customer support, customer projects and service in the field of telecommunications for 13 years, where he was also responsible for the corresponding area of processes and quality assurance.  XXX has a degree in electrical engineering and a Master’s Degree in Business Administration.  We congratulate XXX and XXX for their new roles and we wish them much success.  XXX XXX  Managing Director of XXX Head of HR  Murten, August 2014 |

**SECTION 4. QUESTIONS AND COMMENTS**

We also need to check your capacity to spot potential issues beforehand.

In the table below, please list your questions and comments in relation with this test:

1. Challenging sections from the source text or sections you are unsure of should be copied or inserted into the **Source Text** column.

2. Write your translation in the **Target Text** column.

3. Doubts and comments should be written in English.

|  |  |  |
| --- | --- | --- |
| Source Text | Target Text | Question / Comment  (in English) |
| Kundenreparaturabteilung | Customer service department | This literally means “customer repair department,” but since it is not the customers who are in need of repair, it is better translated as “customer service department.” |
| Vor seiner Tätigkeit bei XXX | Before joining XXX | This literally says „Before his activity with XXX,” but this is not how it would be expressed in English, but rather the idea that he had joined the company and started working there. |
| Funktion | Role | Funktion can mean “function” or “feature,” but when talking about people and work, it means “role” or “position.” |
| HR Leader | Head of HR | “Leader” in this case seems to be an English word that is being used in German for “Leiter,” which means the head of a department. |
| Wir gratulieren XXX und XXX für die neue Rolle und wünschen beiden dabei viel Erfolg. | We congratulate XXX and XXX for their new roles and we wish them much success. | It is not necessary to translate the word “dabei,” which means “with it” because “their new roles” has already been mentioned. |

**SECTION 5. REFERENCES**

In the table below, please list the reference material you have consulted to carry out this test.

1. Please introduce the **Reference source** (including publisher and full title as appropriate) in the first column.
2. Specify if your reference source is general or specific. If specific, clarify which term or section the reference covers.

|  |  |
| --- | --- |
| Reference Source | General / Specific (Term) |
| ProZ message board, discussion in Italian on the meaning of the French term “DTSU.” https://www.proz.com/kudoz/german-to-italian/business-commerce-general/5899886-dtsu.html | DTSU - Diplôme de Technicien Superieur - Advanced Technician Degree |
| Examples of the use of the word “Abschluss” (a word which has many meanings in German, on Linguee: https://www.linguee.de/deutsch-englisch/search?source=auto&query=Abschluss | Abschluss - Degree |
| Discussion on ProZ about the term Kundenreparaturabteilung : https://www.proz.com/kudoz/german-to-english/business-commerce-general/5758676-kundenreparaturabteilung.html | Kundenreparaturabteilung - Customer Service Department |

Thanks!