Date

Name,

Position

Address

State, Zip

Re: Employee Evaluation

Dear \_\_\_\_\_\_\_\_\_\_\_\_;

I have been employed with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ since \_\_\_\_\_\_\_\_\_\_\_. I enjoy my job and find that usually communicating with my supervisors or coworkers has not a major problem. However, recently I had my annual review and the results of this review were not as good as I thought they should be. Specifically, I was given some negative feedback about things that were never discussed with me and which I did not know were problematic. I strive to be a good and diligent employee but I can’t be if I am not given the information and instruction to do things the right way.

As you know, I am deaf and need accommodations in order to communicate effectively. Many times, hand written notes are ok if the information being shared between us is brief and uncomplicated. However, if I am doing something wrong, incorrect or need to be trained we will need to use other means to communicate with each other.

While an American Sign Language (ASL) interpreter is the best and most effective way to communicate with me and will be needed during personnel types of matters like my annual review. I understand that it is not always practical to get an interpreter every time you need to talk to me, so, I would like to take this opportunity to share with you some alternative methods that might help us communicate.

There are several technological advances that can be very easy for us to use when we don’t have time to get an ASL interpreter. Of course, there is text messaging and the telephone relay system, both which I readily use. Another is Video Relay Interpreter (VRI). Using VRI, a deaf person is in a room with video conferencing equipment. This equipment can be a computer with a web camera or a videophone. An interpreter is not in the room, but appears on screen. This remote interpreter, working in a call center, listens through a headset to what is being said and interprets it. The deaf person watches the interpreter on the screen. Likewise, the interpreter is able to see the deaf person via the camera. For more information on VRI, you might wish to check out some web sites: <http://www.aslnetwork.com/services/video-relay-interpreting>; <http://www.alphaomegakc.com/video-remote-interpreting/>; <http://www.bisvrs.com/>; <http://www.sorensonvrs.com/>; <http://signonasl.com/>.

I want to do my job well and to the best of my ability. I will need your help insuring that we can always communicate effectively so that I can be an invaluable employee. I would like to schedule a time to discuss our communication and my annual review with you.

Sincerely,

Name