

Transcriptionist Application Overview



Thank you for your interest in working with Allegis Transcription Services. We have unique contract opportunities available for highly skilled transcriptionists.

The application process works to assure our transcription team is comprised of top-notch, experienced professionals and does have several graduating steps.

1. **Online Application form & resume upload** – This captures your professional background information and associates it with the opening for which you are applying.
2. **Requirements Assessment** – These questions will ensure you have the experience, availability and technical resources to be an independent contractor transcriptionist.
3. **Grammar Quiz** – This 30 question quiz will be graded and a score of 90% or higher is required. You will have two chances at the test before you submit a final, and you are welcome to utilize any resources you may need as you would in transcription work.
4. **Transcription Sample** – Upon Passing the Grammar Quiz you will receive a sample audio file and formatting instructions to create a transcription sample. The finished sample is to be uploaded into the application portal for review and applicants producing the highest quality transcript samples who meet all other criteria will be invited to interview with us.

We welcome the opportunity to learn more about your experience and further introduce Allegis Transcription.