

Bilingual Employee Test/Assessment Scheduling Guidelines

1. Testing for *current* employees (those testing within their current position or moving to a new position) must be approved and requested by the employee's supervisor.
 - a. For *foreign language* skills testing of current employees in Region 1, contact Region 1 Human Resources Division for testing at (509) 225-4464.
 - b. For *foreign language* testing of current employees in all other regions, contact LTC for testing at (360) 664-6038.
 - c. For *sign language* skills assessment, contact ODHH at (360) 902-8000.

These testing offices will contact the test candidate to set up the test date and time.

2. Testing for *potential* employees must be approved and requested by the hiring authority or designee. The hiring authority shall follow the process outlined below when hiring a person into a dual language skills required position:
 - a. A job announcement for the position is issued. The job announcement must include a Special Requirements statement outlining the need for dual language skills, including the requirement to be tested and pass the appropriate language skills test(s).
 - b. Submitted application packets are screened and a pool of interviewees is selected.
 - c. The hiring authority contacts the testing office with the names and contact information for the interviewees.
 - i. For *foreign language* skills testing contact the Language Testing and Certification unit (LTC).
 - ii. For *sign language* skills assessment contact the Office of the Deaf and Hard of Hearing (ODHH).
 - d. Interviewees contact the testing office to schedule tests.
 - e. At the same time, the hiring authority conducts interviews with the selected candidates.
 - f. The appointing authority or designee offers the position to the top candidate who passes the dual language skills test(s).

Please note: Testing and assessment of skills may take up to 2 weeks from the time the testing office is contacted to schedule a test, to the time scores are sent to the test candidate.