

Bilingual Employee Test/Assessment Scheduling Guidelines

- **Current employees** (testing within current position or moving to a new position)
 - Supervisor must request and approve:
 - Email or call LTC - dshsct@dshsct@dshs.wa.gov / 360.664.6038
 - Include employee's name, position and contact information
 - LTC will contact employee and arrange testing
- **Potential employees**
 - Hiring authority or designee must request and approve
 - Issue job announcement - include Special Requirements statement outlining the need for dual language skills, including the requirement to pass the appropriate language skills test(s)
 - Screen applicants and select pool of interviewees
 - Contact LTC with names and contact information of interviewees - dshsct@dshs.wa.gov / 360.664.6038
 - LTC contacts test candidates to schedule tests
 - At the same time, hiring authority conducts interviews
 - LTC shares test scores with hiring authority and candidate
 - Hiring authority offers the job to the top candidate who passes the test(s)

Please note: It may take up to 2 weeks from the time testing is conducted to receive test results

**For sign language skills assessment contact ODHH
360.902.8000**