

# 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](mailto:dshsct@dshsct@dshs.wa.gov) / 360.664.6150
    - 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](mailto:dshsct@dshs.wa.gov) / 360.664.6150
  - 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**