



Determining the Linguistic Profile of a Position



Position Title: _____

Position Number: _____ Group and Level: _____

Indicate the current status for this position:

Does this position have an existing Language Profile:

Vacant Filled

Yes No

Where is the position located?

PART 1: Determining if the Position is Bilingual or Unilingual

Service to the public:

Is the position responsible for communicating with, or providing information, products or services by oral or written means to those external to the public service?

Yes
No

Internal Services:

Is the position responsible for providing internal services for employees working in **Ottawa or Montréal**?

Yes
No

Personal Services:

Is the position responsible for providing personal services for employees in any region?

Yes
No

Supervision:

Is the position responsible for supervising employees working in Ottawa or Montréal?

Yes
No

Grievances:

Is the position designated to respond to grievances?

Yes
No

POSITION REQUIREMENT

BILINGUAL REQUIREMENT

UNILINGUAL POSITION

Please make a selection from the populated options below.

This position has been identified as **Unilingual**. Please select the option below that reflects the needs of the position:

English essential, when the functions must be carried out in English; please note that you must select this option if the position will be providing Internal Services to employees working in Calgary, Toronto, or Vancouver.

French essential, when the functions must be carried out in French;

Either/or, when the functions may be carried out in English or in French.

How is the work distributed? Please select the option that applies :

OPTION 1: Portfolios or types of files

The workload in the unit is divided by portfolios or types of files.

OPTION 2: Language of the **Requester**

The workload in the unit is divided by the language of the requester/client. The number of English and French requests is predictable.

OPTION 3: Hybrid

The unit has a bilingual capacity with bilingual positions able to handle any request and unilingual positions where files are assigned by the language of the requester.

This position will be identified as bilingual.

Please proceed to part 2.

This position will be English essential. There are sufficient French essential and/or bilingual positions to process all requests for services in French.

This position will be French essential. There are sufficient English essential and/or bilingual positions to process all requests for services in English.

This position will be English essential. There are sufficient French essential positions to process all requests for services in French.

This position will be French essential. There are sufficient English essential positions to process all requests for services in English.

This position will be English or French essential. There is sufficient capacity to respond to all requests in either Official Language.



Part 2: Determining the Linguistic Level of the Bilingual Position

Is a Professional Language Proficiency "P" required? i

Does the position require highly technical or special language skills, in either or both official languages, that are normally acquired through specialized training?

In the adjacent fields, please indicate in what capacity (reading, writing, oral) and in which language the professional language proficiency "P" profile is required?

Yes No

i	Component:	English	French
	Reading		
	Writing		
	Oral		

Reading Comprehension

Is the position required to:

Level B	Level C
Reading reference materials to extract information required for the job.	Read policy papers, research or technical reports, correspondence or other documents in order to assess implications, provide comments or make recommendations.
Reading reports, articles and/or other documents to get a general idea of the content or to extract specific details required for the job.	Read books, articles and/or reports in order to have an in-depth understanding of the content.
Reading documentation, reports or other work prepared by others to verify that the content is factually correct.	Review correspondence or other texts prepared by others for meaning and tone.
Reading and understanding the main idea of email messages, notices or internal communications on work-related matters.	Review complex contracts or specifications for completeness and accuracy.
	Read and fully comprehend complex documents, such as regulations, in order to extract details for action or interpretation.

Reading Comprehension: DECISION i

Written Expression

Is the position required to:

Level B	Level C
Preparing short, routine written messages to request or give information, explanations or instructions on work-related topics.	Write correspondence or other texts in which detailed facts and reasons must be requested or given.
Preparing a simple, factual, correspondence or directives that may contain errors in grammar and vocabulary.	Prepare briefing notes, correspondence and memoranda on contentious issues.
Writing short texts to explain or request that action be taken on work-related matters.	Draft reports, recommendations, research papers or comprehensive summaries on particular work-related topics.
Filling in forms where short written descriptions and comments are required.	Make modifications or corrections to correspondence or other texts to improve meaning, tone, clarity and conciseness.
Formulating observations or presenting conclusions summarizing a text or a meeting in point-form.	Prepare a detailed written presentation.
Adapting templates by adding a few words or slightly modifying the content.	

Writing Expression: DECISION i



Oral Proficiency

Is the position required to:



Level B	Level C
Giving and following straightforward instructions or explanations about how work is to be done, what information is needed and what steps or alternatives are to be followed.	Giving and understanding explanations and descriptions involving complicated details, hypothetical questions or complex and abstract ideas.
Giving factual accounts of actions taken or events that have occurred.	Giving and understanding detailed accounts of events, actions taken, or procedures to be followed.
Handling requests for routine information from other employees or members of the public, either by telephone or in face-to-face conversations (e.g. about such things as services, publications or staffing actions).	Discussing or explaining policies, procedures, regulations, programs and services relating to an area of work, such as in consultations with stakeholders.
Taking part in departmental or interdepartmental meetings regarding familiar topics, and/or informal meetings or work sessions.	Dealing with situations requiring persuasion/negotiation and complex arguments, and/or the seamless exchange of ideas in both official languages (e.g., during a debate or facilitating a bilingual meeting).
Delivering presentations on familiar topics, and answering simple follow-up questions.	Delivering presentations on complex topics and answering follow-up questions and/or conducting training sessions.
As an integral part of the job functions, participating as a member of a selection board, interview board, or assessment team.	Counselling and giving advice to employees or clients on sensitive or complex issues.
Answering the telephone, understanding simple requests, and redirecting calls as appropriate and/or explaining to others how to complete a form.	As an integral part of the job functions, participating as a member of a selection board, interview board, or assessment team.

Oral Proficiency: DECISION



Comments

Notes regarding Reading, Writing, and Oral proficiency (Optional) :



Summary

Position Summary



Part 1 Summary



Part 2 Summary

Linguistic Profile:

Approvals

Signature of Authority

Branch - Unit

Date

Additional notes:

SUBMIT