



Language of Work in Regions Designated As Bilingual

(Part V of the *Official Languages Act*)

Self-Evaluation Checklist for the Manager

As a manager responsible for helping to implement Part V of the Official Languages Act within my institution, do I promote the creation of a work environment that is conducive to the effective use of both official languages?

	Yes	No
1 Do I chair meetings in both official languages?	<input type="checkbox"/>	<input type="checkbox"/>
2 Is the documentation pertaining to meetings available in both official languages?	<input type="checkbox"/>	<input type="checkbox"/>
3 Do I supervise my employees in the official language of their choice, including their performance appraisals?	<input type="checkbox"/>	<input type="checkbox"/>
4 Do I circulate simultaneously English and French versions of the documents I provide to my employees?	<input type="checkbox"/>	<input type="checkbox"/>
5 Do I encourage my employees to prepare their documents in the official language of their choice?	<input type="checkbox"/>	<input type="checkbox"/>
6 Do I communicate orally with my employees in the official language of their choice?	<input type="checkbox"/>	<input type="checkbox"/>
7 Do I communicate in writing to my employees (e.g., e-mails) in the official language of their choice?	<input type="checkbox"/>	<input type="checkbox"/>

See over to continue



