



# Language of Work in Regions Designated As Bilingual

(Part V of the *Official Languages Act*)

## Self-Evaluation Checklist for the Employee

*As an employee working in a region designated as bilingual,  
do I use my first official language?*

	Yes	No
<b>1</b> Do I use my first official language in meetings?	<input type="checkbox"/>	<input type="checkbox"/>
<b>2</b> Do I ask for documentation pertaining to meetings in my first official language?	<input type="checkbox"/>	<input type="checkbox"/>
<b>3</b> Do I choose to be supervised in my first official language, including matters having to do with my performance appraisal?	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b> Do I read the documentation I receive in my first official language?	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b> Do I prepare, in the context of my duties, all or some documents in my first official language?	<input type="checkbox"/>	<input type="checkbox"/>
<b>6</b> Do I use my first official language in my oral communications with my superiors and colleagues?	<input type="checkbox"/>	<input type="checkbox"/>
<b>7</b> Do I use my first official language in my written communications with my superiors and colleagues (e.g., e-mails) ?	<input type="checkbox"/>	<input type="checkbox"/>

*See over to continue* →

	<b>Yes</b>	<b>No</b>
<b>8</b> Do I take part in my training and professional development activities in my first official language?	<input type="checkbox"/>	<input type="checkbox"/>
<b>9</b> Do I use electronic work tools (such as software and keyboards) in my first official language?	<input type="checkbox"/>	<input type="checkbox"/>
<b>10</b> Do I use work instruments that are regularly and widely used (such as reference tools, directives and policies) in my first official language?	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

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*The self-evaluation checklist for the employee could also be used for other purposes, such as group discussions.*

