Bilingual position profile

When preparing a bilingual position profile, remember that both official language requirements must be relevant to the duties and responsibilities of the position. Designate bilingual positions using the descriptions of proficiency levels for the skills required (for example: reading, writing and oral interaction). These descriptions highlight the level of ability in official languages required and examples of tasks that would be performed at that level. For examples of bilingual position profiles, refer to the **Additional resources** below.

A sample bilingual position profile:

With the aim of serving its members in the official language of their choice, the Board of Directors has adopted a resolution that commits _____*organization name*_____ to providing its services in both official languages.

In accordance with this policy, the position of _____ *position name*_____ is hereby designated as bilingual.

Description of duties:

_____
_____
_____
_____
_____

Linguistic profile:

On the basis of the above duties, the language proficiency requirements for this position are established as follows:

Language	English			French		
Skill (comprehension & expression)	Reading	Writing	Oral	Reading	Writing	Oral
Level*						

Reading:	explain the level required and the tasks associated with this skill
Writing:	explain the level required and the tasks associated with this skill
Oral interaction:	explain the level required and the tasks associated with this skill

* Select level of proficiency required based on your organization's language proficiency criteria.

Additional resources

The following information presents a governmental approach for determining levels of proficiency and cites examples of linguistic profiles; however it may be a useful reference for organizations.

Determining the Linguistic Profile for Bilingual Positions, **Public Service Commission of Canada**
www.psc-cfp.gc.ca/ppc/sle_pg_06_e.htm

Linguistic Profile, **Canadian Museum of Civilization Corporation**
www.civilization.ca/societe/emploi/langue.html