



RECRUITMENT TIPS

ENGLISH LANGUAGE PROFICIENCY LEVEL:

LEVEL 3: GOOD WORKING KNOWLEDGE

AT THIS LEVEL AN EMPLOYEE IS REQUIRED TO HAVE A GOOD WORKING KNOWLEDGE OF BOTH WRITTEN AND SPOKEN ENGLISH. THE EMPLOYEE SHOULD BE ABLE TO READ AND UNDERSTAND AGENCY REGULATIONS, OPERATING INSTRUCTIONS, MEMORANDA, AND RELATED MATERIAL CONCERNING THE FIELD OF WORK, TO PREPARE CORRESPONDENCE AND STANDARDIZED REPORTS, AND TO COMMUNICATE EFFECTIVELY WITH ENGLISH SPEAKING STAFF MEMBERS AND THE GENERAL PUBLIC, INCLUDING BOTH ENGLISH SPEAKING AND NON-ENGLISH SPEAKING PERSONS.