

Competency Matrix: A guide for employers and limited English speaking job seekers:

Applicants for a job must “Speak a Little English”. What does this really mean?

	<i>Ability levels:</i>	<i>Competency on the job: Can handle:</i>	<i>A native English speaker used to dealing with limited English Speakers:</i>
I	Functions minimally, if at all in English	Only very routine entry-level jobs that do not require oral communication, and in which all tasks can be easily demonstrated.	Can rarely communicate with a person at this level except through gestures.
II	Functions in a very limited way in situations related to immediate needs.	Only routine entry-level jobs that do not require oral communication, and in which all tasks can be easily demonstrated.	Will have great difficulty communicating with a person at this level.
III	Functions with some difficulty in situations related to immediate needs.	Routine entry-level jobs that involve only the most basic oral communication, and in which all tasks can be demonstrated.	Will have great difficulty communicating with a person at this level.
IV	Can satisfy basic survival needs and a few very routine social demands.	Entry-level jobs that involve some simple oral communication, but in which tasks can also be demonstrated.	Will have difficulty communicating with a person at this level.
V	Can satisfy basic survival needs and some limited social demands.	Jobs and job training that involve following simple oral and very basic written instructions but in which most tasks can also be demonstrated.	Will have some difficulty communicating with a person at this level.
VI	Can satisfy most survival needs and limited social demands.	Jobs and job training that involve following simple oral and written instructions and diagrams.	Will be able to communicate with a person at this level on familiar topics, but with difficulty and some effort.
VII	Can satisfy survival needs and routine work and social demands.	Work that involves following oral and simple written instructions in familiar and some unfamiliar situations	Can generally communicate with a person at this level on familiar topics.
VIII	Can participate effectively in social and familiar work situations.		Can communicate with a person at this level on almost all topics.
IX	Can participate fluently and accurately in practical, social, and work situations.		Can communicate easily with a person at this level.
X	Ability equal to that of a native speaker of the same socio-economic level.		