

How to manage Welsh listings in NHS Jobs user guide

This guide gives you instructions for how to manage Welsh listings in the NHS Jobs service.

You can use Welsh translations for all your job listings you publish to jobseekers.

In your organisations account, you can choose one of the following options:

- in English only
- in both English and Welsh

The default setting is 'In English only'. If you change this setting, it only applies to the new job listings you create.

If you use 'In both English and Welsh', you'll need to add Welsh translations to some sections of your job listing.

To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the [employer dashboard](#).

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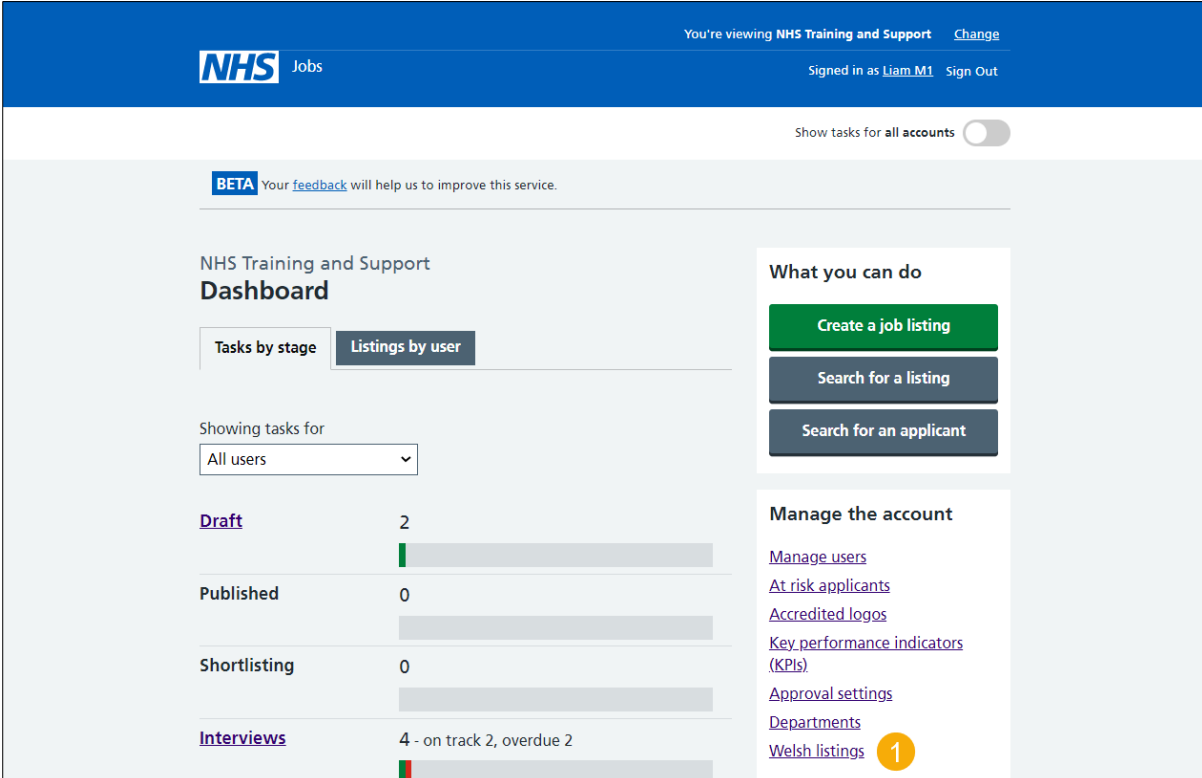
Welsh listings

This page gives you instructions for how to manage Welsh listings in your organisations account.

Important: The employer dashboard is shown. You'll only see the 'Welsh listings' link if you're an NHS Jobs 'Super user' role for your organisations account.

To manage your Welsh listings, complete the following step:

1. Select the '[Welsh listings](#)' link.



The screenshot shows the NHS Training and Support Dashboard. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there is a toggle for 'Show tasks for all accounts'. A 'BETA' banner indicates that feedback will help improve the service. The main content area is titled 'NHS Training and Support Dashboard' and has two tabs: 'Tasks by stage' and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The main content is a table with the following data:

Task Stage	Count	Progress Bar
Draft	2	Progress bar (2/2)
Published	0	Progress bar (0/0)
Shortlisting	0	Progress bar (0/0)
Interviews	4 - on track 2, overdue 2	Progress bar (2/4)

On the right side, there is a 'What you can do' section with three buttons: 'Create a job listing', 'Search for a listing', and 'Search for an applicant'. Below that is a 'Manage the account' section with several links: 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', and 'Welsh listings'. The 'Welsh listings' link is highlighted with a yellow circle containing the number 1.

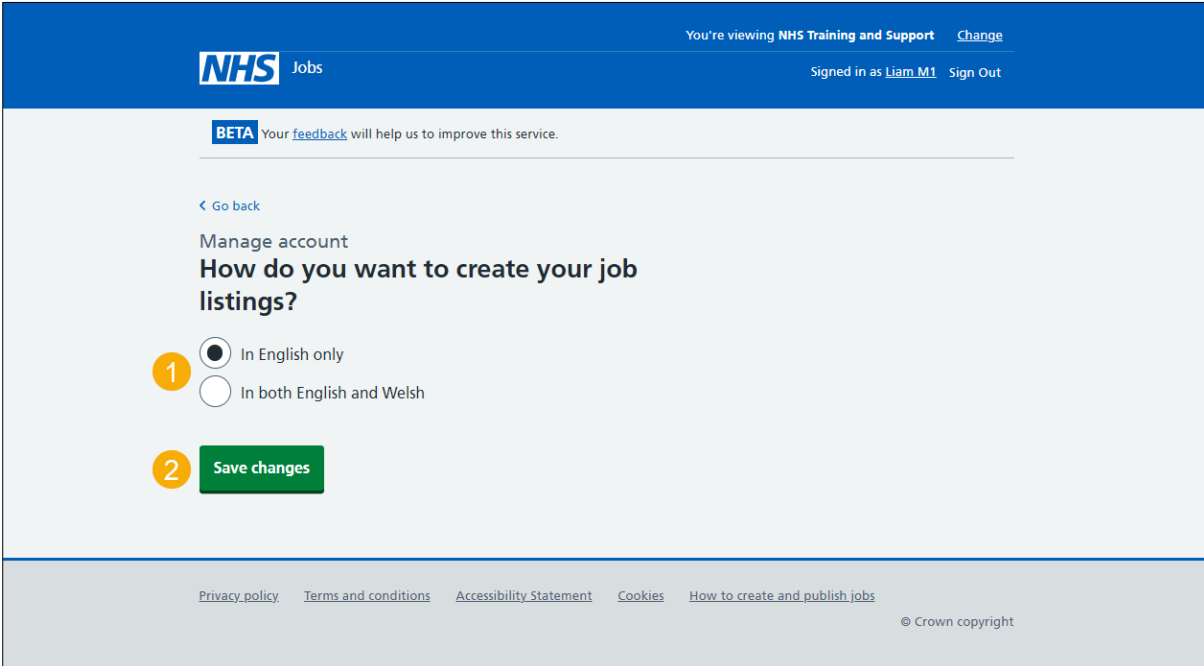
How do you want to create your job listings?

This page gives you instructions to confirm how you want to create your job listings.

Important: The default setting is 'In English only'. If you change this setting, it only applies to the new job listings you create. If you use 'In both English and Welsh', you'll need to add Welsh translations to some sections of your job listing.

To confirm how you want to create your job listings, complete the following steps:

1. Select an answer.
2. Select the ['Save and continue'](#) button.



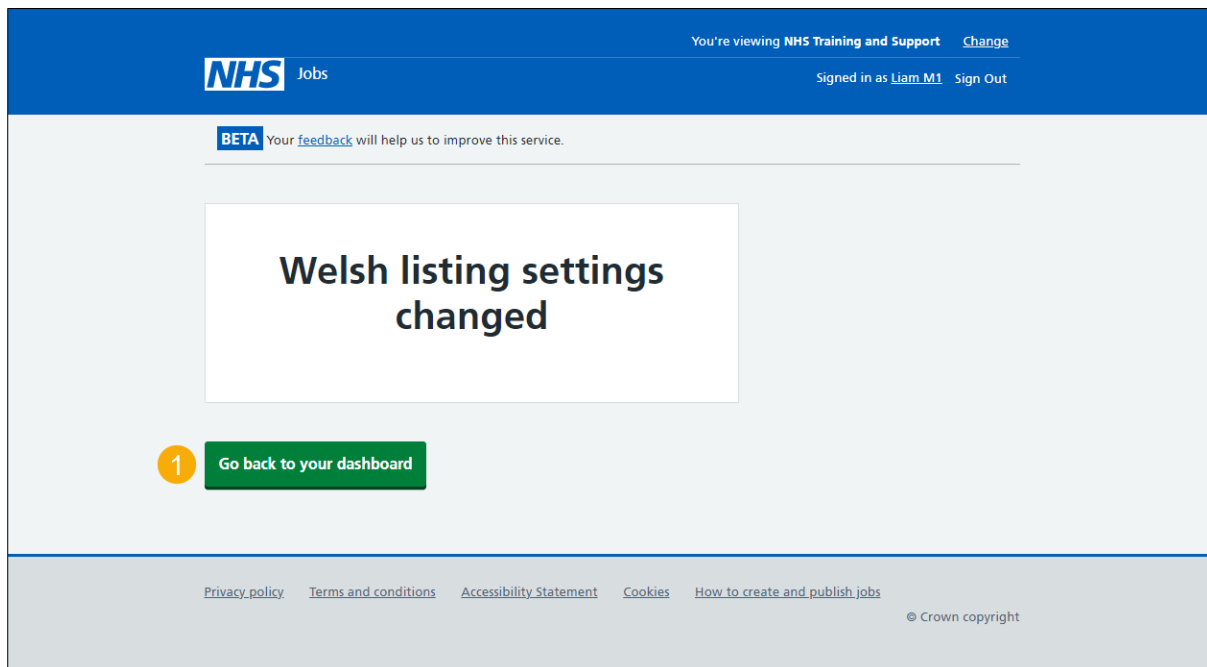
The screenshot shows the NHS Jobs 'Manage account' page. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A '< Go back' link is visible. The main heading is 'Manage account' followed by 'How do you want to create your job listings?'. There are two radio button options: 'In English only' (selected) and 'In both English and Welsh'. A green 'Save changes' button is located below the options. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer text is '© Crown copyright'.

Welsh listing settings changed

This page shows confirmation you've changed the Welsh listing settings.

To go back to your dashboard, complete the following step:

1. Select the 'Go back to your dashboard' button.



You've changed your Welsh listings and reached the end of this user guide.