

How to create a job listing in NHS Jobs user guide – Add the Welsh (Cymraeg) translation for this advert

This guide gives you instructions for how to add the Welsh (Cymraeg) translation when creating a job listing in the NHS Jobs service.

You can add Welsh translations to:

- job title
- job overview including introducing the role, adding the main duties of the role, and giving an overview of your organisation
- person specification including qualifications, experience, and any additional criteria
- any supporting documents (optional)
- contact details

You must complete all sections of the job listing task list before you can add Welsh translations.

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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Add the Welsh (Cymraeg) translation for this advert

This page gives you instructions for how to add the Welsh (Cymraeg) translation for this advert.

Important: You'll only see 'Welsh translation' if you're using this in your organisations account. You must complete all sections of the job listing task list before you can do this.

The different statuses are:

- **NOT STARTED** – you haven't started the job listing section.
- **STARTED** – you've started the job listing section but it's incomplete.
- **COMPLETED** – you've completed the job listing section.
- **CANNOT START YET** – you need to complete all sections before this is available.

To add the Welsh (Cymraeg) translation for this advert, complete the following step:

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

The screenshot shows the NHS Jobs interface for a 'Training and Support Officer job listing'. The page is in a 'DRAFT' state with reference number T1111-22-8170. A progress bar indicates that 11 of 12 sections are completed. The sections and their completion status are:

- Add the job title:** Job title and reference number (COMPLETED)
- Add the details of the job:** About the job and pay (COMPLETED), Location (COMPLETED), Contact details and closing date (COMPLETED)
- Add the job overview, job description and person specification:** Job overview (COMPLETED), Job description (COMPLETED), Person specification (COMPLETED), Supporting information (COMPLETED)
- Add pre-application and additional application questions:** Pre-application questions (COMPLETED), Additional application questions (COMPLETED)
- Add the recruitment team:** Recruitment team (COMPLETED)
- Add the Welsh (Cymraeg) translation for this advert:** Welsh translation (NOT STARTED)

The 'NOT STARTED' status is highlighted with a yellow circle and a red exclamation mark. Below the progress bar, there is a message: 'You need to complete all sections before you can publish your listing.' and a link: 'Save and come back later.'

Do you want to translate this job advert into Welsh (Cymraeg)?

This page gives you instructions for how to confirm if you want to translate this job advert into Welsh (Cymraeg).

Important: If you select 'Yes', you'll need to recreate the whole advert in Welsh (Cymraeg).

To confirm if you want to translate this job advert into Welsh (Cymraeg), complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
2. Select the 'Save and continue' button.

You're viewing [NHS BSA Training](#) [Change](#)
Signed in as [NHSBSA Training](#) [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

[< Go back](#)

Create a job advert

Do you want to translate this job advert into Welsh (Cymraeg)?

Training and Support Officer DRAFT

Reference no: T1111-22-1234

If you select yes, you'll need to recreate the whole advert in Welsh (Cymraeg).

1 Yes

1 No

2 Save and continue

[Save and come back later](#)

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If you need to add Welsh translations, go to a user guide or video from the '**Create a job listing**' section of the '[Help and support for employers](#)' webpage.

Once you've added Welsh translations, go to the '[You've completed Welsh translation](#)' page.

You've completed Welsh translation

This page shows confirmation you've completed the Welsh translation section.

To review your task list, complete the following steps:

1. Select a link to review a section of the task list.

The screenshot shows the NHS BSA Training interface for a 'Training and Support Officer job listing'. The page is in a 'DRAFT' state with reference number T1111-22-8170. It indicates that the job listing is complete, with 12 of 12 sections finished. The task list is as follows:

Section	Status
Add the job title	
1 Job title and reference number	COMPLETED
Add the details of the job	
1 About the job and pay	COMPLETED
1 Location	COMPLETED
1 Contact details and closing date	COMPLETED
Add the job overview, job description and person specification	
1 Job overview	COMPLETED
1 Job description	COMPLETED
1 Person specification	COMPLETED
1 Supporting information	COMPLETED
Add pre-application and additional application questions	
1 Pre-application questions	COMPLETED
1 Additional application questions	COMPLETED
Add the recruitment team	
1 Recruitment team	COMPLETED
Add the Welsh (Cymraeg) translation for this advert	
1 Welsh translation	COMPLETED

To find out how to publish a job listing, go to the user guide or video from the 'Create a job listing' section of the '[Help and support for employers](#)' webpage.

You've added the Welsh translation and reached the end of this user guide.