

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

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 the:

- job title
- job overview
- job description
- person specification
- 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 <u>employer dashboard</u>.

# Contents

How to create a job listing - Add the Welsh (Cymraeg) translation in NHS Jobs	<u>user guide . 1</u>
Add the Welsh (Cymraeg) translation for this advert	3
Do you want to translate this job advert into Welsh (Cymraeg)?	4
You've completed Welsh translation	5

### 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 the 'Welsh translation' section if you've selected 'In both English and Welsh' from 'Welsh listings' 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 '<u>Welsh translation</u>' link.

		You're viewing NHSBSA MW UAT	<u>Change</u>
	NHS Jobs	Signed in as Michael Wardman	Sign Out
	BETA Your feedback will help us to improve this service.		
	NHSBSA MW UAT Training and Support Officer job listing		
	DRAFT Reference no: A0201-22-4879		
	Job listing incomplete		
	You have completed 12 of 13 sections.		
	Add the job title		
	Job title and reference number COMPLETED		
	Add the details of the job		
	About the job and pay COMPLETED	1	
	Location COMPLETED		
	Contact details and closing date COMPLETED		
	Add the job overview, job description and person specification		
	Job overview COMPLETED	1	
	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 internal documents		
	Internal documents COMPLETED		
	Add the recruitment team		
	Recruitment team COMPLETED		
	Add the Welsh (Cymraeg) translation for this advert		
1	Welsh translation NOT STARTED	]	
	You need to complete all sections before you send it for approval.		
	Save and come back later		
	Privacy policy Terms and conditions Accessibility Statement Cookies Help a		vn copyright

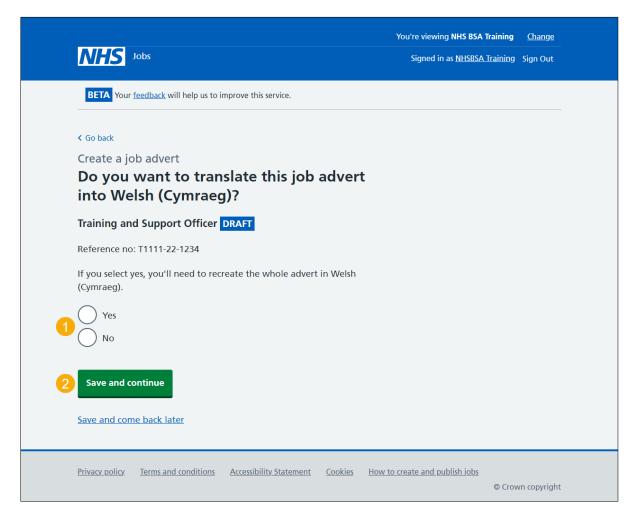
### Do you want to translate this job advert into Welsh (Cymraeg)?

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.
- 2. Select the 'Save and continue' button.



#### 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.

		You're viewing NHSBSA MW UAT	<u>Change</u>
Jobs		Signed in as Michael Wardman	Sign Out
BETA Your feedback will help us to impre	ove this service.		
IHSBSA MW UAT	Officer ich listing		
raining and Support (	officer job listing		
D <b>RAFT</b> eference no: A0201-22-4879			
ob listing complete			
ou have completed 13 of 13 sections.			
dd the job title			
bb title and reference number	COMPLETED	l.	
dd the details of the job			
bout the job and pay	COMPLETED	1	
ocation	COMPLETED		
ontact details and closing date	COMPLETED	I	
Add the job overview, job des pecification	cription and person		
<u>ob overview</u>	COMPLETED		
ob description	COMPLETED		
erson specification	COMPLETED		
upporting information	COMPLETED	-	
Add pre-application and addit	tional application questions		
re-application questions	COMPLETED		
dditional application questions	COMPLETED		
dd the internal documents			
nternal documents	COMPLETED		
Add the recruitment team			
ecruitment team	COMPLETED	l i	
dd the Welsh (Cymraeg) trar	slation for this advert		
Velsh translation	COMPLETED		

**Tip:** 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 '<u>Help and support for employers'</u> webpage.

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