

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 T1111-22-1234. It indicates that 11 of 12 sections are completed. The sections and their completion status are as follows:

Section	Status
Job title and reference number	COMPLETED
About the job and pay	COMPLETED
Location	COMPLETED
Contact details and closing date	COMPLETED
Job overview	COMPLETED
Job description	COMPLETED
Person specification	COMPLETED
Supporting documents	COMPLETED
Pre-application questions	COMPLETED
Additional application questions	COMPLETED
Recruitment team	COMPLETED
Welsh translation	NOT STARTED

The 'Welsh translation' section is highlighted with a red circle and a '1' icon, indicating it is the next step to be completed. Below this section, there is a message: 'You need to complete all sections before you can publish your listing.' and a link to '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.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' 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.' The main content area has a 'Go back' link and the heading 'Create a job advert'. The main question is 'Do you want to translate this job advert into Welsh (Cymraeg)?'. Below this, it says 'Training and Support Officer DRAFT' and 'Reference no: T1111-22-1234'. A note states: 'If you select yes, you'll need to recreate the whole advert in Welsh (Cymraeg)'. There are two radio button options: 'Yes' and 'No'. The 'Yes' option is marked with a '1' in a yellow circle. Below the radio buttons is a green 'Save and continue' button marked with a '2' in a yellow circle. At the bottom of the main content area, there is a link: 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

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 T1111-22-2387. 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 documents	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.