

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 displays the NHS Jobs dashboard for NHSBSA Lee UAT. The top navigation bar includes the NHS logo, 'Jobs', and user information: 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link. A toggle switch for 'Show tasks for all accounts' is visible. A 'BETA' notice states: 'Your feedback will help us to improve this service.'

The main dashboard area is titled 'NHSBSA Lee UAT Dashboard'. It features two tabs: 'Tasks by stage' and 'Listings by user'. Below the tabs, a dropdown menu shows 'Showing tasks for All users'. The dashboard is divided into several sections:

- Tasks by stage:**
 - Draft:** 13 items (represented by a green bar)
 - Approvals:** 0 items (represented by a grey bar)
 - Published:** 1 item (represented by a green bar)
 - Shortlisting:** 27 items (26 on track, 1 overdue) (represented by a green bar with a red segment)
 - Interviews:** 15 items (12 on track, 3 overdue) (represented by a green bar with a red segment)
- What you can do:**
 - Create a job listing
 - Search for a listing
 - Search for an applicant
- Manage the account:**
 - Manage users
 - At risk applicants
 - Accredited logos
 - Key performance indicators (KPIs)
 - Approval settings
 - Departments
 - Criminal convictions and cautions
 - Welsh listings **1** (highlighted with a yellow circle)
 - Moving applicants to other accounts

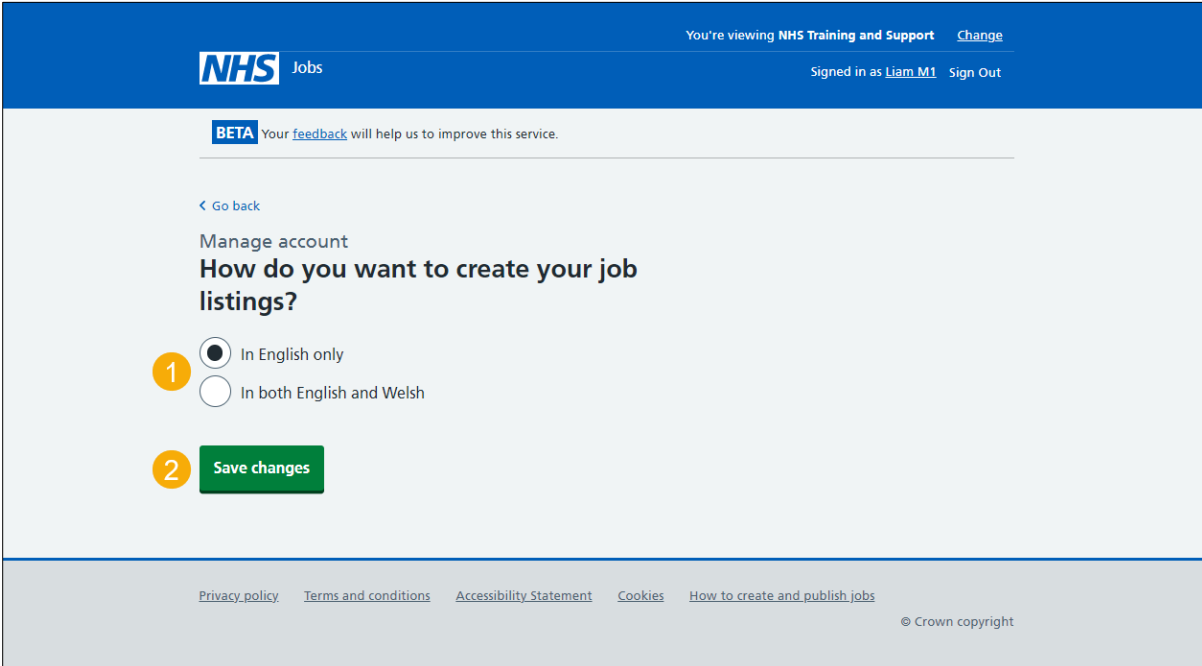
How do you want to create your job listings?

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

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

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.



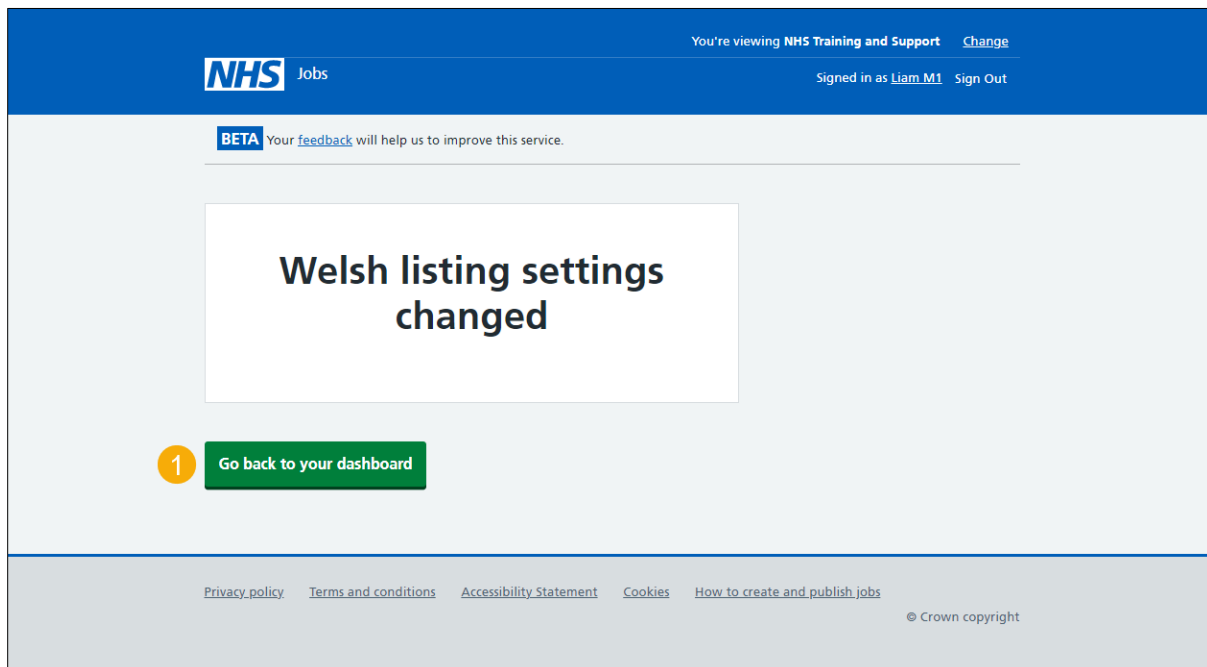
The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: '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, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer contains the copyright notice '© 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 the Welsh listing settings and reached the end of this user guide.