

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 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 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 '[Welsh translation](#)' link.

The screenshot shows the NHS Jobs interface for a 'Training and Support Officer job listing'. The page is in 'DRAFT' status with reference number A0201-22-4879. It indicates that 12 of 13 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 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)

At the bottom of the list, there is a note: 'You need to complete all sections before you send it for approval.' and a link: '[Save and come back later](#)'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown 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.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below this is a 'BETA' notice: 'Your feedback will help us to improve this service.' A 'Go back' link is present. The main heading is 'Create a job advert' followed by 'Do you want to translate this job advert into Welsh (Cymraeg)?'. The job title is 'Training and Support Officer' with a 'DRAFT' tag. The reference number is 'T1111-22-1234'. The text explains that selecting 'Yes' requires recreating the advert in Welsh. There are two radio button options: 'Yes' (marked with a '1') and 'No'. Below these is a green 'Save and continue' button (marked with a '2') and a 'Save and come back later' link. 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'.

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.

NHS Jobs

You're viewing NHSBSA MW UAT [Change](#)

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 complete

You have completed 13 of 13 sections.

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 internal documents

- 1 [Internal documents](#) **COMPLETED**

Add the recruitment team

- 1 [Recruitment team](#) **COMPLETED**

Add the Welsh (Cymraeg) translation for this advert

- 1 [Welsh 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 '[Help and support for employers](#)' webpage.

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