

## 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 the Welsh listings settings to change the language of the job listings you publish to jobseekers.

If you change this setting, it only applies to new job listings.

To manage Welsh listings, you can select:

- in English only
- in both English and Welsh

The default setting is 'In English only'.

If you select English and Welsh, when you create your job listing, you'll need to add some of the information in both English and Welsh.

Only a 'Super user' can change the Welsh listings setting.

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## Welsh listings

This page gives you instructions for how to manage Welsh listings.

**Important:** Only a 'Super user' can change the Welsh listings setting.

To manage Welsh listings, complete the following step:

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

The screenshot shows the NHS Business Services Authority Jobs Dashboard. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing' followed by a dropdown menu and a 'Change' link. Below the header, it says 'Signed in as NHS BSA Training' and 'Sign Out'. A yellow banner below the header contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below the banner, a message states: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)'

The main content area is titled 'NHS Business Services Authority Dashboard'. It has two tabs: 'Tasks by stage' (selected) and 'Listings by user'. Below the tabs, there is a dropdown menu for 'Showing tasks for' set to 'All users'. The dashboard displays a list of task stages with their counts and progress bars:

Stage	Count	Progress
<b>Draft</b>	10 - on track 8, overdue 2	Progress bar (8 green, 2 red)
<b>Approvals</b>	0	Progress bar (0)
<b>Published</b>	8	Progress bar (8 green)
<b>Shortlisting</b>	3	Progress bar (3 green)
<b>Interviews</b>	6	Progress bar (6 green)

On the right side, there is a 'What you can do' section with three buttons: 'Create a job listing', 'Search for a listing', and 'Search for an applicant'. Below that is a 'Manage the account' section with several links: 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Supporting documents', 'Contract templates', 'Offer letter templates', 'Approval settings', 'Departments', and 'Welsh listings' (which has a yellow circle with the number '1' next to it).

## How do you want to create your job listings?

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

**Important:** You can change the language of the job listings you publish to jobseekers.

To confirm how you want to create your job listings, complete the following step:

1. Select an answer.
2. Select the [‘Save and continue’](#) button.

You're viewing [NHS Training and Support](#) [Change](#)

**NHS** Jobs Signed in as Liam M1 [Sign Out](#)

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Manage account

### How do you want to create your job listings?

1  In English only

In both English and Welsh

2 [Save changes](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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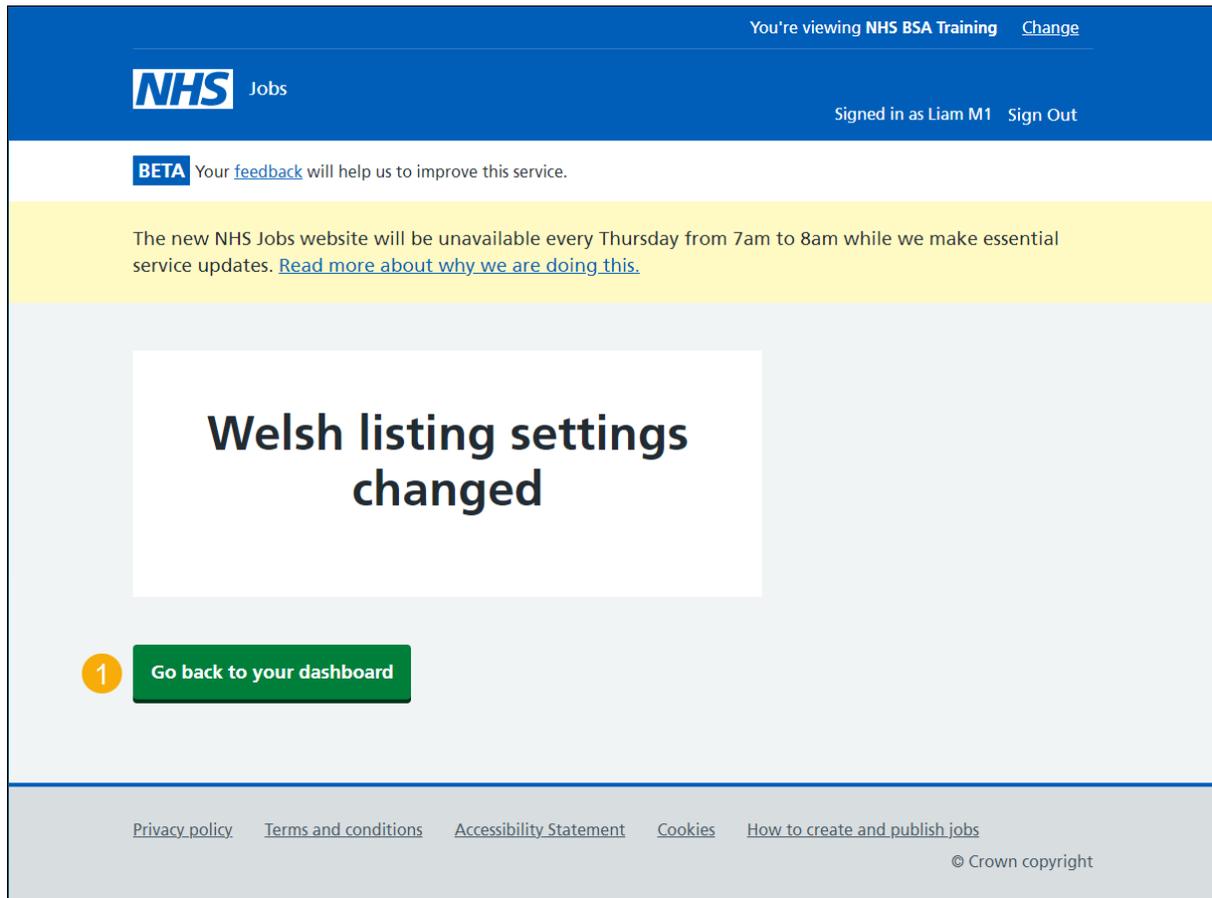
## Welsh listing settings changed

This page shows confirmation you've changed the Welsh listing settings.

**Important:** Any changes only apply to new job listings you create and publish to jobseekers. If you select English and Welsh, when you create your job listing, you'll need to add some of the information in both English and Welsh.

To go back your dashboard, complete the following step:

1. Select the 'Go back to your dashboard' 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 left, and 'You're viewing NHS BSA Training' with a 'Change' link on the right. Below the header, there is a white bar with a 'BETA' label and the text 'Your feedback will help us to improve this service.' A yellow banner below that states: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area has a light blue background with a white box containing the text 'Welsh listing settings changed'. Below this box is a green button with a white '1' in a yellow circle and the text 'Go back to your dashboard'. At the bottom, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© Crown copyright'.

You've reached the end of this user guide as you've managed your Welsh listing settings.