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.

Contents

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.

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
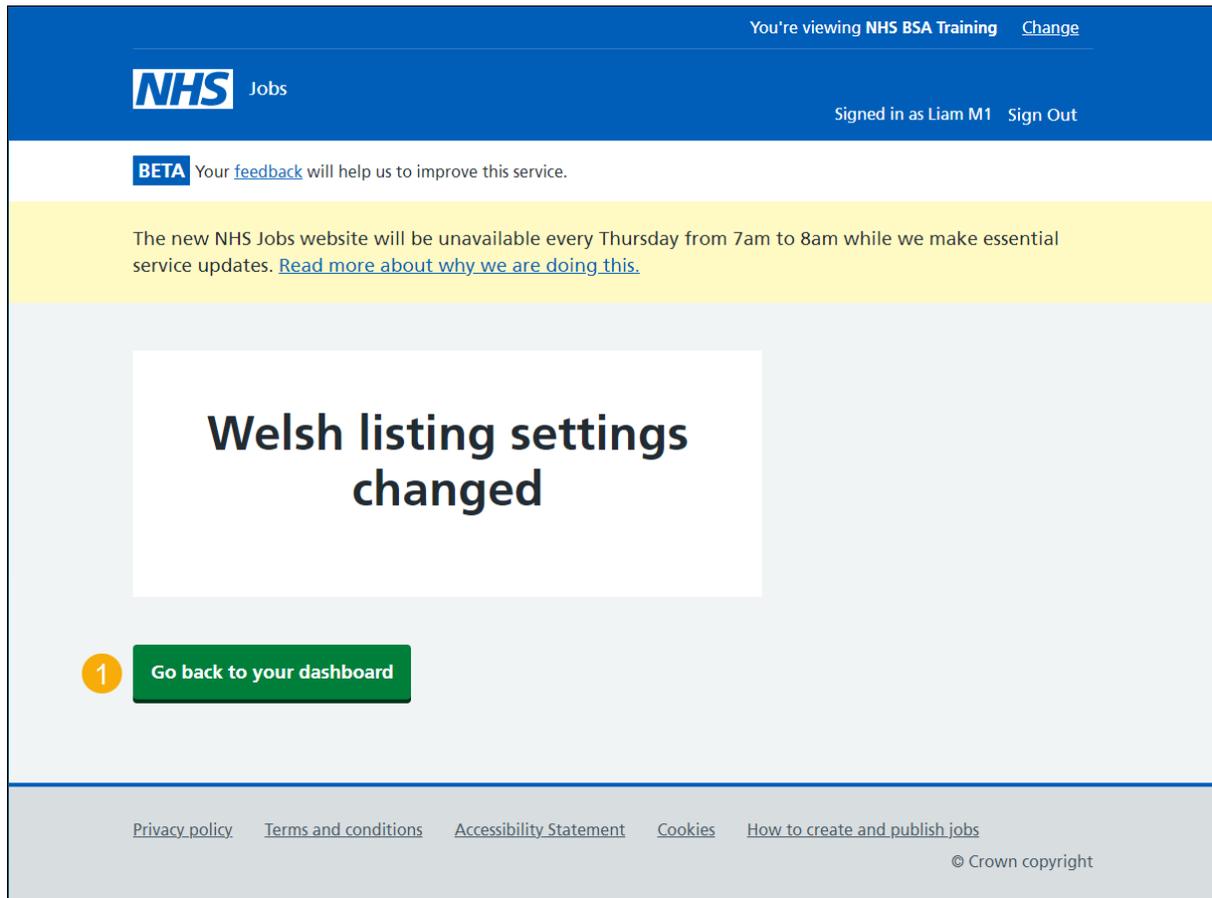
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Welsh listing settings changed

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.

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