

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 translation when creating a job listing in the NHS Jobs service.

To add the Welsh translations to your advert, you'll need to:

• Add Welsh translations to some sections of your job listing

Once you've created it, you'll preview it and publish it for jobseekers to apply.

To create and publish a job listing you must be a:

- 'Super user'
- 'Team manager'
- 'Recruitment administrator'

Author: Training and Support Team

If you're using online approvals, all approvers must approve the listing before it's published.

If you're a Recruiting manager, you can create a listing, but you'll then need to send it for approval to one of the roles in the above list.

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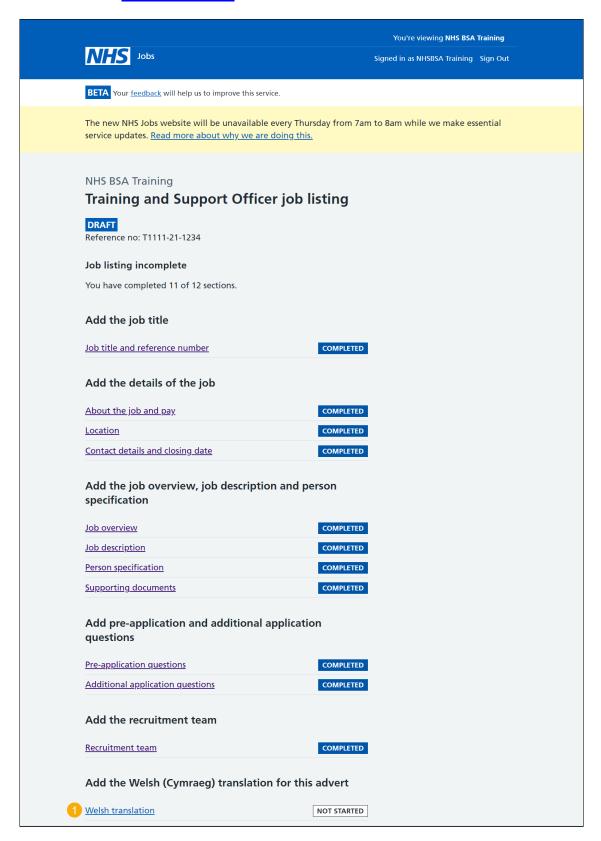
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Welsh translation

This page gives you instructions for how to add Welsh translations to your job listing.

To add Welsh translations, complete the following steps:

1. Select the 'Welsh translation' link.

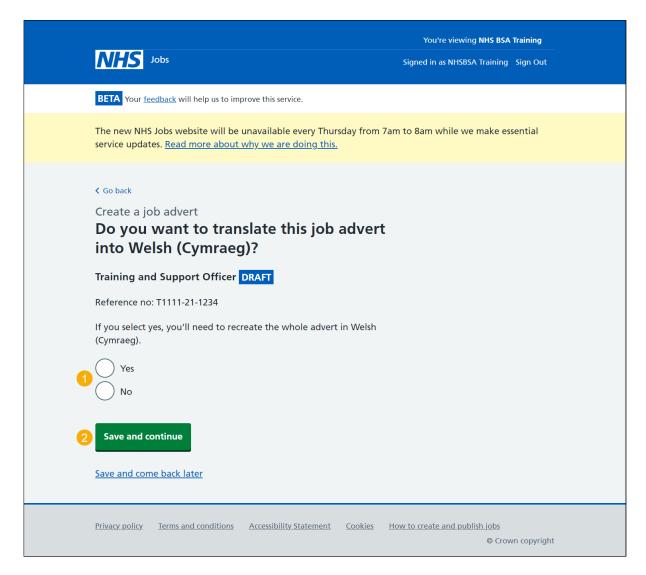


Do you want to translate this job advert into Welsh (Cymraeg)?

This page gives you instructions for how you confirm if you would like to translate your job advert for Welsh speaking applicants.

To confirm if you need to translate your job advert for Welsh speaking applicants, complete the following steps:

- 1. Select a 'Change' link:
 - 'Yes'
 - 'No'
- 2. Select the 'Save and continue' button.

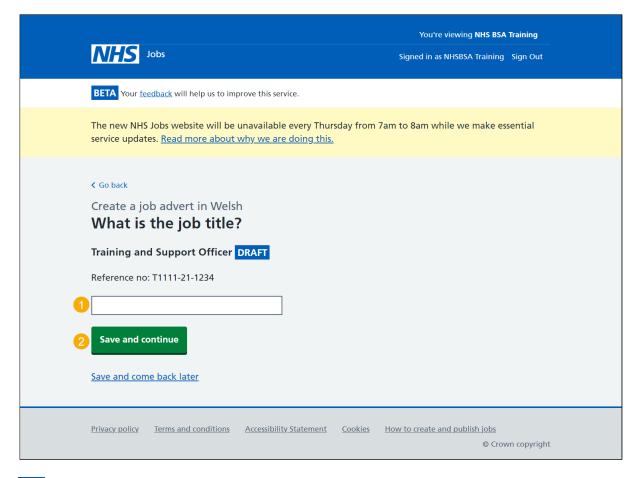


What is the job title?

This page gives you instructions for how to add the job title in Welsh (Cymraeg).

To add the job title, complete the following steps:

- 1. In the **Job title** box, enter the details.
- 2. Select the 'Save and continue' button.



Tip: You can select the 'Save and come back later' link or select the '< Go back' link.

Provide a job overview to create your advert in Welsh (Cymraeg)

This page gives you instructions for how to add the job overview in Welsh (Cymraeg).

Important: You should give a short summary of the role, detail the main duties of the role and why the applicant would want to work for your organisation. Potential applicants will read this first so inform, engage and excite. You can copy and paste the information from another document. The minimum character limit is 100 and the maximum is 1,500 in each box.

To add the job overview, complete the following steps:

- 1. In the Introduce the role box, enter the details.
- 2. In the Main duties of the role box, enter the details.
- 3. In the Overview of your organisation box, enter the details.
- 4. Select the 'Save and continue' button.

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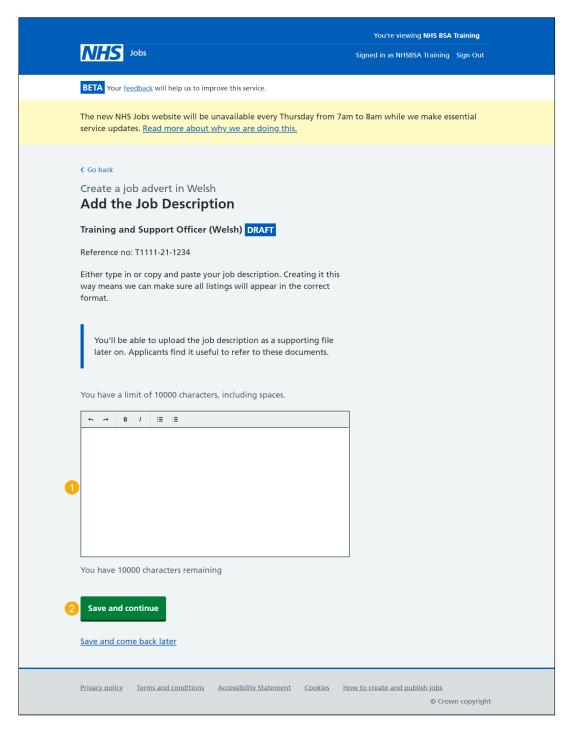
Add the job description in Welsh (Cymraeg)

This page gives you instructions for how to add the job description in Welsh (Cymraeg).

Important: Either type or copy and paste your job description. Creating this way means we can make sure all listings will appear in the correct format. You'll be able to upload the job description as a supporting file later on. Applicants find it useful to refer to these documents. The minimum character limit is 100 and the maximum is 10,000 in the box.

To add the job description, complete the following steps:

- 1. In the **Job description** box, enter the details.
- 2. Select the 'Save and continue' button.



Add your person specification in Welsh (Cymraeg)

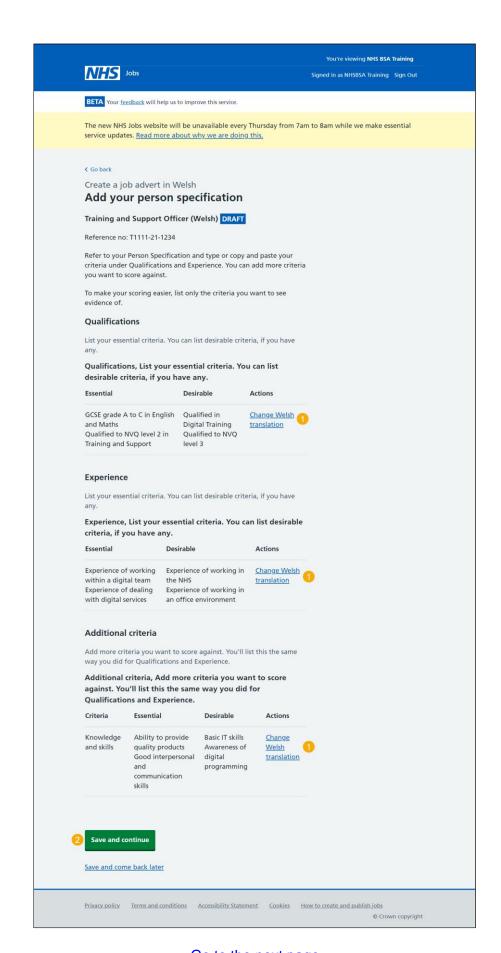
This page gives you instructions for how to add your person specification in Welsh (Cymraeg).

To add the person specification in Welsh (Cymraeg), complete the following steps:

- **1.** Select a 'Change' link:
 - 'Change Welsh translation for qualifications'
 - 'Change Welsh translation for experience'
 - 'Change Welsh translation for additional criteria'
- 2. Select the 'Save and continue' button.

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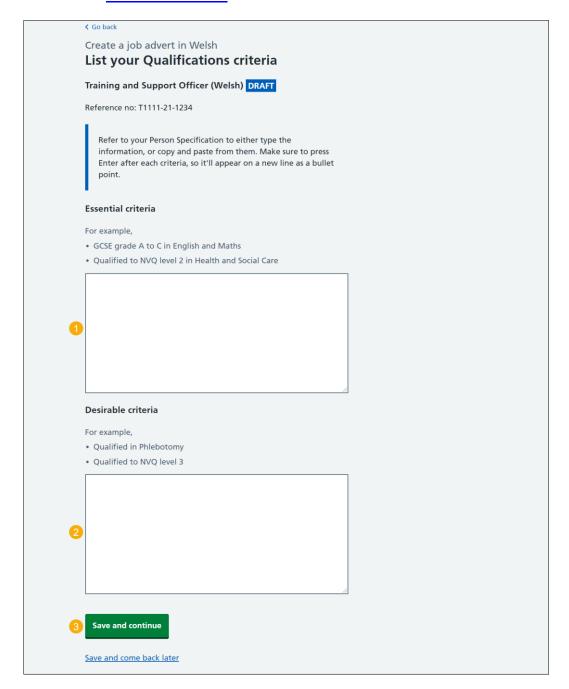
List your qualifications criteria

This page gives you instructions for how to list your qualifications criteria in Welsh (Cymraeg).

Important: This page is only shown if you have selected to add your qualifications in Welsh (Cymraeg).

To add your qualifications criteria, complete the following steps:

- 1. In the Essential criteria box, enter the details.
- 2. In the **Desirable criteria** box, enter the details (optional).
- 3. Select the 'Save and continue' button.



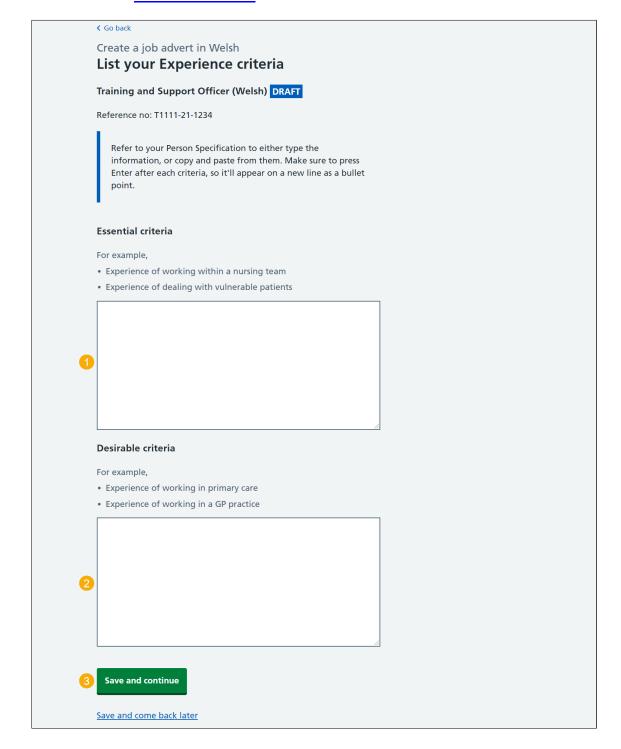
List your experience criteria

This page gives you instructions for how to list your experience criteria in Welsh (Cymraeg).

Important: This page is only shown if you have selected to add your experience in Welsh (Cymraeg).

To add your experience criteria, complete the following steps:

- 1. In the Essential criteria box, enter the details.
- 2. In the Desirable criteria box, enter the details (optional).
- 3. Select the 'Save and continue' button.



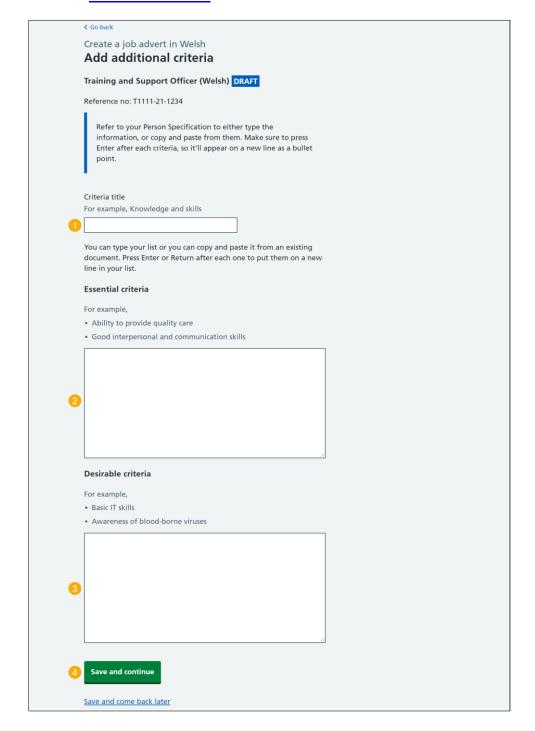
List your additional criteria

This page gives you instructions for how to add additional criteria.

Important: This page is only shown if you're adding additional criteria in Welsh (Cymraeg).

To add additional criteria, complete the following steps:

- 1. In the Criteria title box, enter the details.
- 2. In the Essential criteria, enter the details.
- 3. In the **Desirable criteria**, enter the details (optional).
- **4.** Select the 'Save and continue' button.



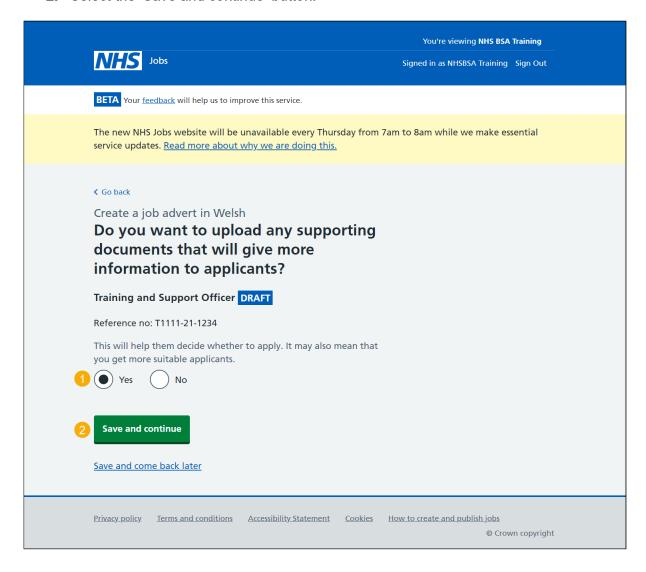
Do you want to upload any supporting documents in Welsh (Cymraeg)?

This page gives you instructions for how to confirm if you want to upload any supporting documents to give more information about the role to applicants.

Important: An example of a supporting document is a job description or person specification.

To confirm if you want to upload any supporting documents, complete the following steps:

- 1. Select an answer:
 - 'Yes'
 - 'No'
- 2. Select the 'Save and continue' button.



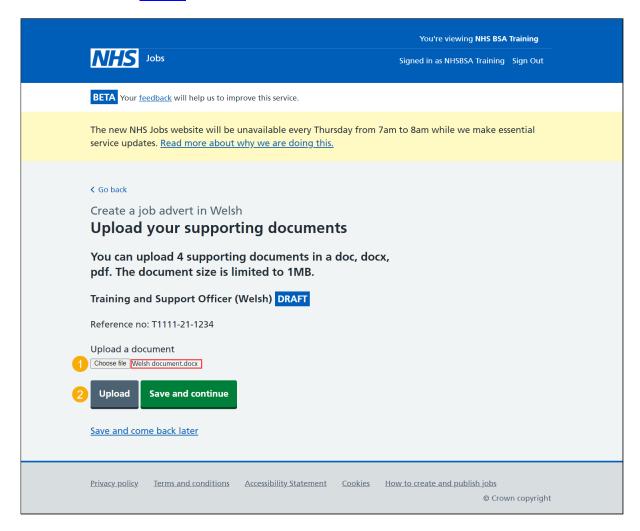
Upload your supporting documents

This page gives you instructions for how to upload your supporting documents.

Important: This page is only shown if you're uploading supporting documents. You can upload 4 supporting documents in a doc, docx, pdf format. The document size is limited to 1MB and the file name must be a maximum of 64 characters. In this example, the 'Welsh document' file is selected for upload.

To choose and upload a document, complete the following steps:

- 1. Select the 'Choose file' button.
- **2.** Select the 'Upload' button.



Tip: You'll need to know where the file is located to find and upload it.

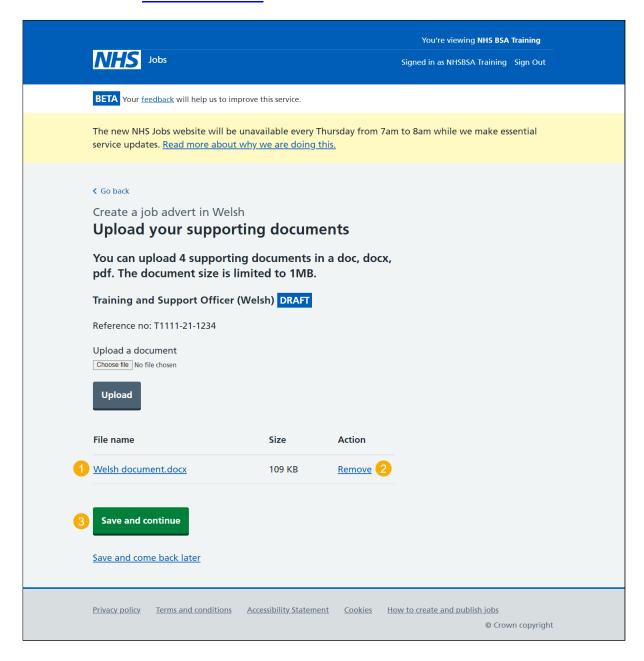
Review your supporting documents

This page gives you instructions for how to review your supporting documents.

Important: In this example, the 'Welsh document' file is uploaded. If you're uploading multiple files, repeat the steps on the 'Upload your supporting documents' page.

To view, remove or confirm your document(s), complete the following steps:

- 1. Select the file name link to view it (optional).
- 2. Select the 'Remove' link (optional).
- 3. Select the 'Save and continue' button.



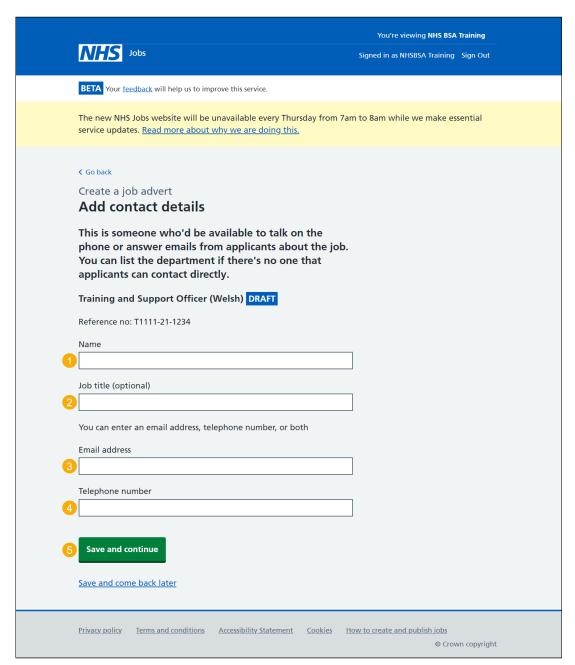
Add contact details in Welsh (Cymraeg)

This page gives you instructions for how to add the contact details in Welsh (Cymraeg) for applicants to use.

Important: You must add an email address, telephone number or both.

To add the contact details, complete the following steps:

- 1. In the **Name** box, enter the details.
- 2. In the Contact job title box, enter the details (optional).
- 3. In the Email address box, enter the details.
- 4. In the **Telephone number** box, enter the details.
- **5.** Select the 'Save and continue' button.



Check and save the Welsh translations

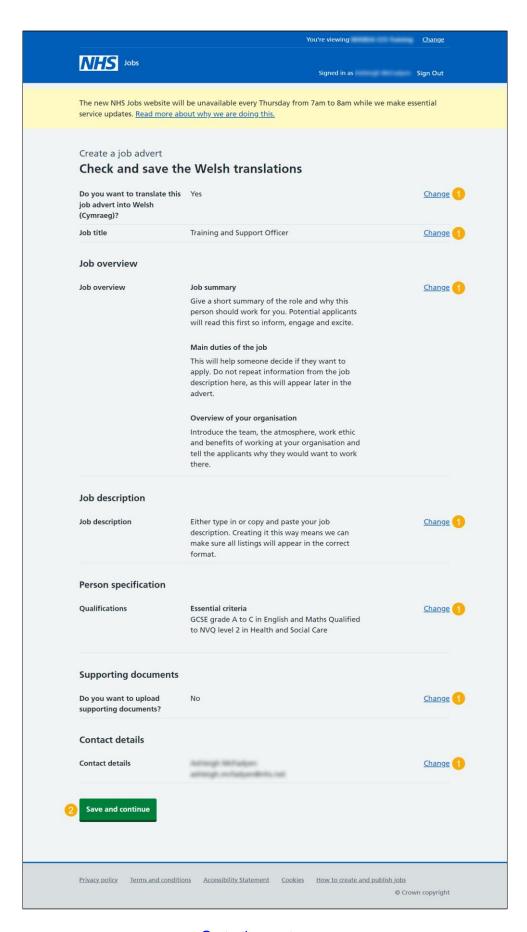
This page gives you instructions for how to check and save the Welsh translations.

To confirm or change the Welsh translations, complete the following steps:

- **3.** Select a 'Change' link (optional):
 - 'Do you want to translate this job advert into Welsh (Cymraeg)?'
 - 'Job title'
 - 'Job overview'
 - 'Job description'
 - 'Person specification'
 - 'Supporting documents'
 - 'Contact details'
- **4.** Select the 'Save and continue' button.

Go to the next page to see the screen shot.

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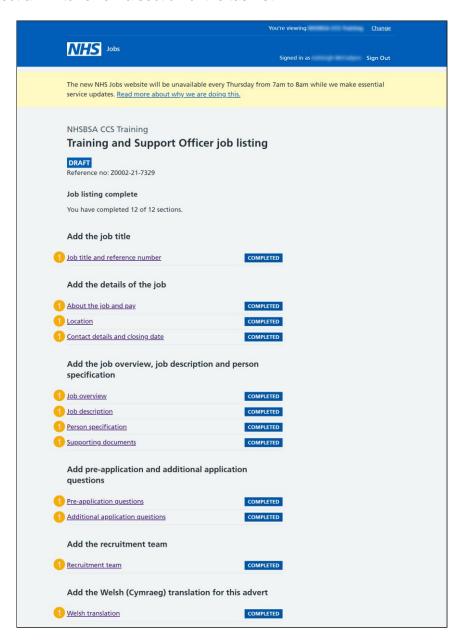
Job listing tasklist

This page gives you instructions for how to view your completed job listing tasklist.

Important: The sections of your tasklist will show statuses of 'Not started', 'Started' and 'Completed', depending on the tasks you have completed. You cannot publish a job listing until all sections are completed.

To review your tasklist, complete the following steps:

1. Select a link to review a section of the tasklist.



Go to the 'How to create a job listing in NHS Jobs – Publish a job listing' user guide or video in the 'Create a job listing' box of the 'Help and support page for employers' webpage.