

## 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.

## Contents

<a href="#">How to manage Welsh listings in NHS Jobs user guide .....</a>	<a href="#">1</a>
<a href="#">Welsh listings .....</a>	<a href="#">3</a>
<a href="#">How do you want to create your job listings? .....</a>	<a href="#">4</a>
<a href="#">Welsh listing settings changed .....</a>	<a href="#">5</a>

## 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 shows the NHS Jobs dashboard for NHSBSA Lee UAT. At the top, it indicates the user is signed in as Lee Mapes. The dashboard is divided into several sections:

- Header:** NHS Jobs logo, user information (Signed in as Lee Mapes, Sign Out), and account type (NHSBSA Lee UAT).
- Navigation:** 'Tasks by stage' and 'Listings by user' tabs. A dropdown menu shows 'Showing tasks for All users'.
- Main Content:** A list of task stages with counts and progress bars:
 

<b>Draft</b>	13
<b>Approvals</b>	0
<b>Published</b>	1
<b>Shortlisting</b>	27 - on track 26, overdue 1
<b>Interviews</b>	15 - on track 12, overdue 3
- Right Sidebar:**
  - 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), 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.

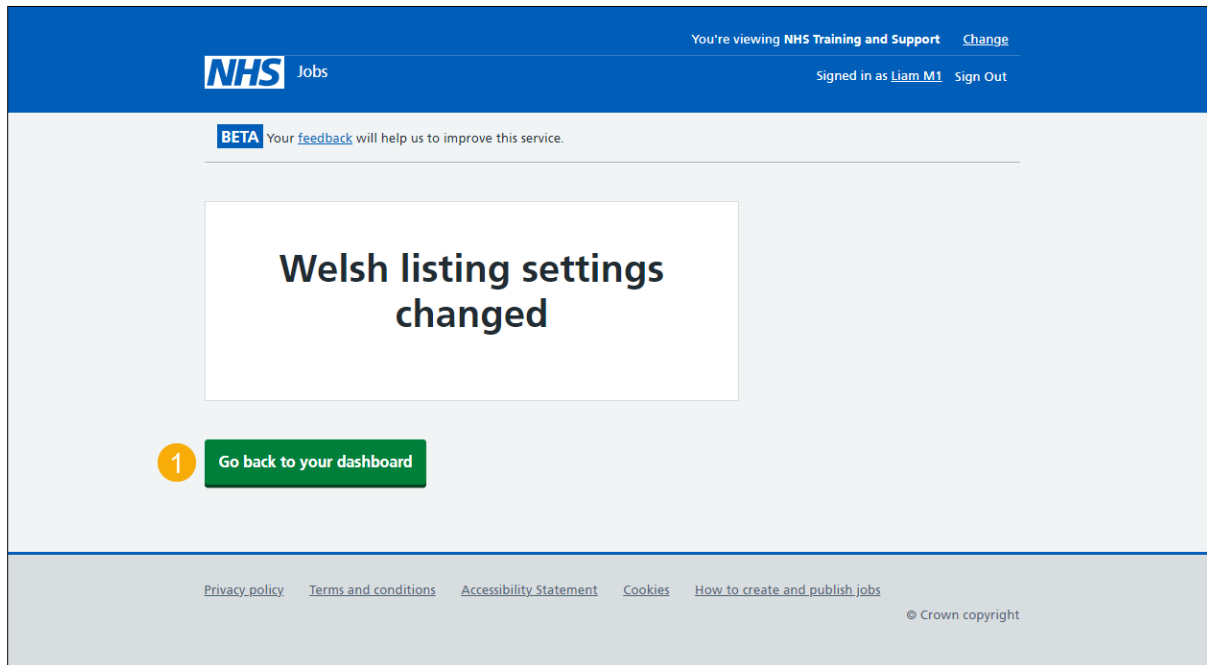
The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' 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 of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer text is '© 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.