Attract candidates with Welsh skills
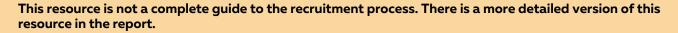
The purpose of this resource is to give you advice on how to:

- **Attract candidates with Welsh skills**
- **Provide candidates with a positive experience**
- **Raise candidates' and staff's confidence in their Welsh**

This resource is not a complete guide to the recruitment process. There is a more detailed version of this resource in the report.

Attract candidates with Welsh skills

Have you...?

- Worded the text of the job description and/or personal specification in a way that makes language requirements clear and easy for everyone to understand
- Identified links and sources that will help identify candidates e.g. schools, universities, websites
- Made sure that everything is written in the Cymraeg Clir style

Provide candidates with a positive experience

Have you...?

- Made sure that the majority of the panel are Welsh speakers
- Made sure that candidates are aware if simultaneous translation will be used or not during the interview process
- Decided how and when to assess candidates' skills in Welsh and English (before, during or after the interview)
- Clearly stated the support available for reaching the required level in the job offer documentation

Raise candidates' and staff's confidence in their Welsh

Have you...?

- Made sure that the Welsh language is evident in extending a welcome to the individual
- Made use of Iaith Gwaith resources to encourage Welsh language use in the workplace