

Welsh Language Questionnaire:

Question	Answer
Will the post holder need to use spoken or written Welsh when doing the job?	Yes / No If yes, consider making Welsh essential.
Would appointing someone with Welsh language skills help the National Museum of Wales to meet a specific objective in our Corporate Plan or Welsh Language Action Plan, or to comply with existing legislation regarding the Welsh language?	Yes / No If it would, consider making it essential.
Would appointing someone with Welsh language skills ensure that the team or department is able to offer services in Welsh at any time (i.e. that enough staff on the team have Welsh language skills)?	Yes / No If it would, consider making it essential.
Will the post holder be part of a team or department that currently has no Welsh language skills?	Yes / No If yes, consider making Welsh essential.
Will the post holder be required to deal with internal staff or external customers who want to communicate in Welsh frequently (2-3 times a week or more)?	Yes / No If yes, consider making Welsh essential.
Will the post holder be required to deal with internal staff or external customers who want to communicate in Welsh occasionally (less than once a week)?	Yes / No If yes, consider making Welsh desirable .
Will the post holder have a clear public profile, receiving public attention when representing the National Museum of Wales i.e. head of department, senior manager or director?	Yes / No If yes, consider making Welsh desirable .
Will the post holder be part of a team or department that is likely to receive correspondence or documentation in Welsh?	Yes / No If yes, consider making Welsh desirable .
Are there any circumstances in which Welsh language skills could be beneficial for the job in the future?	Yes / No

	If yes, consider making Welsh desirable .
Outcome of the assessment	

Example from the National Museum of Wales