

Onboarding - Form Translations

Last Modified on 10/02/2026 10:07 am CDT

Overview

Forms support translations at the "version" level. Each language is added as a separate translation while the version is within a "Draft" status. Once the version is published, its translations are locked.

Note Candidates see the form in their selected language. An employee who picks Spanish sees Spanish labels, help text, and options as they fill the form out.

Once the form is submitted, the underlying field paths and entered information within the form stay consistent in English.

If a signed document has to be in the employee's own language for your records or for a regulator, you will need a separate form built on a PDF in that specific language, and a policy that assigns it based on the employee's preferred language.

Note You will need the following permissions to access Forms:

- View Forms
- Create Forms

For more information on permissions, please see the article titled [Onboarding - User Groups and Permissions](#).

Adding a Language to the Form

Begin by navigating to the Onboarding Portal > Configurations > Forms and select the intended form within the list:


TWDemo

Forms

Dashboard

Analytics

Records

Employees

Placements

Tasks

Employers

Clients

Jobs

Integrations

Marketplace

TempWorks

Configuration

Policies

Forms

My Forms

Applic

Tags

Type

Waiting for

AI build

Uploaded by

Batch

Reset

☐	Name	Status	Uploaded by
> ☐	Application Completion and Final Acknowledgment	Deployed	jr@onboarded.com
☐	Now hiring application	Draft	tony.kennetz@tempworks....
☐	Manual - One Page Application - JDK	Draft	
> ☐	One Page Application- JDK	Deployed	

1-4 of 4 forms

If the form has been published, create a new "Draft" version by selecting "New Draft":

Versions 1

Tasks 20

Expiration Rules 0

Deployed (Read-only)

Preview

New Draft

tt_01m3x5rkd9fyn97pcpcn8dsazn

Display Name

One Page Application

Display Description

Test One Page Application - JDK

Version

1.0.0

Release Notes

Added T-Shirt Size field

Days Before Task Due

–

Assigned Tasks

20

Deployed

12 hours ago

If the form is currently within a "Draft" status, select "Open Editor":

Versions 2

Tasks 1

Expiration Rules 0

Draft (Editable)

Deploy (Live Mode)

Open Editor

tt_01m3ssf3gme268fqhn779wd88c

Display Name

Now hiring application

Display Description

Basic Application

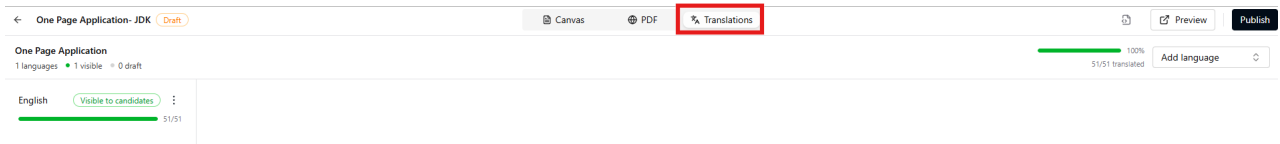
This is the name and description that candidates see. They are set to the form name/description when a version is first created. You can modify them here for specific versions.

Release Notes

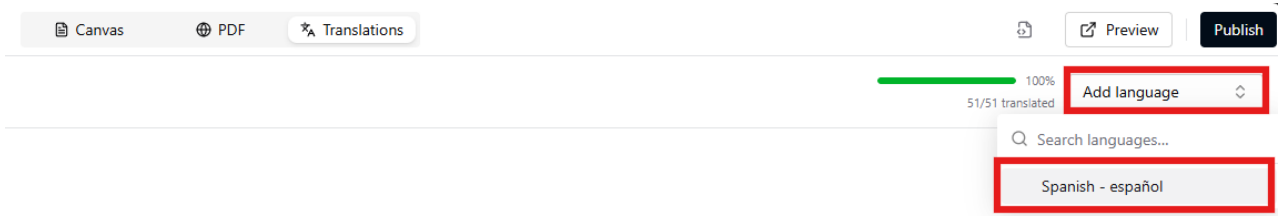
Days Before Task Due

When this field is set, tasks are due this number of days after creation.

Within the draft version of the form, select the "Translations" tab at the top:



Within the "Translations" page, select the "Add Language" dropdown and select the language you want the form translated to:



Note The language must be supported on the Organization level in order to appear within the drop-down.

Languages are managed via the Onboarding Portal > Settings > Organization > Edit Organization > Supported Languages:

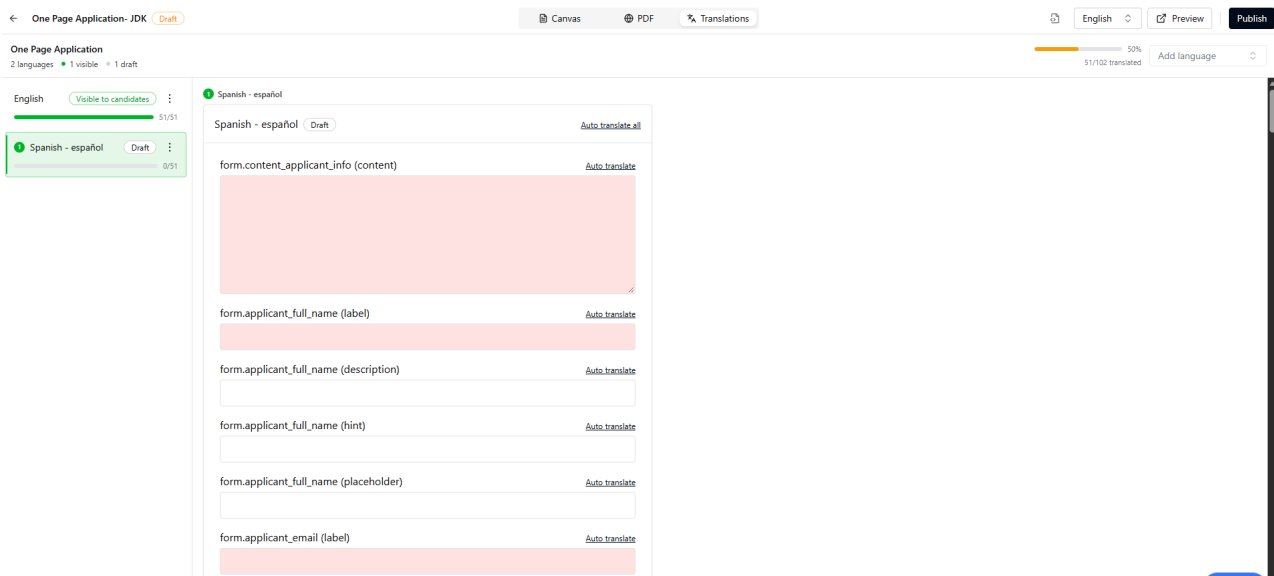
A screenshot of the 'Supported Languages' settings form. It features a 'Default Language' dropdown menu set to 'English' and a 'Supported Languages' section with a list of languages including 'English' and 'Spanish - español'. The 'Supported Languages' section has a red box around it.

To access these settings, you must be a member of the "Admins" User Group.

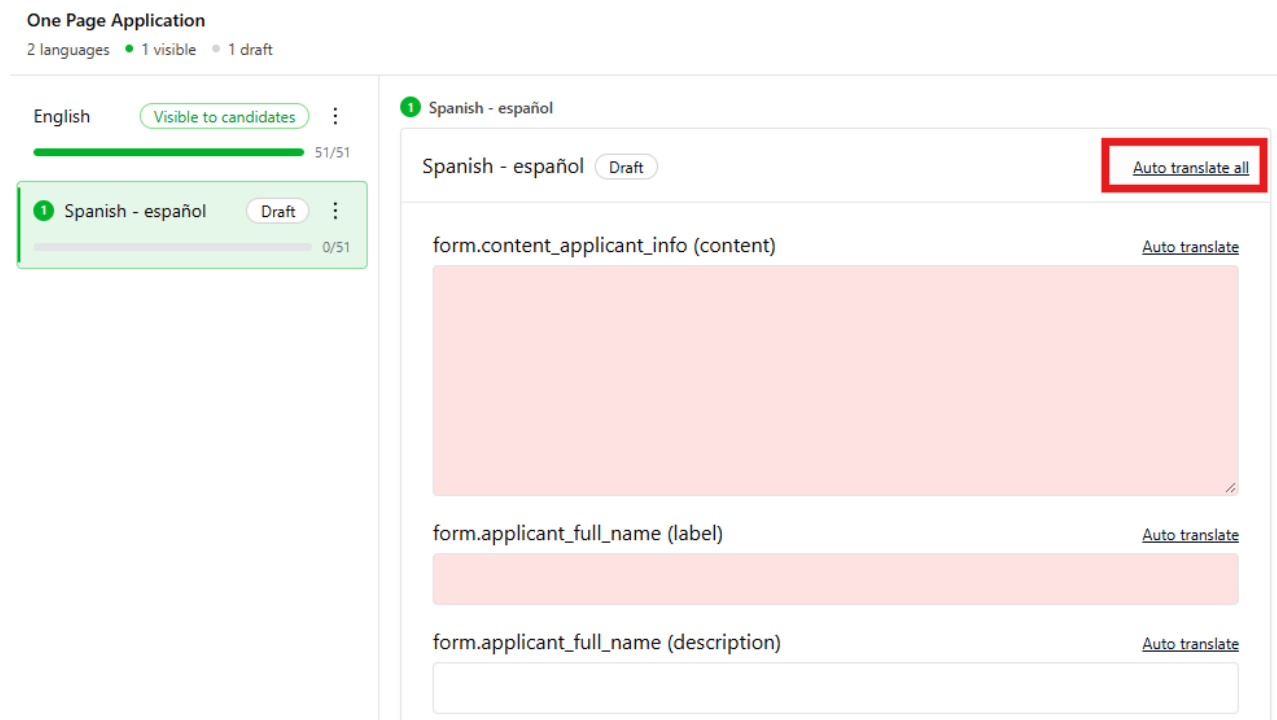
For more information on permissions, please see the article titled [Onboarding - User Groups and Permissions](#).

Generating Translations Using AI

Select the language in the table to the left. Its field translations will show to the right and shows how many of the form's fields have translations:



Select the "Auto Translate All" option to the right of the language:



Within the "Translate with AI" window, select the source language, which is the language you had originally built the form in. Select "Generate" to continue:

Translate with AI

Select a source language. We will translate all fields from the source language to Spanish - español. This will overwrite all existing translations, including any fields you have manually edited.

English

Cancel

Generate

Each field is then translated from the source language into the target language. The progress bar will indicate how many fields have been translated until completed:

English

Visible to candidates

51/51

1 Spanish - español

Draft

51/51

Note Always remember to review the generated translations. AI output is a strong starting point but always spot-check anything compliance heavy such as legal acknowledgment text, tax terminology, signature disclosures.

Publishing the Translation

Once the translation has been confirmed, select the  to the right of the language and select "Publish":

English

Visible to candidates

51/51

1 Spanish - español

Draft

51/51

1 Spanish - español

Publish

Delete

Deploy the form changes by selecting the "Deploy" option.

Note If you edit the form's fields after generating translations, the new or changed fields will not translate automatically.

Please repeat the "Auto Translate All" process republish the language before you deploy the version, or employees will see untranslated fields.

Related Articles