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.

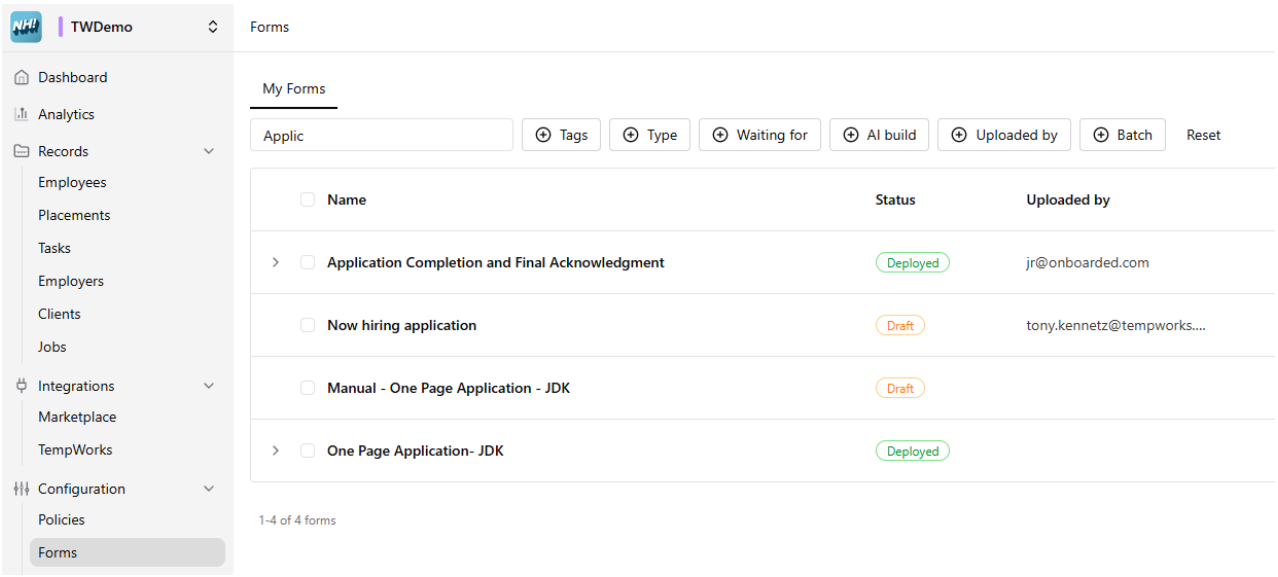
Note You will need the following permissions to access Forms:

- View Forms
- Create Forms

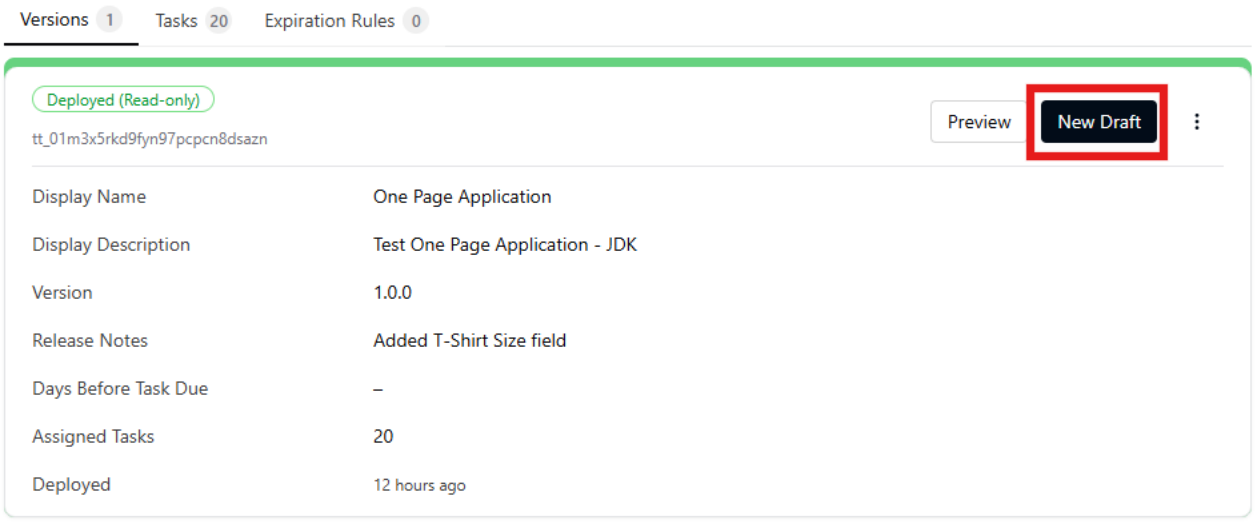
For more information on permissions, please see the article titled Onboarding - User Groups and Permissions.

Adding a Language to the Form

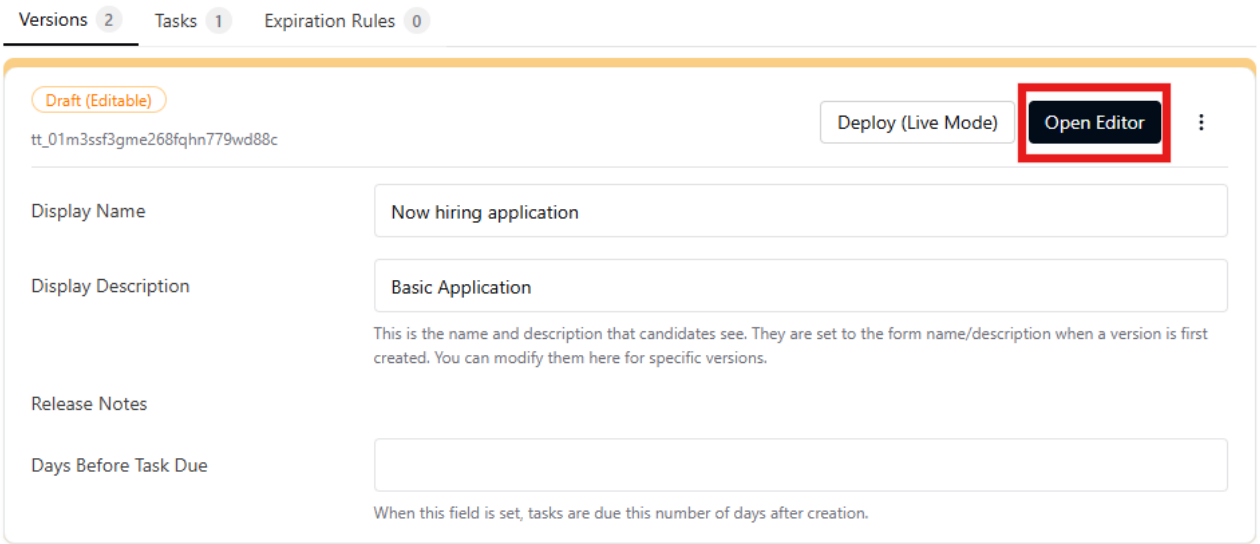
Begin by navigating to the Onboarding Portal > Configurations > Forms and select the intended form within the list:



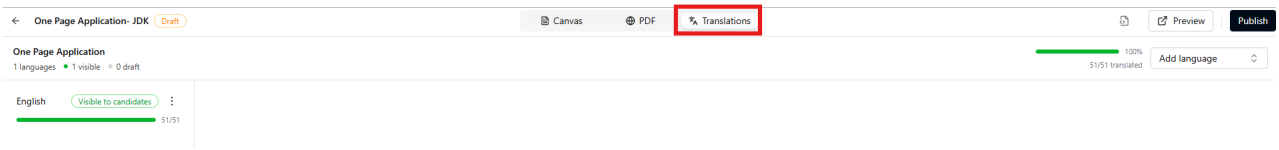
If the form has been published, create a new "Draft" version by selecting "New Draft":



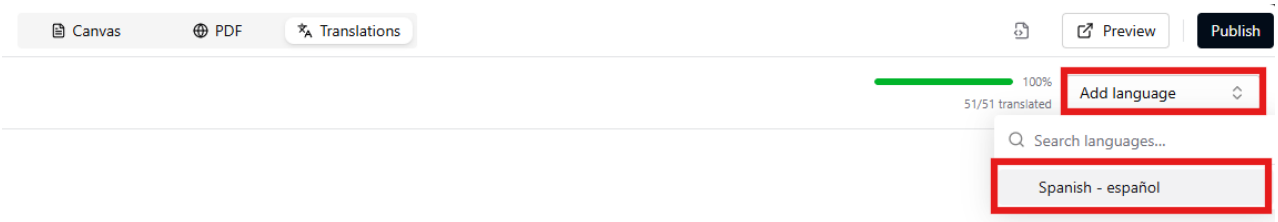
If the form is currently within a "Draft" status, select "Open Editor":



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

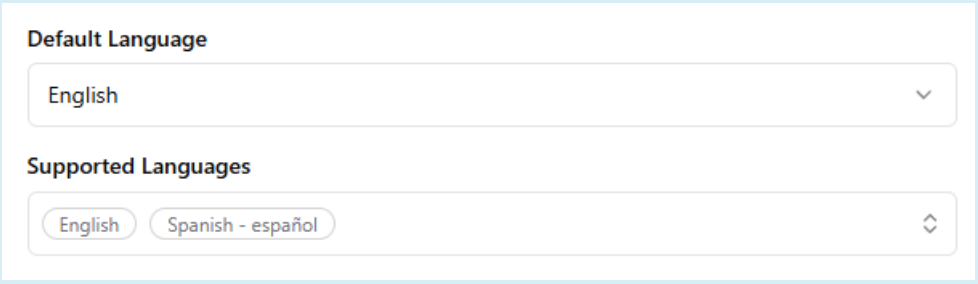


Within the "Translations" page, select the "Add Language" dropdown and select the language you want the form translated to:



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:

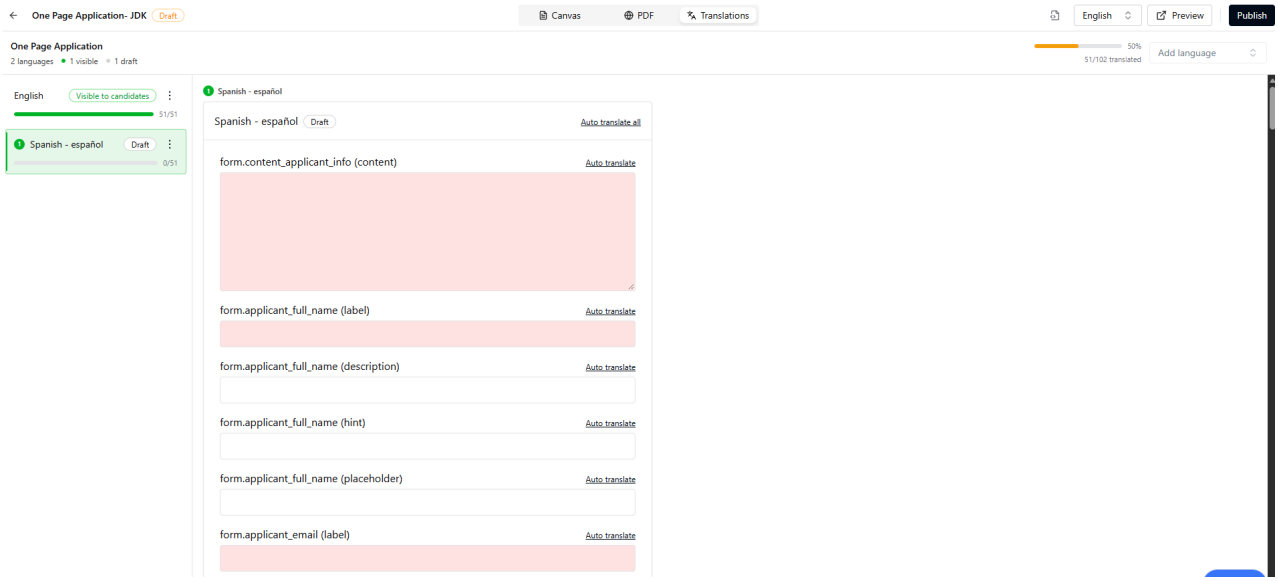


To access these settings, you must be a member of the "Admins" User Group.

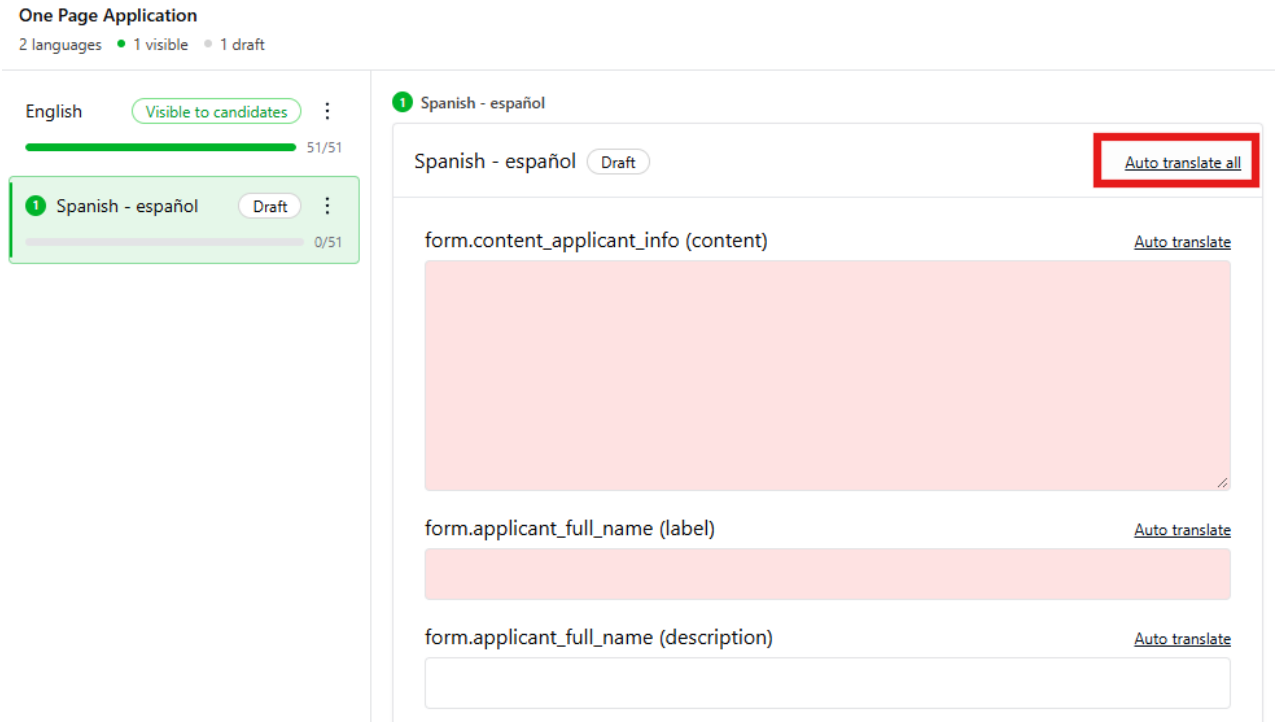
For more information on permissions, please see the article titled Onboarding - User Groups and Permissions.

Generating Translations Using AI

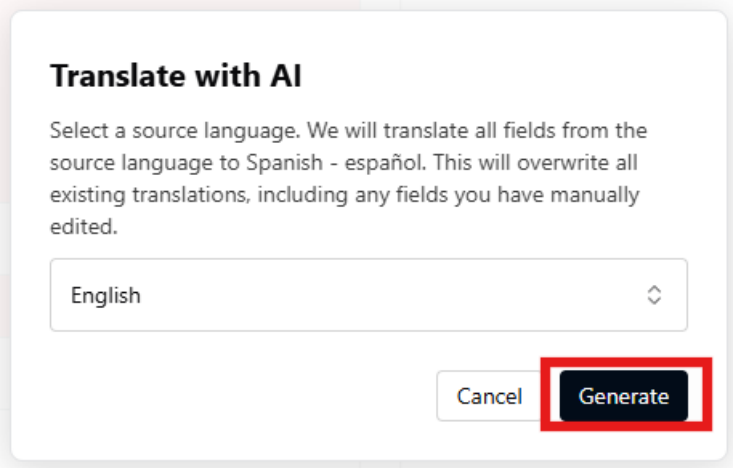
Select the language in the table to the left. Its field translations will show to the right and shows how many of the form's fields have translations:



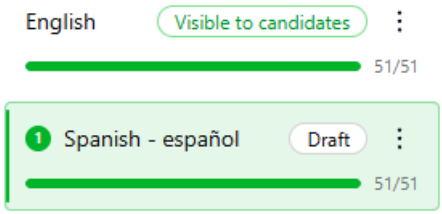
Select the "Auto Translate All" option to the right of the language:



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:



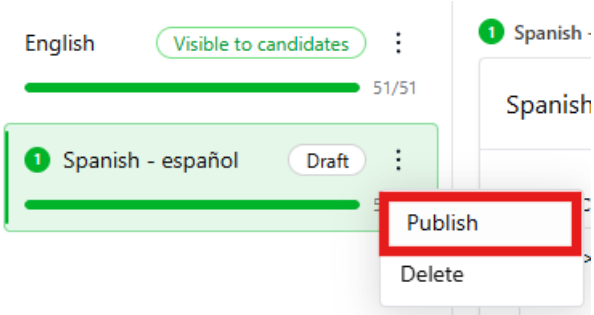
Each field is then translated from the source language into the target language. The progress bar will indicate how many fields have been translated until completed:



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":



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