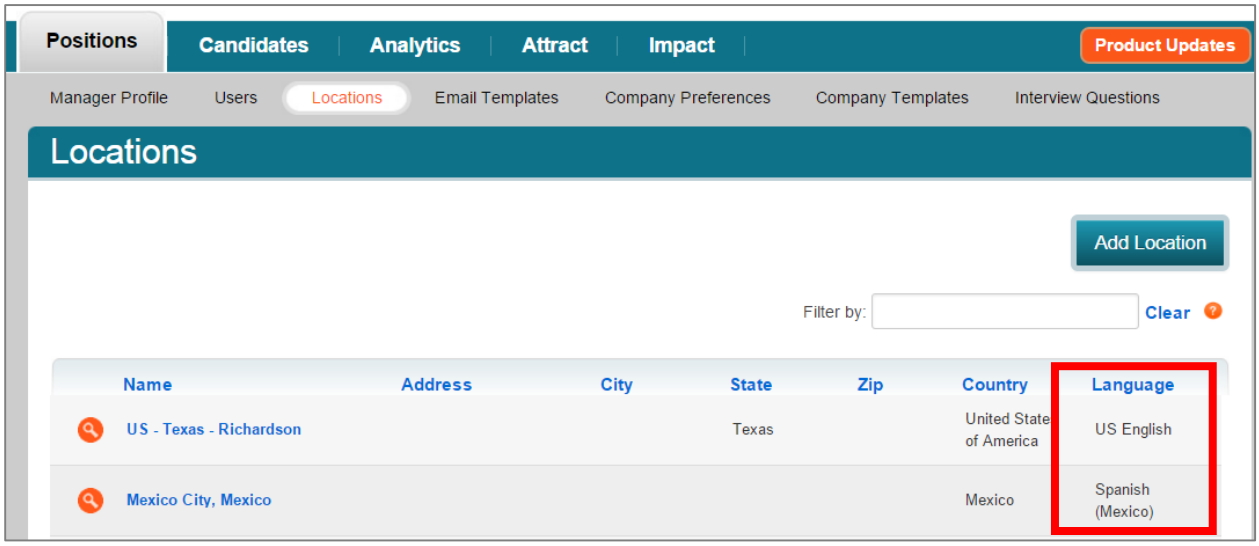
Alternative Languages

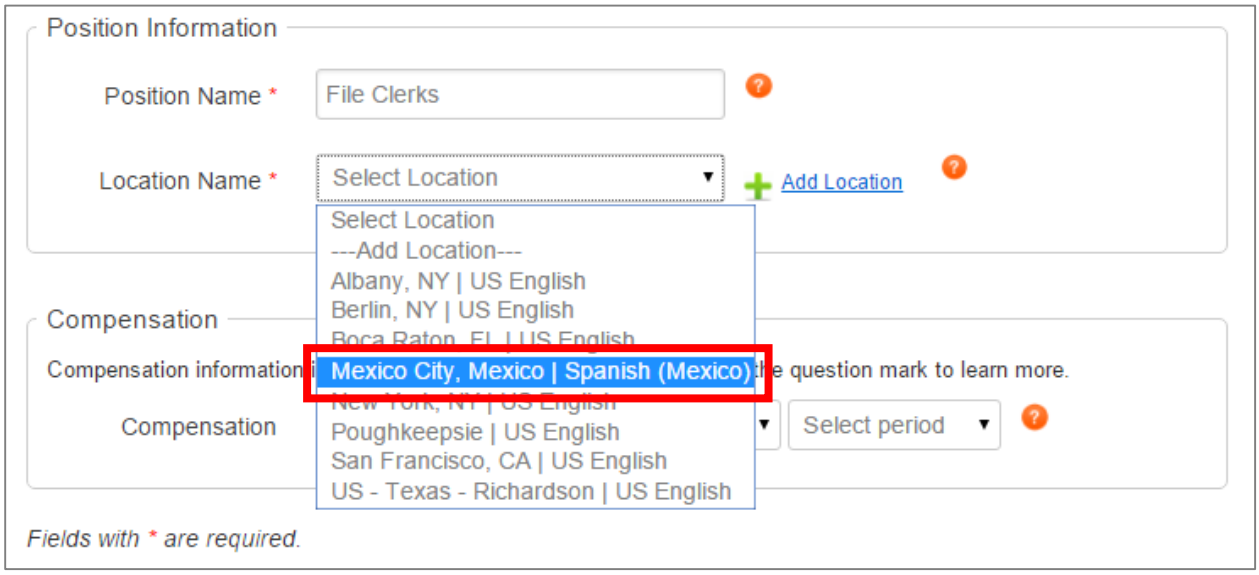
You can attach a language preference to a location to ensure that candidate and reference experiences (including email templates and they survey process) are set to that language by default. The steps to do so are outlined below:

1. To attach a language preference to a location, log into your user account, hover over the gear icon and select 'Settings'

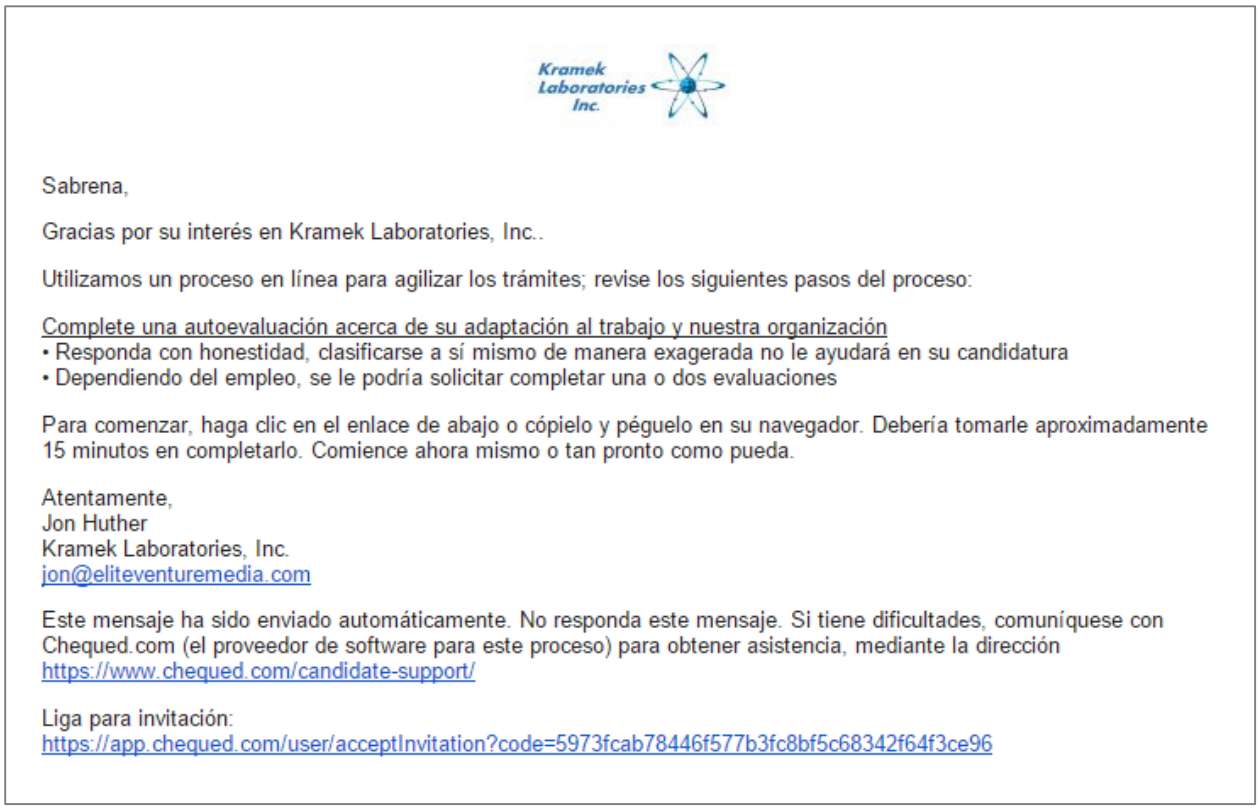
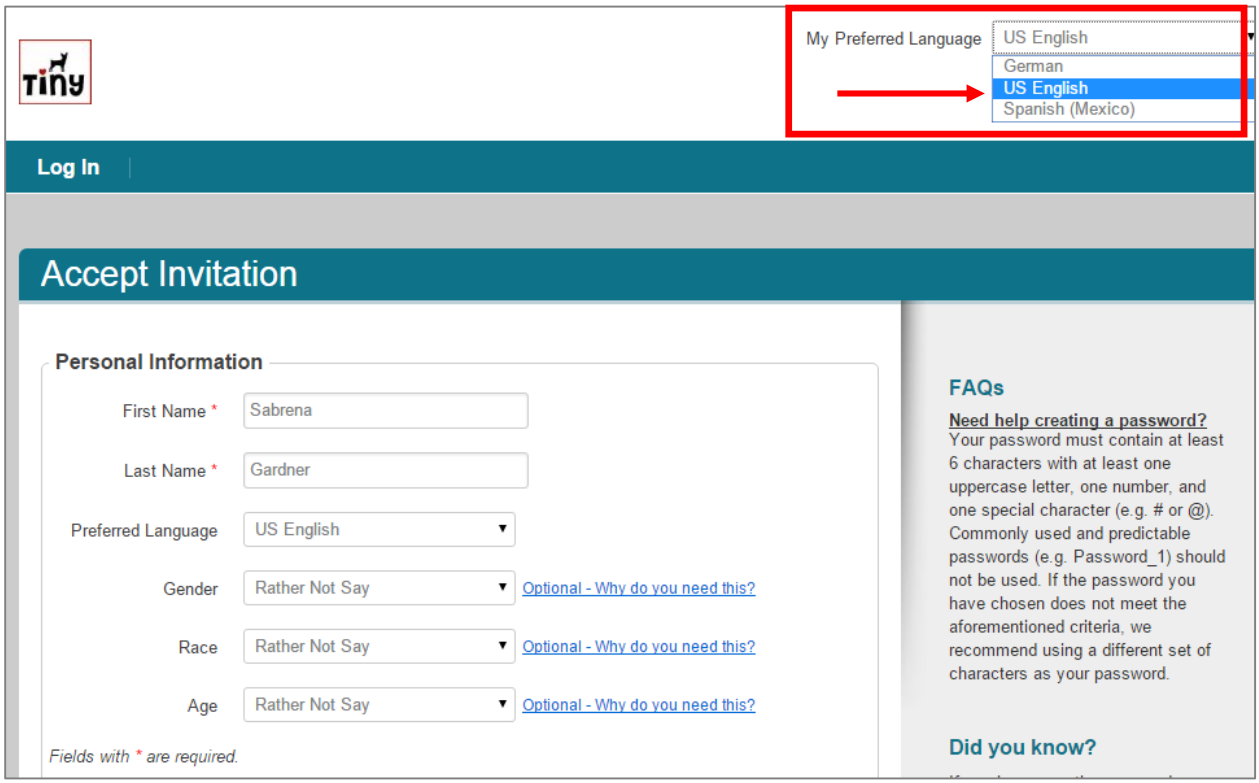
2. Once in the settings, click on 'Locations'. You can either click 'Add Location' to set up a new location with a language preference attached to it or you can edit an existing location to set a new language preference.



3. Now, when you add a new position you will choose the location with the language preference that is appropriate.



Here is an example of a candidate email that has been sent from a position with a Spanish language default.



Regardless of the default language set to a location, candidates and references have the ability to choose their language preference once they reach the Chequed system.