

Your meeting plan

Your regular meetings with us will help you stay up to date with the support we can offer. They will also let us keep up with your circumstances and make sure you're doing everything you need to do.

You need to come to all these meetings to keep getting your Universal Credit payment. If you can't get to a meeting, tell us straight away by calling **0345 600 0723**. If we agree with your reasons we can arrange a new meeting.

Your next meetings

**Your next
meetings
will be at:**

| |
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| |
|--|

| | Date | Time | Contact |
|---|------|------|---------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |

What you need to do in exchange for your Universal Credit payment

At your meetings with your work coach you'll discuss what you need to do to keep getting your Universal Credit payment. We will add these actions to your claimant commitment so you have a complete record of everything you need to do.

If you don't do all the things on your claimant commitment you could lose some or all of your Universal Credit payment. We call this being sanctioned. You could risk a sanction by doing things like:

- missing a meeting without rearranging it with us in advance
- not making or updating a CV if we ask you to
- not taking part in a job interview we ask you to go to

Call us if you can't do something on your claimant commitment

Tell us straight away if you won't be able to do something we've asked. Just call **0345 600 0723** to give us your reasons. If we agree you have good reason, we can change whatever you need to do, and you won't lose any of your payment.

Also call us if you haven't done something we've asked you to do

If you haven't done something that's on your claimant commitment, do whatever you can to correct this and call us straight away on **0345 600 0723**. There are two reasons to do this:

- if we agree you had good reason, you won't get a sanction
- with some sanctions, like one for missing a meeting, the sooner you act the less you'll lose

How long sanctions last

How long a sanction lasts and how much money you'll lose depends on what causes it and what other sanctions you've had in the past year, if any.

If you get two sanctions of the same type within a year of each other, the second one can last longer. And a third sanction within a year of the second can be longer still.

You can find out more on **www.gov.uk** and on any letters we send you about sanctions.

Your work search

Your claimant commitment will tell you what you need to do to have the best chance of finding work or earning more. You'll talk to your work coach about what you can do to find work, and together you'll agree what actions to put on your claimant commitment.

For example, you might need to look for jobs through employer websites, recruitment websites (including Universal Jobmatch), newspapers, magazines and the jobcentre's own online services.

We will also ask you to plan and record what you do to look for work.

Planning your job search

It's best to plan what you'll do each week in advance. That way you can have a clear list of what to do each day. It helps to write this alongside your work record so you have everything in one place.

You can do your planning in a diary or on paper – or ask us for a 'My work plan' template if you prefer. Your plan can be in whatever form is best for you, but we've included some examples on the back of this page to get you started.

Recording your job search

You also need to keep a record of what you do each week, so you can discuss this when we meet. The best way to record what you've done is to write it down online at Universal Jobmatch (**www.gov.uk/jobsearch**). You can also use our 'My work plan' template, or keep your records on paper or in a diary.

The main details to cover are what you did, when you did it and what the result was. Your record should include things like:

- the plans you made for how you'd look for work
- making CVs and writing cover letters
- filling in applications
- going to interviews
- doing voluntary work
- going on training or courses
- looking for other ways to gain experience

We've put some examples on the next page.

Ways to plan and record your job search

Here are a few examples of how you could plan and record your job search.

Monday 13 July to Sunday 19 July

What I'll do (including how, when and where)

After taking the children to school, I'll spend every weekday morning searching for jobs. I'll look at websites like Universal Jobmatch, Indeed and Reed. I'll keep a record of jobs I find and bring this with me to the jobcentre.

What I did and what the result was

Looked for retail and admin jobs on Universal Jobmatch, Indeed and Reed for. Found 6 jobs that I have applied for.

Searched for other job websites to register with. Registered with Total Jobs, LinkedIn and InRetail, and searched for jobs.

Monday 31 August to Sunday 6 September

What I'll do (including how, when and where)

I'm going to apply for all the jobs I can each day after finishing my job search. After improving my CV, I'll adapt it to make it relevant to each job I apply for.

What I did and what the result was

I found a vacancy for an admin job in the finance department at Barnet council. I phoned them to ask for an application form.

I completed and posted the application form for the job at Greggs that I saw advertised last week.

I received emailed acknowledgement for the jobs I applied for last week at Waitrose, Subway, Sports World and New Look.

What to bring to your meetings with us

Make sure you bring your record and plan to each of your meetings with us. Also bring any documents that support your record, such as:

- o letters or documents to do with jobs you've asked about or applied for
- o copies or printouts of job applications
- o responses or feedback from jobs you applied to
- o letters, emails or documents from job agencies

Getting started with your job search

Completing each of these stages can get your job search off to a strong start.

Starting off

I have:

- ☐ accepted my claimant commitment
- ☐ talked to my coach about the jobs I can do
- ☐ made a good, up-to-date CV
- ☐ created a profile and added my CV on Universal Jobmatch

Making preparations

I have:

- ☐ got a contact phone number with voicemail
- ☐ set up an email account
- ☐ arranged regular access to the internet and learned how to use it to find work
- ☐ found the names and addresses of two contacts who can give references
- ☐ researched local transport
- ☐ planned what I will do to search for and find work
- ☐ written a covering letter that I can update for each job
- ☐ registered with a range of recruitment agencies and job websites
- ☐ identified and contacted local employers

Getting going

I have:

- ☐ practised my interview and application skills
- ☐ completed a skills assessment to understand what I'm good at
- ☐ done some volunteering, work experience or training
- ☐ had my first job interview
- ☐ asked for feedback on previous applications

My work plan



My work record for to

What I'll do (including how, when and where)

What I did and what the result was

Completed

☐

Coach
initials