

# **Universal Jobmatch – frequently asked questions for employers**

## **1. What is Universal Jobmatch?**

Universal Jobmatch is the Department for Work and Pensions (DWP) new job posting and matching service, and replaces Employer Direct, Employer Direct Online services and Job Warehouse. Our new streamlined service is secure and lets you post and manage your jobs online, making it quicker and easier for you to find jobseekers.

## **2. When is the new service available?**

Universal Jobmatch is available from 19 November 2012.

## **3. How do I access Universal Jobmatch?**

Access will be via [www.gov.uk](http://www.gov.uk)

To use our service you'll need access to the internet.

## **4. Who can use the service?**

All businesses, companies and jobseekers can use Universal Jobmatch.

## **5. What are the benefits of using Universal Jobmatch?**

It will be quicker and easier for you to post and manage your jobs online and find jobseekers that best match your requirements. The service is free\* and available 24 hours, 7 days a week. It will also be available in Welsh. The new service will automatically match CVs to the jobs you post and you will receive a list of suitable jobseekers ranked by best match first.

You can also explore the number of potential jobseeker matches before posting a job. And you will be able to post a number of jobs in one go.

## **6. What will the changes mean for me as an Employer?**

You will no longer need to phone Employer Direct or use Employer Direct Online (EDon) and will be directed to use the new service on GOV.UK.

Accounts for existing registered EDon employers will be migrated to Universal Jobmatch.

If you are not currently a registered user of the EDon self service, you will need to register for a Government Gateway account if you do not already have one, and set up an account on Universal Jobmatch which is a simple registration process on GOV.UK.

If you advertise on Job Warehouse, you will not have your account details automatically transferred. You will be contacted prior to the new service going live to ensure a smooth transition to enable you to use the new service.

You can create and manage your jobs, receive matches to jobseekers, view and respond to matching results, and invite jobseekers to apply for your jobs online.

Plus you can tell us what you think about the service and the jobseekers who have applied for your jobs by providing us with feedback.

\* Your usual internet provider charges apply.

## **7. How will jobseekers get access and apply for jobs?**

Universal Jobmatch is for anyone looking for work. All jobseekers access the service via GOV.UK using an internet enabled computer. They will be able to search and view jobs, set up an account and build and upload their CV. They can receive 'alerts' when new jobs are posted that match their profile.