



# Universal Jobmatch

## Information for Employers who currently use the Employer Direct Email Service

From 19 November 2012, you can access our new free<sup>1</sup> online job posting and matching service called Universal Jobmatch, which replaces all vacancy advertising services currently provided by Jobcentre Plus.

<sup>1</sup> Your usual internet provider charges may apply.

## Features of Universal Jobmatch

- Universal Jobmatch will automatically match jobseekers CVs to your jobs.
- You will have flexibility to manage your recruitment 24/7.
- You can create and advertise your jobs online and these can be viewed by anyone looking for work using Universal Jobmatch.
- You can invite matched jobseekers to apply for your job.
- Explore the number of potential jobseeker matches before posting a job, and receive an anonymous list of matches.
- You can post multiple jobs onto the service in one go.
- Save and re-use your job postings and jobseeker searches.
- Universal Jobmatch is available in both Welsh and English.

## What happens to jobs I'm currently advertising with Jobcentre Plus?

They will still be available for jobseekers to view and apply for.

## Will I be able to e-mail jobs to Jobcentre Plus?

Once you've accessed your Universal Jobmatch account, you will no longer need to email your jobs to Jobcentre Plus. Instead you will simply load them directly through your account.

## What do I need to do next?

Register for a [Government Gateway](#) Account (if you don't already have one). Having a Government Gateway account gives you access to all online government services safely and securely.

You can register for a Government Gateway Account before Universal Jobmatch becomes available or when you access your Universal Jobmatch account. Either way it's a simple process that only takes a few minutes to complete.

### **How do I access my Universal Jobmatch Account?**

Here are the few simple steps you need to take once Universal Jobmatch becomes available:

- Telephone us on 0845 601 2001 option 1 to confirm your company name and email address. (If you would like to speak to someone in Welsh please call 0845 6014441.)
- We will email a link that takes you to the Universal Jobmatch registration screen and will include your Universal Jobmatch Employer Reference number. (This secure reference number cannot be given to you over the telephone.)
- Use the link to access the account we've already created for you.
- Register on Government Gateway if you haven't already done so.

### **What happens once I've set up my Universal Jobmatch Account?**

When you access your account for the first time you will need to:

- Complete your recruiter details and
- Agree to the Universal Jobmatch Terms and Conditions before using the service.

### **Can I put multiple jobs on Universal Jobmatch?**

As well as posting single jobs through your Universal Jobmatch account, you can post a number of jobs at once. This is called 'Bulk Upload'.

To do this:

- Select the 'Bulk Upload' option on the Universal Jobmatch 'Welcome' page and follow the steps presented
- Monster Worldwide Ltd will then contact you within one working day by e-mail and include further guidance plus their contact details should you need further support
- Once all action has been completed, you will have the facility to bulk upload jobs direct to your Universal Jobmatch account
- When you use the bulk upload option, you can view all matches to your jobs through your Universal Jobmatch account.

### **Further Information**

For more about the range of services offered to employers by DWP, go to [GOV.UK](https://www.gov.uk).