

Change Implementation**Implementation Update****Project Name:** Universal Jobmatch**Reference:** UI 019**Date:** 18 November 2012**Business:**

Pensions	Benefits	Work Services	Contracted Customer Services	Contact Centre Services	Operational Excellence
		✓			

Audience:

For all users of the Universal Jobmatch service from 19 November 2012

	Update	For action/information
1	Marketing Products	Information
2	EURES	Information
3	Protected Vacancies	Information
4	Jobpoints	Information
5	Handling Strategy 'Contact Us'	Information
6	User 'Set Up'	Information and Action

1. Marketing Products – PDF

The marketing materials in PDF format have been uploaded onto the intranet and are available for electronic use. They can be found [here](#).

2. EURES

The EURES job search function will be available using Jobpoints. However, the search function within the UJ service is not available until 24 hours from go-live.

3. Protected Vacancies

Where the employer requests that the employment address is not to be disclosed (private address, refuge etc), the employer records will migrate to the UJ service but the vacancies will not be displayed on Jobpoints until a fix has been applied to ensure employer confidentiality on jobpoints. The UJ records will be marked as confidential.

We will provide further updates once known.

4. Jobpoints

Update on vacancy details displayed on Jobpoints

The Change Implementation update issued on 13 November outlined that some information contained in vacancy details would not migrate to Jobpoints.

The following changes to the Jobpoint fields are as a result of the introduction of UJ as agreed by the business.

All vacancy details will be migrated to the Universal Jobmatch service but the “How to apply” field will display “see job description. Not all migrated jobs will have an apply method in the job description. A fix will be applied following go live to add ‘apply details’ into the job description. (Date to be agreed)

The fix will apply for all new jobs taken via the UJ service.

Jobpoints - Wage field

The wage field for migrated vacancies will display minimum 0.00 - maximum 0.00. New Vacancies created in Universal Jobmatch will display the minimum and maximum wage details if the employer completes the wage field, if not 0.00 will display.

Jobpoints - Hours Field

Migrated vacancies hours will now display 20 hours for a part time jobs and 40 hours for full time job.

The UJ service only has part time and full time options. The existing options available in LMS are not available in UJ, and only allows for population of above and below 30 hours. Therefore, if search on hours is selected and the jobseeker selects ‘under 16’ or ‘16-29 hours’ :-

- UJ will bring back everything below 30 hours,
- Over 30 hours will return everything over 30,
- any hours will bring back all jobs.

Jobpoints - Employee Pension

Company pension details will not be displayed on jobpoints as it is not a mandatory field in UJ. The Jobpoints will display a ‘full stop’ in this field

Jobpoints - Working Patterns

The work pattern information is not part of the UJ service and displays as ‘days’ on all vacancies.

Jobpoints - Disability Symbol

The Disability symbol will not be displayed on Jobpoints currently. A fix will be applied following go live.

Jobpoints - Regional/National Vacancies

The regional/national Jobpoint search is no longer available as all vacancies are mapped to specific postcodes.

5. Handling Strategy following Contact Us action by DWP Staff

The DWP Universal Jobmatch handling strategy is now available

6. User 'Set Up'

The information to enable some user accounts to go-live is corrupt. When you attempt to set your password for the first time and if you receive an error message saying 'you have entered an invalid user name' and you cannot access Universal Jobmatch please follow the guidance in this link.

[Universal Jobmatch User Access Form Completion Guidance](#)

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