

Change Implementation

Implementation Update

Project Name: Universal Jobmatch

Reference: IU 010

Date: 31 October 2012

Business:

Pensions	Benefits	Work Services	Contracted Customer Services	Contact Centre Services	Operational Excellence
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Audience: All CCS Agents Working with Employers
All WSD Employer Facing Staff

For all DWP business areas/job roles dealing with input to employer accounts on Employer Relationship Management (ERM) and input to vacancies on Labour Market System (LMS).

To: Group Change Leads (UJ)
Cc:

From: [REDACTED]

Personal details redacted as Section 40 (2) of the Freedom of Information Act applies – Personal Information

Subject: Missing or incorrectly input Uniform Resource Locators (URL's) from vacancy details.

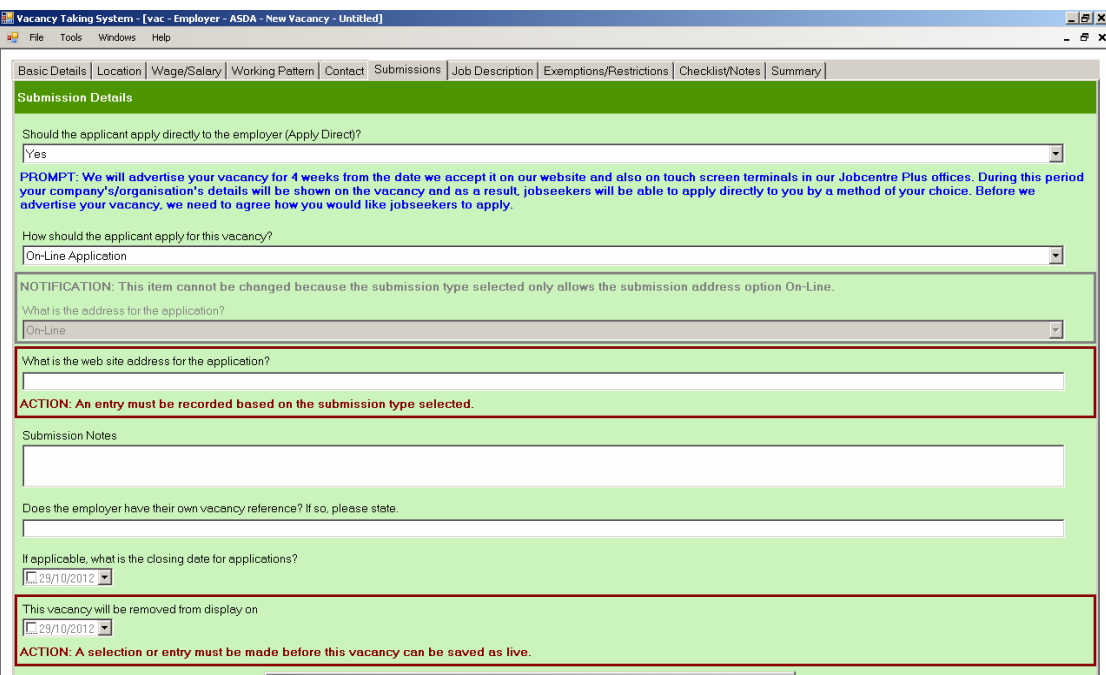
Action: For all Employer Direct staff and operational staff dealing with employer information.

Timing: Immediate



Update:

1. In readiness for Universal Jobmatch go live, an analysis of vacancy information to support the migration of employer and vacancy details to Universal Jobmatch has highlighted that there are a number of vacancies being entered onto LMS incorrectly.
2. This is where an employer requests that candidates for their jobs apply online but fail to provide a valid URL or the incorrect information is entered into the URL field on the Vacancy Taking System (VTS).
3. Employer Direct staff and all staff who deal with employers must ensure that a valid URL is provided by the employer for candidates to apply online.

4. If this information is not provided, the vacancy will fail to migrate to the Universal Jobmatch service and candidates will not be able to apply for the vacancy.
5. No other information other than a valid URL should be inserted into the field. If it does, it will inhibit the migration of details to Universal Jobmatch and prevent applications to the vacancy.



6. The guidance for this can be accessed [here](#).

Contact Us	OPD Change Team		
	Team Project Lead		
	Telephone	