How to use Universal Jobmatch

Jobseekers do not need a Government Gateway account to do a job search using Universal Jobmatch. To access Universal Jobmatch use the following website: **www.gov.uk/jobsearch.** This will **only** allow a jobseeker to search for jobs.

To access **the full range of features** offered by Universal Jobmatch, a jobseeker will need to create an account.

As part of setting up a Universal Jobmatch account the jobseeker will need to create a Government Gateway account or reuse an existing Government Gateway account. (This Government Gateway account will be created immediately during the jobseeker journey due to the nature of the Universal Jobmatch service – a User ID and activation code will not be issued by post).

There are three possible scenarios for a jobseeker:

Scenario1: Jobseeker wants a Universal Jobmatch account already HAS a Government Gateway User ID and Password

1) Access **www.gov.uk/jobsearch**
2) 'Start' the Universal Jobmatch service which will launch the 'Welcome to Universal Jobmatch' homepage
3) Select 'Log in' and follow the on screen instructions
(This is demonstrated by the second half of the Universal Jobmatch Learning Scenario 15, http://intralink/working-in-dwp/learning/operational-learning/ujlearningproducts/DWP_T731995.asp)

Scenario2: Jobseeker wants a Universal Jobmatch account but does NOT already have a Government Gateway User ID and Password

1) Access **www.gov.uk/jobsearch**
2) 'Start' the Universal Jobmatch service which will launch the 'Welcome to Universal Jobmatch' homepage
3) Select 'Register' and follow the on screen instructions
(This is demonstrated in Universal Jobmatch Learning Scenario 15, http://intralink/working-in-dwp/learning/operational-learning/ujlearningproducts/DWP_T731995.asp)

Scenario3: Jobseeker wants to do a job search using Universal Jobmatch but does not wish to create a Universal Jobmatch account yet.

1) Access **www.gov.uk/jobsearch**
2) 'Start' the Universal Jobmatch service which will launch the 'Welcome to Universal Jobmatch' homepage
3) Enter a Job Title and / or Skills / Keywords and a City, county or postcode. Alternatively use the Browse jobs function on this page.