
Messaging for jobseekers –explaining the benefits of creating a profile and CV in Universal Jobmatch (1)

These are the messages that you should be including in your conversations with jobseekers:

- we are improving how you can search and apply for jobs. Our new service, Universal Jobmatch is available from November 2012
- this new improved service will make your job search quicker and easier
- use the service at a time to suit you, 24 hours a day, seven days a week and it's free (but your usual internet provider's charges will apply)
- you will be able to log on to your account from a home computer or anywhere with internet access
- it uses the latest job search and matching technology to help find jobs that are right for you
- create and manage your own account online, and tailor your preferences to suit the job you are looking for

Messaging for jobseekers – explaining the benefits of creating a profile and CV in Universal Jobmatch (2)

These are the messages that you should be including in your conversations with jobseekers:

- you can apply for most jobs online, giving you more time to spend on the actual applications
- there's help available to create a CV, or you can upload one you already have
- your CV will be automatically matched with suitable jobs and sent to the company
- you can receive alerts to notify you when new jobs are posted that match your job search
- you can also record details about other job searches you do, so that all your job search activity will be held in one place

Messaging for jobseekers – explaining the benefits to JSA claimants of allowing DWP access to view their account

These are the messages that you should be including in your conversations with jobseekers:

- allowing the adviser to view your account will mean they can give you extra help to improve your chances of being matched to a job
- for example, they can help you:
 - improve the matches you get by reviewing your profile or CV
 - identify any skills gap and/or training needs
 - discuss how you can refine your CV
- the new service is available in both English and Welsh