

Change Implementation

DWP Department for Work and Pensions

Implementation Update

Project Name: Universal Jobmatch

Reference: IU 036

Date: 18 December 2012

Business:

Pensions	Benefits	Work Services	Contracted Customer Services	Contact Centre Services	Operational Excellence	FIS	Ni No Provision
		✓					

Audience: Work Services Directorate

- All Jobcentre staff who use the UJ service
- NEST

To: **UJ Leads**

From:

Lead Group Implementation Manager for Universal Jobmatch

Cc:

	Update	For action/information	Timing
1	How to print Jobs for Jobseekers when using the UJ service	Information	Immediate

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

Update

- How to print Jobs for Jobseekers when using the UJ service** – The Implementation Update (IU 027) requested the company/recruiter email address **should not** be disclosed to jobseekers, when this is not the preferred 'application method'.

To search for a job when using the adviser view (known as webadmin):-

- access the UJ homepage select the 'Directgov Job search' situated in the 'black toolbar'
- input the relevant details into the 'search box(es)' and select 'search'
- select the job identified underneath the 'Job Title' to display the full job description
- if you need to print the job details for the jobseeker select 'print' -you will find it on the left hand side of the screen under Job Tools

To Note: Do not print a job from the UJ service in any way other than described above as this will result in the disclosure of the full company/recruiter contact details to the jobseeker and may result in companies/recruiters being contacted by the incorrect method.

The learning product [Scenario 18](#) provides details of ‘how to do an anonymous job search’

If you have any queries about this communication, please contact your local change team as follows

Contact Us	OPD Change Team		
	Team Project Lead	Enter 1st Lead Name	Enter 2nd Lead name
	Telephone		