

Change Implementation

IMPLEMENTATION UPDATE

Project Name:		Universal Jobmatch						
Go-Live Date:		19 November 2012				Project Number:		
Update Number:		IU 042	Issue Date:		14.01.2013	Version Number:		
Senior Responsible Owner (SRO):			Myrtle Lloyd					
Business: DWP								
Pensions	Benefits	Work Services Directorate	Contact Centre Services	FIS	OED	NINO	Contracted Customer Services Directorate	
		✓						
Audience: Work Services Directorate								
<ul style="list-style-type: none">All Jobcentre staff who use the UJ serviceNEST								

	Update	For action/information	Timing
1	Employers Terms & Conditions	Information	Immediate
2	Job Posting – Employer Facing staff	Information	Immediate
3	‘Dummy’ Customer Accounts	Information	Immediate

Update:

- 1. Employers Terms & Conditions** – The attached instructions and letter applies to large companies/employers either with multiple branches or records, who do not self-serve on Universal Jobmatch (UJ) and have not, accepted the Universal Jobmatch [Terms and Conditions](#).

The Job Posting Guidance will be updated to reflect the changes

- 2. Job Posting – Employer Facing staff** - The attached note is to describe how to action employers posting jobs who are not recorded as UJ recruiters.

- 3. ‘Dummy Customer Account’** – ‘Dummy Customer Accounts’ should not be created to use as a demonstration tool for Jobseeker presentations as every account created goes directly onto the ‘live’ UJ service.

The Service Integration and Communications teams have recently reviewed a number of locally produced products and have identified a need to develop a national presentation for group sessions to Jobseekers. A memo will be issued when this is available.

There are a number of products and marketing materials on the Universal Jobmatch pages on the intranet.

If you have any queries about this communication, please contact your Local Change Team as follows:

Contact Us	OPD Change Team		
	Team Project Lead		
	Telephone		