

Change Implementation

IMPLEMENTATION UPDATE

Project Name:		Universal Jobmatch						
Go-Live Date:		19 November 2012			Project Number:		J2414	
Update Number:		IU 041	Issue Date:		09.01.2013	Version Number:		CCS 1
Senior Responsible Owner (SRO):			Myrtle Lloyd					
Business: DWP								
Pensions	Benefits	Work Services Directorate	Contact Centre Services	FIS	OED	NINO	Contracted Customer Services Directorate	
			✓					
Audience: Contact Centre Services								
<ul style="list-style-type: none">• Employer Direct (NET)• Jobseekers Direct• DWP Helpdesk								

	Update	For action/information	Timing
1	Employers using UJ Self Service online - additional Checks for Employers introduced	Information	Immediate

Update:

1. Employers using UJ Self Service online - additional Checks for Employers

introduced – We notified you from 12th December all new self-serve employers will have their first batch of job postings checked by DWP prior to being posted on the UJ service (Implementation Memo 30 dated 7th December refers).

An additional check has now been implemented from 9th January. The UJ service provides the employer with the facility to undertake a 'Jobseeker Search'. This allows them to input vacancy details and run a search against potential jobseekers stored in the database. The employer only sees anonymised information but they do have the ability to invite the jobseeker to apply for a job without the vacancy being posted or checked.

The additional check will be accomplished by placing their jobseeker searches into the View and Approve screen categorised as "New Employer" with a type of 'Jobseeker Search'.

If an employer or their jobs are found to be inappropriate the business must take steps to reject the jobs and refer the employer for suspension/withdrawal action.

This action is being taken to help mitigate the risk of inappropriate/fake jobs being posted on the site.

Action: The job posting will need to be actioned promptly as any further jobs posted by the employer prior to the initial check being completed will also be placed into a pending state for DWP action.

To note: If you do receive a telephone call from a new Employer whose job does not display immediately, it may be waiting for the 'job posting' or 'jobseeker search' to be checked which will show as 'pending'. The check will be carried out by a dedicated team and actioned promptly.

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		