

# 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: Contact Centre Services								
<ul style="list-style-type: none"><li>• Employer Direct (NET)</li><li>• Jobseekers Direct</li><li>• DWP Helpdesk</li></ul>								

	Update	For action/information	Timing
1	<b>Terms &amp; Conditions</b>	Information	Immediate
2	<b>Job Posting – Employer Facing staff</b>	Information	Immediate
3	<b>Dummy Customer Account</b>	Information	Immediate

### Update:

- 1. 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.

The Job Posting Guidance will be updated to reflect the changes

- 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:**

<b>Contact Us</b>	<b>OPD Change Team</b>		
	<b>Team Project Lead</b>		
	<b>Telephone</b>		