



## SETTING UP THE UNIVERSAL JOBSMATCH SERVICE

Universal Jobmatch is an online service available via GOV.UK that promises to make matching the right person to the right job easier than ever before.

The site, which replaces the Jobcentre Plus job search tool, allows both jobseekers and employers to add their details meaning jobseekers can find the perfect opportunity for them and employers can find the perfect candidate.

Jobseekers can upload a CV or build a new one to share with any prospective employers. They can also use the CV to search for jobs matching their experience or interests, and they'll receive email alerts when any new jobs matching their CV are posted.

## GETTING STARTED

1. Head over to the [Universal Jobmatch Site](#)

GOV.UK

Home > Working, jobs and pensions > Finding a job

Service

# Find a job with Universal Jobmatch

Search for full or part-time jobs in Great Britain and abroad. [Login to Universal Jobmatch](#) if you already have an account.

Job title

Town, place or postcode

Skills (optional)

**Search**

on Universal Jobmatch

[Before you start](#) [Other ways to apply](#)

**Click here to register**

[Register with Universal Jobmatch](#) or [login to your existing account](#) for services including saved job searches, email alerts and keeping track of your past applications. You can still search and apply for jobs without an account.

Universal Jobmatch has replaced the Jobcentre Plus job search tool.

Other relevant links

- [Apprenticeships](#)
- [Help with moving from benefits to work](#)
- [Your rights and safety when looking for a job](#)
- [More from the Working, jobs and pensions category](#)

2. Clicking that link takes you to the 'Sign Up for a Government Gateway Account' page.

**Directgov**

## Register for a Government Gateway account

To register for a Government Gateway account using a User ID enter your details below. Please ensure you create a password that you will remember in future. The details you enter will not be sent to any third parties.

\*required information (if you only have a first name or a surname (not both), leave one of the name boxes empty)

\*First name(s)

\*Surname

Once you have entered and confirmed your email address, you will be sent an email describing how to verify your email address. A description of the verification process is available in the 'Your account' section.

\*Email address

\*Confirm email address

Password must:

- contain 8-12 letters **and** numbers
- contain at least one number and one letter
- not contain the word 'password'

Enter a password

Confirm password

[Cancel](#)

**Submit ➔**

Please do not use the browser back button through this process as it may not function as expected.

[Return to Universal Jobmatch](#)

Fill in the details and 'Submit' to get you Government Gateway ID

3. Make a note of your Government Gateway 12 digit ID number. Emailing it to yourself may be a

good idea.

**Directgov** You are logged in as an Individual [Log out](#)

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**Confirmation**

Your Government Gateway account has been created.


**Important**

- Make a note of your GG number

[Your account](#)  
[Your services](#)  
[Change your details](#)  
[Manage logins](#)

You will need the number below to login. **Please make a note of it now, and keep it in a safe place.**


**User ID:**



This is your Government Gateway ID

We have also sent you an email. **You must click on the link in this email to activate your account.** If you do not receive this within a few minutes of signing up, please check your spam folder.

You may also be sent a copy of your Government Gateway ID by post, although some services (including those operated by HMRC and Universal Jobmatch) do not offer this facility.



You can download a [printable copy of your User ID](#)  Download the details here and email them to yourself - that way you know where they are

Click continue to manage your services




**Continue** Click 'Continue' to complete the sign up process


**Where would you like to go next?**  
[Manage services](#)  
[Go to 'Your services'](#)

4. Your account will not be activated until you verify your email address. If the sign-up process has all gone well until now, the Government Gateway site will have just sent you an email asking for verification. Log in to your email account in another browser tab and check you inbox. If you can't see the email from [gateway.confirmation@gateway.gov.uk](mailto:gateway.confirmation@gateway.gov.uk) it may have gone into your 'spam' folder. Click the link in the email to verify your email address:

**Verify your email address**  **Inbox** 

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 **gateway.confirmation@gateway.gov.uk** 10:53 AM (1 minute ago)   

to me 

You recently specified an email address to be verified against your Government Gateway account. In order to complete the email verification process, please click on the link below or paste the link into your browser address bar. The verification link will expire on 05/12/2012 10:53.

If you do not complete your email verification before the verification link expires, you will need to login to the Government Gateway, go to the Your account section and re-request verification of your email address.

<https://myaccount.gateway.gov.uk/Pages/EmailVerification/Activate.aspx?gwv=1.0&gwrealm=urn:TransformingLabourMarketServices&gwlang=en-GB&gwreply=http://jobsearch.direct.gov.uk&code=4B15B1E707D74E44BCDED2379AC5EE14>

If you did not register for a new Government Gateway account or request verification of the email address associated with your existing Government Gateway account, please click on the link below or paste the link into your browser address bar. The verification removal link will expire on 05/12/2012 10:53.

<https://myaccount.gateway.gov.uk/Pages/EmailVerification/Misuse.aspx?gwv=1.0&gwrealm=urn:TransformingLabourMarketServices&gwlang=en-GB&gwreply=http://jobsearch.direct.gov.uk&code=4B15B1E707D74E44BCDED2379AC5EE14>

This is an automatically generated email. Please do not reply as the email address is not monitored for received mail.

**NOTE: The verification link is only valid for 1 week so do it now to avoid going through the sign-up process again.**

5. When you click on the email link you should get a message like the one below. Clicking 'OK' will direct you straight into your Jobsmatch Account Profile Set up.

**Directgov**You are logged in as an Individual [Log out](#)

**Email verification successful**

The email address you provided has now been verified and linked to your Government Gateway account.

**Your account**  
[Your services](#)  
[Change your details](#)  
[Manage logins](#)

6. You are now in the Universal Jobsmatch site. You need to complete all the profile information before continuing. All boxes marked with a red asterix(\*) are mandatory fields. That means you cannot continue until you fill in those marked boxes.

**Directgov**[Cymraeg](#) [Accessibility](#)

[Home](#) | [Profile](#) | [CV](#) | [Jobs](#) | [Messages](#) | [Application history](#) | [Activity history](#)Help [Employers](#)[Register](#) or [Login](#)

in

Search: [UK](#) | [Europe](#) | [International](#)[Browse jobs](#) | [Search tips](#)Resize text: [A](#) [A](#) [A](#)

**Profile?**

**Complete your profile**

Please complete your profile below. You can edit this information at any time from your profile page.

**Note:** To change your user details or password, please return to [Government Gateway](#) and log in with your current information.

\* Required

\* **First name**

**Middle name**

\* **Surname**

\* **City/town**

\* **Region**

\* **Postcode**

\* **Email**

**NOTE:** When you get to the bottom part of the Profile page - with the 'Skills I want to be matched against' section, refer to the details below:



7. **Understanding how the Universal Jobmatch site works** is key to getting the most from it. The site uses keywords to match Jobseekers with Employers and therefore the keywords you enter in your profile will affect the job matches you receive. Try and think of all the keywords that relate to your skills, your experience and the type of job you are looking for. There are some nuances with these boxes - they will offer you suggestions. If you do not want to use those suggestions just click out of the way. Click on 'Add' to add that keyword to your list.

**NOTE: You cannot leave a Skills Box empty**

The Jobmatch site is in many ways like a social network in that employers will receive matches based on their keywords so the more detail and thought you as a jobseeker can input here, the better chance of an appropriate match.

***(You can update your skills and the rest of your profile at any time via the homepage)***

\* Skills I want to be matched against ?

community	
Arts Journalism	Delete
art	Delete
Digital Art	Delete
digital inclusion	Delete
Community Development	Delete
Youth Work	Delete

Add

☒ \* I accept the [Privacy policy](#), [Terms and conditions](#), and [use of cookies](#).

☒ \* I agree to complete the mandatory Equality questionnaire ?

☐ I authorise DWP to view my accounts, including job search activity, feedback and notes ?

☐ I would like to receive DWP email messages

Create Account ➔

[Link to Directgov](#) | [Terms and conditions](#) | [Cookies](#) | [Privacy](#) | [Reporting information](#) | [Contact us](#) | © Crown Copyright

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**NOTE: The red box above is extremely important. The marked red asterisk fields are required but the other two boxes ARE NOT MANDATORY. Make sure to understand and explain the implications of ticking these boxes:**

***“7.17 Advisers will only be able to access a JSA claimant’s Universal Jobmatch account with the consent of the claimant (even where the JSA claimant has been mandated to create a profile and a public CV in Universal Jobmatch).***

***7.18 If the JSA claimant gives DWP permission to view their account, it will be simpler for***

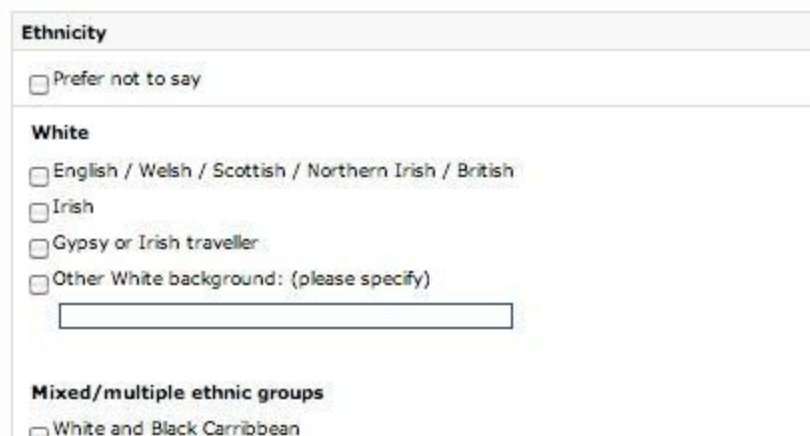
**DWP to monitor compliance with jobseeking requirements imposed as a condition of receiving JSA and for them to provide assistance to claimants.**

**7.19 Claimants who have not given DWP access to their Universal Jobmatch account will only be required to give proof about their use of Universal Jobmatch, at their Fortnightly Review and Personal adviser Interventions, Universal Jobmatch where use of a DWP IAD is reasonably available to the claimant for them to print out/show their adviser the information, in the event that they do not want to accept cookies or are happy to accept cookies but do not have reasonable access to printing facilities.”**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/210444/universal-job-match-equality-impact-assessment.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/210444/universal-job-match-equality-impact-assessment.pdf)

Once you have your profile filled in click on ‘Create Account’. If you end up back at the profile page then you probably have entered some details incorrectly or missed a mandatory box. Check the document carefully and click on ‘Create Account’.

8. All being well you will now be directed to the Equality Questionnaire. Fill that in. Click ‘Save and Continue’.



The screenshot shows a form titled 'Ethnicity'. It has a section for 'Prefer not to say' with a checkbox. Below that is a section for 'White' with several checkboxes: 'English / Welsh / Scottish / Northern Irish / British', 'Irish', 'Gypsy or Irish traveller', and 'Other White background: (please specify)' with a text input field. At the bottom is a section for 'Mixed/multiple ethnic groups' with a checkbox for 'White and Black Caribbean'.

9. You should now reach this page and that is your account set up and running.

## Profile

### Account setup complete

Account setup complete

With your new account you can:

- search for jobs using the search toolbar above
- apply for jobs
- get email notifications about new jobs
- click on the button below to continue

**Continue ➔**

Click on 'Continue' to reach your Jobsmatch Home page.

## 10. Congratulations and Welcome to your Jobsmatch homepage.

The screenshot shows the Directgov Jobsmatch homepage for a user named Chris. The header is orange with the Directgov logo and links for Cymraeg and Accessibility. Below the header is a navigation bar with links: Home, Profile, CV, Jobs, Messages, Application history, Activity history, Help, and Employers. A welcome message 'Welcome Chris' and a Logout link are on the right. The main search area has three input fields: 'Any job title', 'Any skills or keywords', and 'in city, county, or postcode', followed by a 'Search' button. Below the search fields are links for 'Search: UK | Europe | International', 'Browse jobs', and 'Search tips'. A 'Resize text' section with three 'A' icons is on the right. The main content area is titled 'Welcome Chris' and contains several sections: Alerts (0), Messages (0), Saved jobs (0), CV (1), Application history (0), and Activity history (0). Each section has a 'View all' link. The CV section shows 'Chris Morgan CV' with a status of 'Public' and a 'CREATE CV' button. The Application history section shows 'You have not applied for jobs'.

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[Home](#) | [Profile](#) | [CV](#) | [Jobs](#) | [Messages](#) | [Application history](#) | [Activity history](#) [Help](#) [Employers](#) [Welcome Chris](#) [Logout](#)

in  [Search](#)

Search: [UK](#) | [Europe](#) | [International](#) [Browse jobs](#) | [Search tips](#) [Resize text:](#) [A](#) [A](#) [A](#)

### Welcome Chris

Alerts	<a href="#">View all (0)</a>
You have no new alerts	

Messages	<a href="#">Invitations to apply</a>	<a href="#">View all (0)</a>
You have no new messages from employers.		

Saved jobs	<a href="#">Jobs saved by your adviser</a>	<a href="#">View all</a>
You have no saved jobs. You can have up to 40 saved jobs to view and apply to at a later time.		

CV	<a href="#">View all (1)</a>
<a href="#">Chris Morgan CV</a> Status: Public <a href="#">CREATE CV</a>	

Application history	<a href="#">View all</a>
You have not applied for jobs	

Activity history	<a href="#">View all</a>
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Before we look at using this site log out of all your .gov accounts (Jobsmatch and Government Gateway) and we'll log in and go from scratch in the next section.

## SUMMARY

- Create a Government Gateway ID
- Verify your email address in order to activate the Government Gateway account
- Complete the Jobmatch Profile and equality questionnaire



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