

HOW TO USE UNIVERSAL JOBMATCH

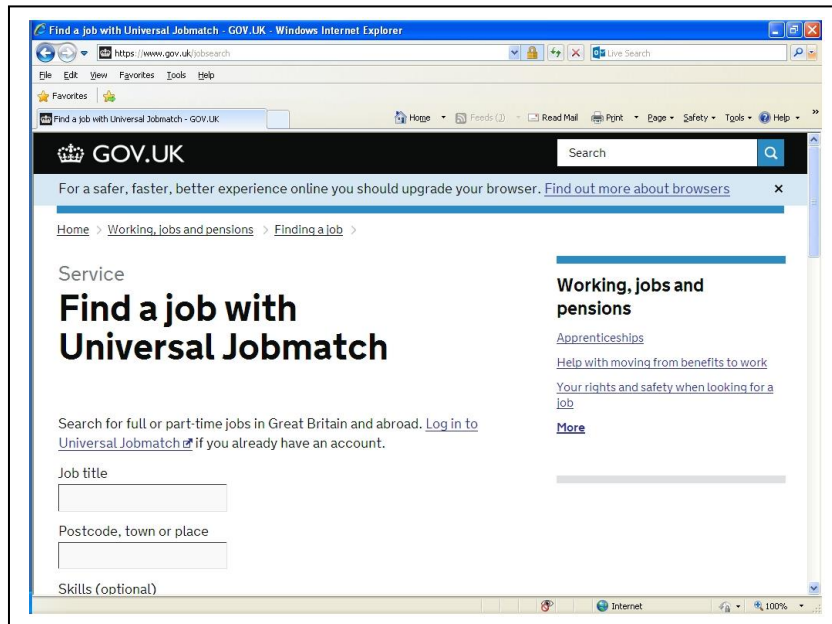
Universal Jobmatch is an internet web site.

It is run by The Department of Work and Pensions.

Job seekers receiving benefits will be expected to register and use it.

- <https://www.gov.uk/jobsearch>

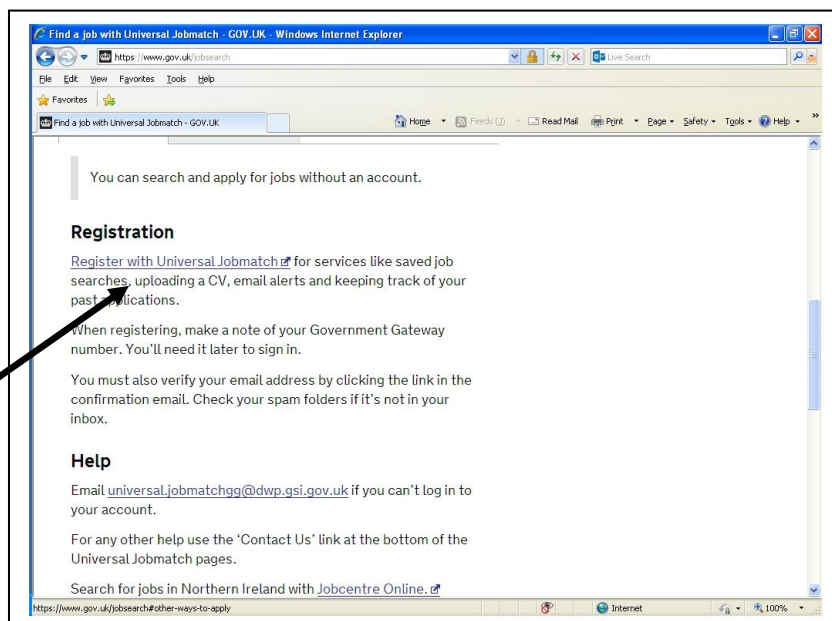
This is what you will see:-



You can just search for jobs here but to make best use of the site you will have to register. If you are receiving benefits such as Job Seekers Allowance you will be required to and your adviser can assist.

Registering

Scroll further down the page and click on the registration link



You will need to type in your first name, surname, and a valid email address and choose a password 8 to 12 letters long containing letters and numbers.

First name

Surname

Email

Confirm in 2nd box

Password

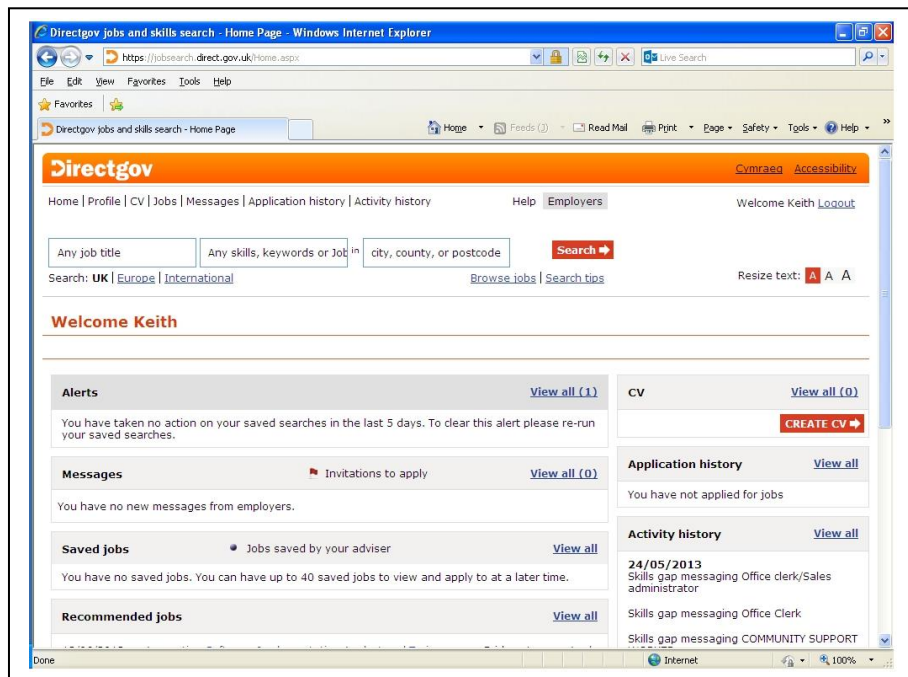
Confirm in 2nd box

Submit

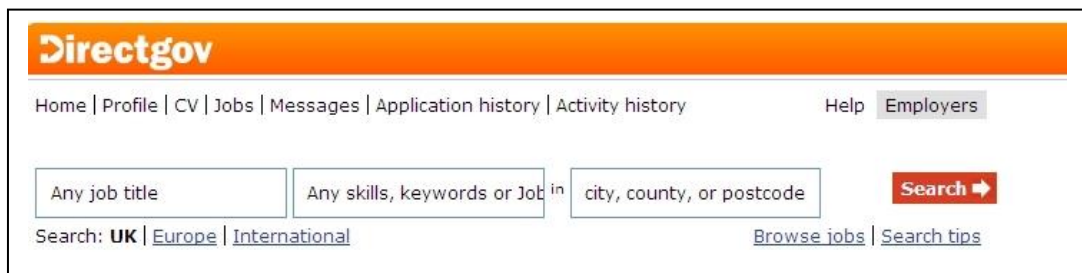
Pressing submit completes the process

You must remember your Government Gateway user ID and password as you will need them every time you log in to use Universal Jobmatch. If you need to write your ID and password down, do not keep them together and keep them somewhere safe.

Now you are logged in it looks like this



The main navigation is across the top.



HOME Takes you back to the home page

PROFILE edit your profile

CV edit / upload your CV

JOBS Is where you Browse jobs

Other tabs

Messages

Application history

Activity history

Editing your profile

Start by entering all the basic information

Name address, contact details

This is so potential employers can contact you.

Profile?

Edit your profile

Note: To change your user details or password, please return to [your current information](#).

* **First name**

Middle name

* **Surname**

* **City/town**

* **Region**
 

You then need to enter some skills.

These words are important

The program will match jobs against these words.

The more skills you put in
The more matches

BUT, some may not be right for you.

Don't worry, many skills are common to jobs you might never want to do.

Customer relations is important in a shop, in a café, in a supermarket, in a garage.

You can always come back and add or delete from this list.

* **Email**

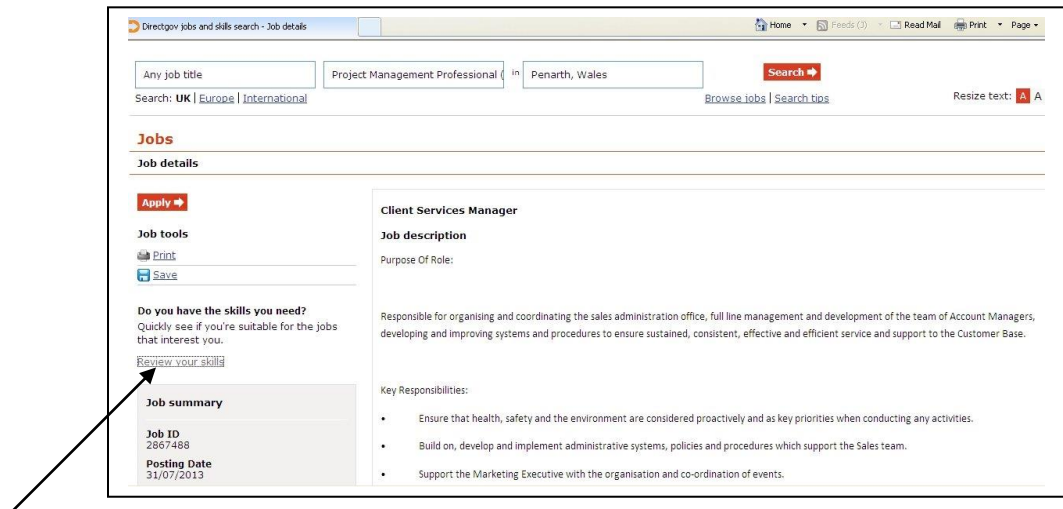
* **Skills I want to be matched against** ?

<input type="text" value="Project Management Professional (PMP)"/>	Delete
<input type="text" value="Office Management"/>	Delete
<input type="text" value="Administrative Skills"/>	Delete
<input type="text" value="Customer Relations"/>	Delete
<input type="text" value="Autism"/>	Delete
<input type="text" value="PRINCE2"/>	Delete
<input type="text" value="Accounting Software"/>	Delete
<input type="text" value="Staff Motivation"/>	Delete
<input type="text" value="Staff Training"/>	Delete
<input type="text" value="Staff Development"/>	Delete
<input type="text" value="Microsoft Office 2007"/>	Delete
<input type="text" value="E-Learning"/>	Delete

[Add](#)

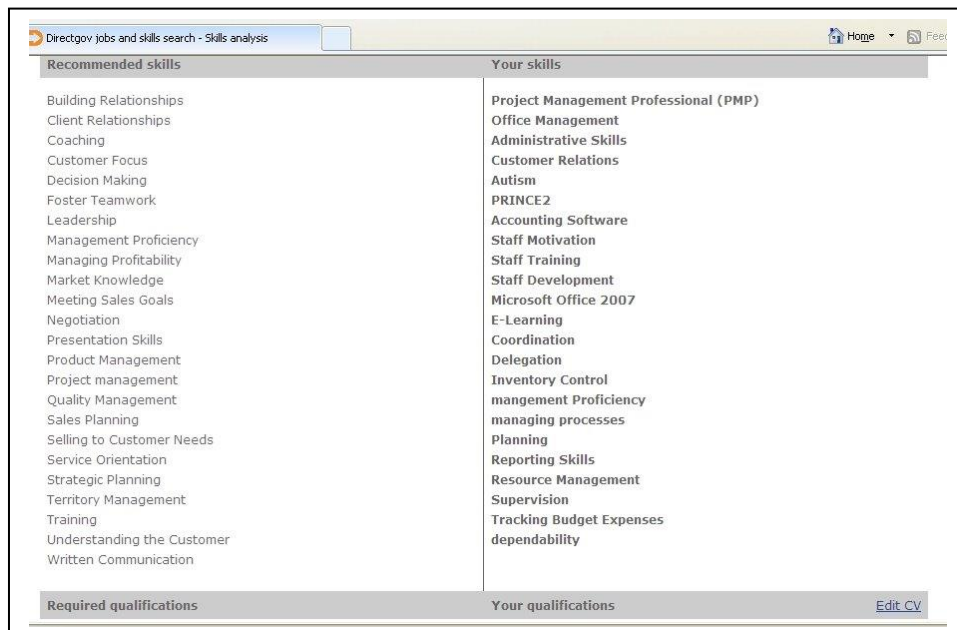
Comparing your skills when you search for a job.

If you see a job you are interested in and click on it you will see a job description.



Review your skills

This allows you to compare your skills profile with the skills needed for this job.



The list for the job is on the left; your skills are on the right.

Don't worry if you don't have all the skills, nobody does.

It might prompt you to add a skill you hadn't thought of to your profile. Scroll up from this and just type in a skill in the box **ADD SKILLS** from the list on the left. This means future matches will be more accurate.

Skills analysis

Below is a list of recommended skills for the type of job you recently viewed and for the skills you've already told us about. To remove a skill, select the 'Profile' link located on the top navigation bar.

To view recommended skills for a different type of job, enter a job title and click 'Find skills'.

FIND SKILLS

To add new skills to your profile, enter the skill and then click 'Add skills'.

ADD SKILLS

You may think that wasn't quite what I wanted; this is also where you can look at what skills a job requires. Type the name of a job, eg "teacher" in the **FIND SKILLS** box and you will see a list to compare with your skills.

Job Title - Teacher	
Recommended skills	Your skills
Classroom Management	Project Management Professional (PMP)
Collaborative Teaching - K-12	Office Management
Confidentiality	Administrative Skills
Connecting with Children	Customer Relations
Deals with Uncertainty	Autism
Emotional Control	PRINCE2
Handles Pressure	Accounting Software
Leadership	Staff Motivation
Lifting	Staff Training
Listening	Staff Development
Motivating Others	Microsoft Office 2007
Objectivity	E-Learning
Organisational Astuteness	Coordination
Persuasion	Delegation
Presentation Skills	Inventory Control
Quality Focus	management Proficiency
Resolving Conflict	managing processes
Results Driven	Planning
Safety Management	Reporting Skills
Self-Development	Resource Management
Self-Motivated	Supervision
Supports Diversity	Tracking Budget Expenses
Verbal Communication	dependability

You may find that you are a good match for a job you never even thought of.

Uploading a CV

There are 2 basic ways of applying for a job.

Some jobs have a web link that directs you to a site for that job where you may be given a specific application form to fill in.

Some jobs will need you to submit your CV.

The Universal JobMatch site allows you to store a CV so it can be submitted.

There are 3 ways to get your CV on the web site.

Click on the CV button

The image shows a screenshot of the Directgov website. At the top, there is an orange banner with the 'Directgov' logo. Below the banner is a navigation bar with links: Home | Profile | CV | Jobs | Messages | Application history | Activity history. To the right of these links are 'Help' and 'Employers' buttons. Below the navigation bar is a search section with three input fields: 'Any job title', 'Any skills, keywords or Job in', and 'city, county, or postcode'. To the right of these fields is a red 'Search' button with a right-pointing arrow. Below the search fields are links for 'Search: UK | Europe | International' and 'Browse jobs | Search tips'. A black arrow points from the 'CV' link in the navigation bar to the 'CV' section below. The 'CV' section has a title 'CV' in red, followed by a sub-header 'Create CV'. Below this, there is a paragraph: 'You have not saved any CVs. If you add a CV, you will gain maximum benefit of using this service. You can choose to:'. There are three options, each with a red button: 'Build a new CV on this site (recommended)' with a 'Build CV' button, 'Upload a saved CV from your computer' with an 'Upload CV' button, and 'Copy and paste from a CV on your computer' with a 'Copy and paste CV' button.

You now have the choice of

BUILD CV

This means type the data in.

UPLOAD CV

This means taking a document you have created in WORD or a PDF and uploading it.

COPY AND PASTE CV

This means copy text from another program eg WORD and past it in.

The web site recommends BUILD CV so let's click on that arrow first.

The first thing you need to do is give the CV a title.

CV

Build CV

Build CV
step 1 of 4

1 Contact Information

2 Experience

3 References

4 Job preferences

Give your CV a title and select a privacy status. Then enter all required information on the screens that follow.
* Required

CV information ?

* **CV title**

E.g. experienced sales manager, admin assistant

* **CV status**

☐ Public - I want employers to find my CV

☒ Private - I don't want employers to find my CV

Jobseeker information ?

Since employers will see your CV title first, you should choose a title that describes your skills (e.g. award-winning graphic designer, experienced electrician).

NOT MY CV.

You can create more than one CV.

If you create and save multiple CVs, the title will help you keep track of CVs you use to apply for different types of jobs.

It then asks if this CV is public or private.

A public CV is used by Universal Jobmatch to support employers with their searches for suitable jobseekers/candidates.

Please note that your public CV will not give the employers any of your personal details until you've responded to their message in your account or applied for a job.

A private CV is not used by Universal Jobmatch to support searches by employers/DWP.

You then need to put in some information about you.

Every box with an Orange star must be filled in.

Jobseeker information ?

Note: Don't provide your bank account details, National Insurance Number, date of birth, or other information which appears not to be relevant to the application process in your CV or job applications.

* **First name**

Middle name

* **Surname**

* **Address 1**

Address 2

* **City/town**

* **Region**

At the bottom it says “save for later” or **SAVE AND CONTINUE**,
So continue

The first thing to choose is your career level



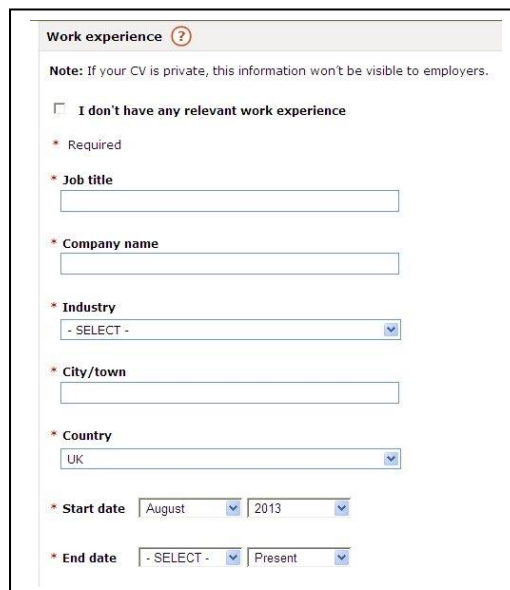
The screenshot shows a form section titled "Career level achieved" with a help icon. Below the title is a note: "Note: this will change the career level on all your CVs." A dropdown menu is open, showing a list of career levels: "Manager (Manager/Supervisor of Staff)", "None", "Student (Higher education/Graduate)", "Entry Level", "Experienced (Non-Manager)", "Manager (Manager/Supervisor of Staff)", "Executive (Director, Department Head)", and "Senior Executive (Chairman, MD, CEO)". A blue arrow points to the dropdown menu.

Clicking on the blue arrow allows you to select the level best suited to you

If you’ve never really worked and don’t have a degree you are probably entry level.

If you have worked but not as a manager then you are experienced etc.

You can then start to input your experience. This is where you put down all the paid jobs you’ve done. You also put in when.



The screenshot shows a form section titled "Work experience" with a help icon. Below the title is a note: "Note: If your CV is private, this information won't be visible to employers." There is a checkbox labeled "I don't have any relevant work experience". Below this are several required fields: "Job title", "Company name", "Industry" (a dropdown menu), "City/town", "Country" (a dropdown menu), "Start date" (a date picker), and "End date" (a date picker). The "Start date" is set to "August 2013" and the "End date" is set to "Present".

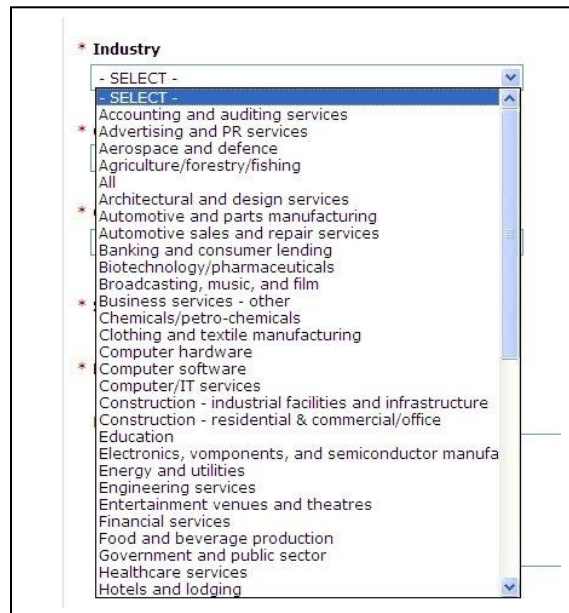
If you have never worked or done anything relevant you can tick the box
“I don’t have any relevant work experience”

There is a space for volunteering jobs near the end so don’t worry, you will
get them in.

It's a good idea to focus on jobs that show skills and experiences similar to
the type of position you are seeking.

You'll be able to edit this information once you've created your CV.

The next blue arrow **INDUSTRY** is where you select a broad area that this experience fits under.



A screenshot of a web form's 'Industry' dropdown menu. The menu is open, showing a long list of industry categories. The first two options are '- SELECT -'. The list includes: Accounting and auditing services, Advertising and PR services, Aerospace and defence, Agriculture/forestry/fishing, All, Architectural and design services, Automotive and parts manufacturing, Automotive sales and repair services, Banking and consumer lending, Biotechnology/pharmaceuticals, Broadcasting, music, and film, Business services - other, Chemicals/petro-chemicals, Clothing and textile manufacturing, Computer hardware, Computer software, Computer/IT services, Construction - industrial facilities and infrastructure, Construction - residential & commercial/office, Education, Electronics, components, and semiconductor manufa, Energy and utilities, Engineering services, Entertainment venues and theatres, Financial services, Food and beverage production, Government and public sector, Healthcare services, and Hotels and lodging. A blue arrow points to the first '- SELECT -' option.

This is a quite a long list so take your time and remember all of these pages have a “Save for later” at the bottom so you can save and come back if you aren’t sure.

You then need to say where you got this experience.

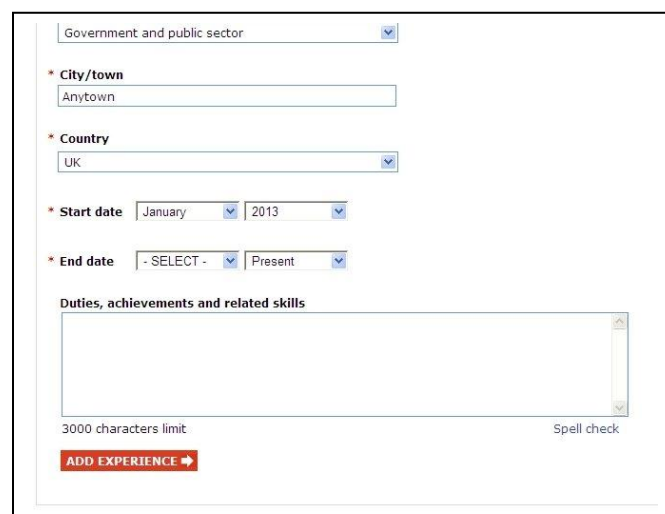
Where is only what town and what country. UK.

When you got this experience START DATE, END DATE.

If you are still doing it leave the end date as PRESENT

and finally DUTIES ACHIEVEMENTS AND RELATED SKILLS.

This is where you put in the information you created in the module on CV writing. This is where you sell yourself in a positive way. You can add duties (e.g. book-keeping, stock rotation, customer service, handling money) or special skills related to each job.




A screenshot of a web form for adding job experience. The form has several fields: a dropdown for 'Government and public sector', a text field for 'City/town' with 'Anytown' entered, a dropdown for 'Country' with 'UK' selected, a 'Start date' field with 'January' and '2013' selected, and an 'End date' field with '- SELECT -' and 'Present' selected. Below these is a large text area for 'Duties, achievements and related skills'. At the bottom, there is a '3000 characters limit' note, a 'Spell check' link, and a red 'ADD EXPERIENCE' button with a right-pointing arrow.

ADD EXPERIENCE allows you to add another job, keep going till you are finished.

You also need to put in education

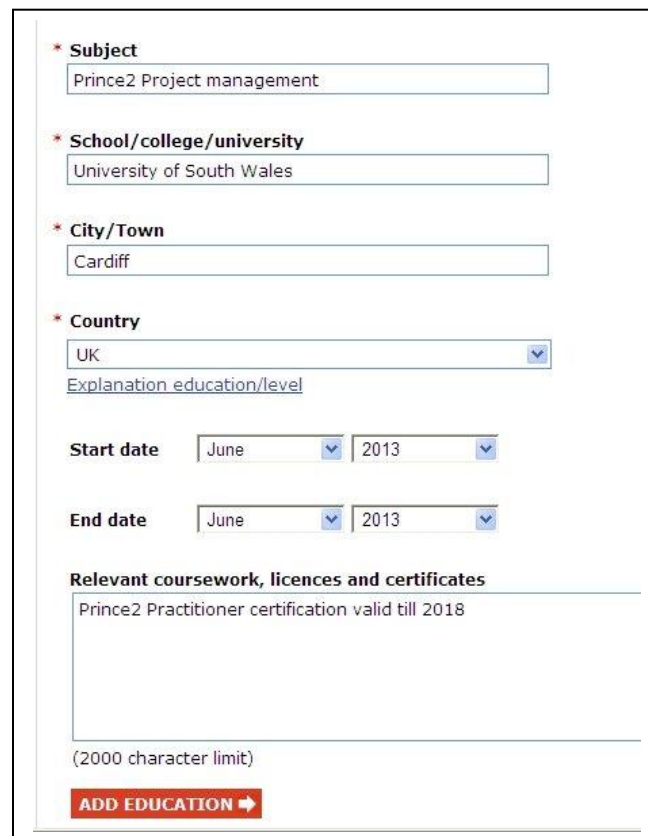
For each entry select the appropriate level of your qualification.



A screenshot of a web form showing the 'Education level' dropdown menu. The menu is open, displaying a list of qualification levels. An arrow points to the dropdown arrow icon on the right side of the menu. The list includes: - SELECT -, CSE or equivalent, GCSE / Scottish or equivalent, AS levels or equivalent, Vocational (e.g. NVQ/SNVQ), A level / higher or equivalent, HND / HNC or equivalent, Undergraduate degree, Masters degree or postgraduate certificate/diploma, Doctorate or specialist award, and Professional qualification/accreditation.

- * Required
- * Education level
 - SELECT -
 - SELECT -
 - CSE or equivalent
 - GCSE / Scottish or equivalent
 - AS levels or equivalent
 - Vocational (e.g. NVQ/SNVQ)
 - A level / higher or equivalent
 - HND / HNC or equivalent
 - Undergraduate degree
 - Masters degree or postgraduate certificate/diploma
 - Doctorate or specialist award
 - Professional qualification/accreditation
- * City/Town

Then just like experience fill in what it is where and when.
Don't forget to fill in the actual certificates received.



A screenshot of a web form for adding education. The form contains several fields: Subject (Prince2 Project management), School/college/university (University of South Wales), City/Town (Cardiff), Country (UK), Start date (June 2013), End date (June 2013), and Relevant coursework, licences and certificates (Prince2 Practitioner certification valid till 2018). There is a red button labeled 'ADD EDUCATION' at the bottom.

- * Subject
 - Prince2 Project management
- * School/college/university
 - University of South Wales
- * City/Town
 - Cardiff
- * Country
 - UK
- Explanation education/level
- Start date
 - June
 - 2013
- End date
 - June
 - 2013
- Relevant coursework, licences and certificates
 - Prince2 Practitioner certification valid till 2018
- (2000 character limit)
- ADD EDUCATION

For each entry, be sure to indicate the highest level you achieved.
When you get to the bottom you can press

ADD EDUCATION

To add some more.

When you **SAVE AND CONTINUE** you start a new page.

The first section concerns **REFERENCES**.

To complete the section, enter the contact information for each reference and select whether the reference is professional or personal. Professional references are people that you have worked with. Personal references are people that you know well, but have never worked with. To add multiple references, submit the information and click **Add Reference**. You'll then be able to enter information about another reference.

The screenshot shows a web form titled 'Build CV' with 'step 3 of 4' indicated. On the left is a sidebar with four steps: '1 Contact Information', '2 Experience', '3 References' (highlighted in red), and '4 Job preferences'. The main area is titled 'References' with a help icon. It contains a note: 'Note: If your CV is private, this information won't be visible to employers.' Below this is a list of required fields: 'Name' (filled with 'Joe Bloggs'), 'Company' (filled with 'Own Company'), 'Title' (filled with 'Managing Director'), 'Phone' (filled with '02920 123456'), and 'Email' (filled with 'joe.bloggs@owncompany.co.uk'). There is a 'Type' section with two radio buttons: 'Professional' (selected) and 'Personal'. At the bottom is a red button labeled 'Add reference' with a right-pointing arrow.

Language skills

The screenshot shows a web form titled 'Language skills' with a help icon. It features a 'Language' dropdown menu currently showing '- SELECT -'. A blue arrow points to the dropdown arrow. Below this is a 'Level of proficiency' section with four radio buttons: 'Beginner' (selected), 'Intermediate', 'Advanced', and 'Fluent'. At the bottom is a red button labeled 'Add language' with a right-pointing arrow.

Use this optional section to include languages that you can **effectively** use in the workplace.

Again the blue arrow brings up a list.

Select your degree of fluency based on how well you can speak, read and write in each language. To add multiple languages, submit the information and click **Add Language**. You'll then be able to enter information about another language. If you do not speak any additional languages, you can enter your native language, or you can leave this section of your CV blank.

Finally on this page you can add

Additional information



The screenshot shows a form titled "Additional information" with a question mark icon. Below the title is a text box with the instruction: "You can use this space for additional career-related information such as job-related training, seminars or continuing education." The text box is empty and has a vertical scrollbar on the right. Below the text box, it says "(3000 character limit)" on the left and "Spell check" on the right. At the bottom of the form, there are two buttons: "Save for later" (a blue link) and "Save and continue" (a red button with a right arrow).

Use this space to add additional skills, training or experience. This could include classes at a university or community centre, workshops, lectures or seminars you've attended. You can also include volunteer work or other work experience.

This is somewhere you can fill in the gaps; make a more rounded picture of what a great employee you would be.

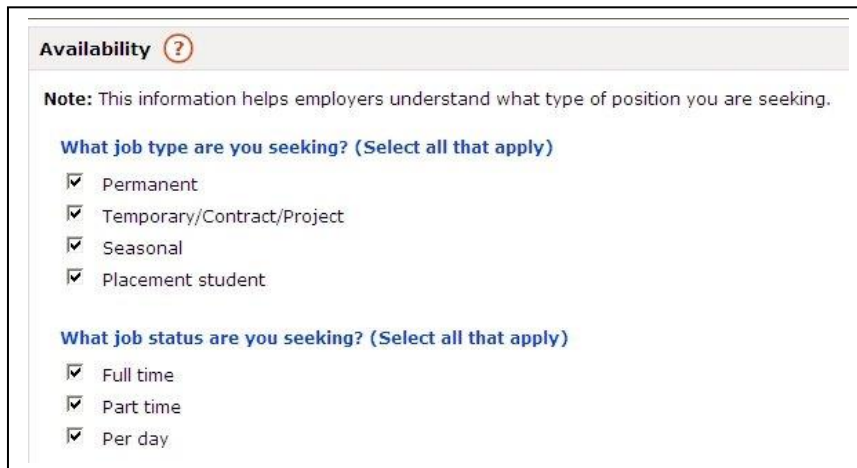
During the application process, to protect you from the risk of identity theft, you should not provide employers with your bank account details, your National Insurance Number, date of birth, or any other information which appears to you not to be relevant to the application process. Such information should also not be included in your CV.

Once again at the bottom of the page is **SAVE AND CONTINUE**

Nearly there now.

AVAILABILITY

Use this section to let employers know what type of job you are seeking.



Availability ?

Note: This information helps employers understand what type of position you are seeking.

What job type are you seeking? (Select all that apply)

- ☒ Permanent
- ☒ Temporary/Contract/Project
- ☒ Seasonal
- ☒ Placement student

What job status are you seeking? (Select all that apply)

- ☒ Full time
- ☒ Part time
- ☒ Per day

For job type and status, select all options that apply. Some employers have different definitions for job types, and offer different types of benefits. If you are willing to take all of those types then tick them all.

If you can only take a permanent full time post, just tick those 2 boxes.

Employers will need to know when you are able to start.



When are you available to start?

I can start

- SELECT -

Or on this date

Day Month Year

Are you willing to relocate?

☒ Yes

☐ No

How much are you willing to travel as part of your job?

- SELECT -



When are you available to start?

I can start

- SELECT -

- SELECT -
- Immediately
- Within 2 weeks
- Within one month
- From 1 to 3 months
- More than 3 months
- To be agreed

Are you willing to relocate?

The blue arrow allows you to select options or you may be able to start at a specific time e.g. when you finish college.

Relocation means moving to a new home to take a job away from where you now live. Would you be willing to do that? Select Yes or No.

Travelling as part of your job means being willing to go on short or extended work-related trips.

Again the drop down box gives you options to select.



A screenshot of a web form titled "How much are you willing to travel as part of your job?". Below the title is a dropdown menu currently showing "- SELECT -". The dropdown is open, displaying the following options: "SELECT -", "No travel required", "Up to 25% travel", "Up to 50% travel", "Up to 75% travel", and "Up to 100% travel". To the left of the dropdown, the word "Additional" is partially visible, and to the right, "Preferences" is partially visible.

The percentage indicates the overall amount of travel the job requires and how much travel you are willing to do...

For example:

A bus driver or lorry driver or taxi driver is 100%

A salesman is about 50%

A librarian is No travel required.

You can input an **ADDITIONAL JOB PREFERENCE** about salary.

You may have a minimum child care costs you would need to cover when working.



A screenshot of a web form section titled "Additional job preferences". Inside this section, there is a "Desired salary" label followed by a text input field containing "15000". To the right of the input field is a dropdown menu showing "Pound Sterling". Further right is another dropdown menu labeled "Annual salary".

You can input a number here if you wish or just leave it blank.

Last box **WORK CONSIDERATIONS**

Use this optional section to indicate any potential work conflicts you may face, such as child care or upcoming travel plans. This information helps employers understand what kind of job and schedule works best for your lifestyle.

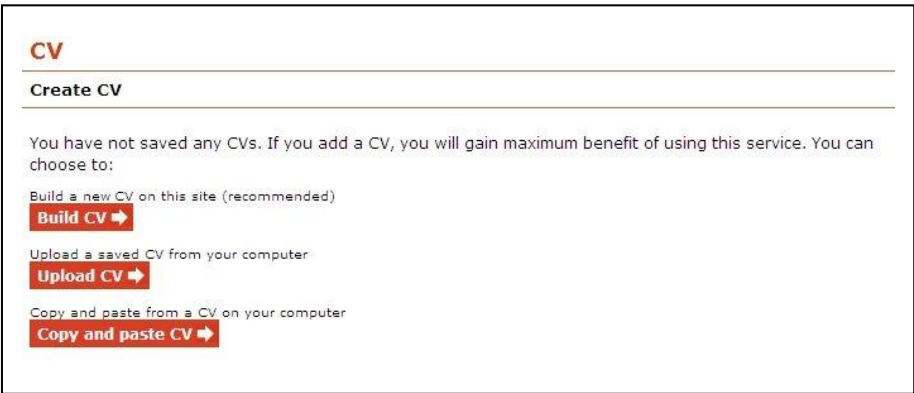


A screenshot of a web form section titled "Work considerations" with a question mark icon. Below the title is a text prompt: "Please indicate any potential work conflicts you may face, such as child care or upcoming travel plans." Below the prompt is a large text area for input. At the bottom left of the text area, it says "3000 characters limit". At the bottom right, there is a "Spell check" link. Below the text area, there are two buttons: "Save for later or" and a red "Save" button with a right-pointing arrow.

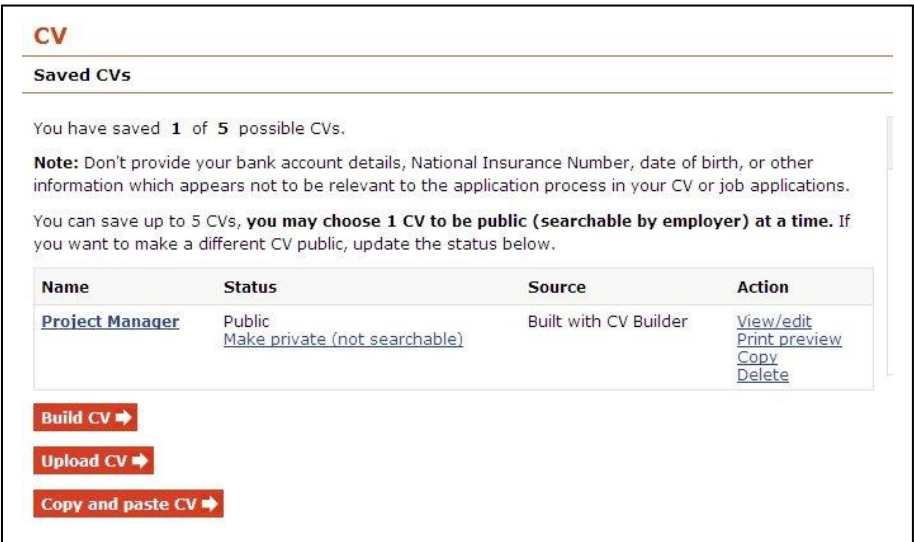
Notice there is just SAVE no CONTINUE. This is the end of building a CV

So, what has changed?

When you first clicked on CV you saw.



If you now click on CV the CV you just created is there.



This tells you that you have 1 of a possible 5 CVs saved,
It is Public (you can make it private if you wish)

And it was built with CV builder.

There are a few other actions you can take.

View/Edit is where you go in and make changes to any part of it.

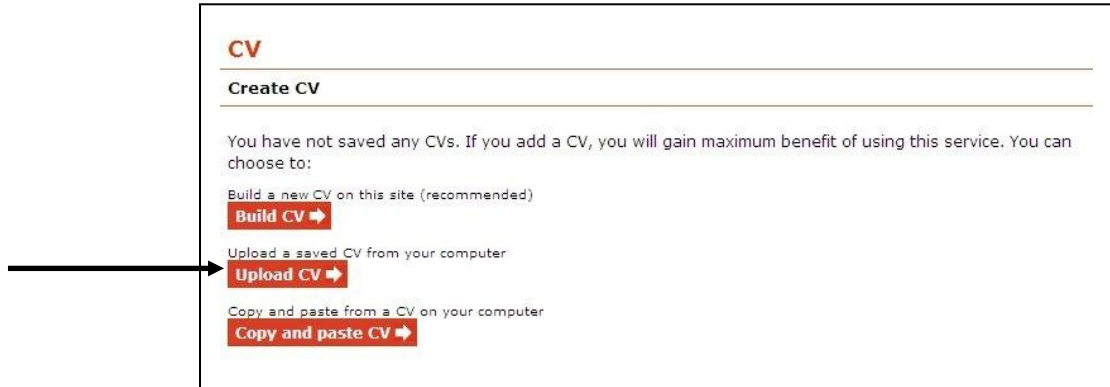
Print preview shows you how it prints out.

Copy is where you make a copy of the CV, give it a new name for a different type of job but all your data is there.



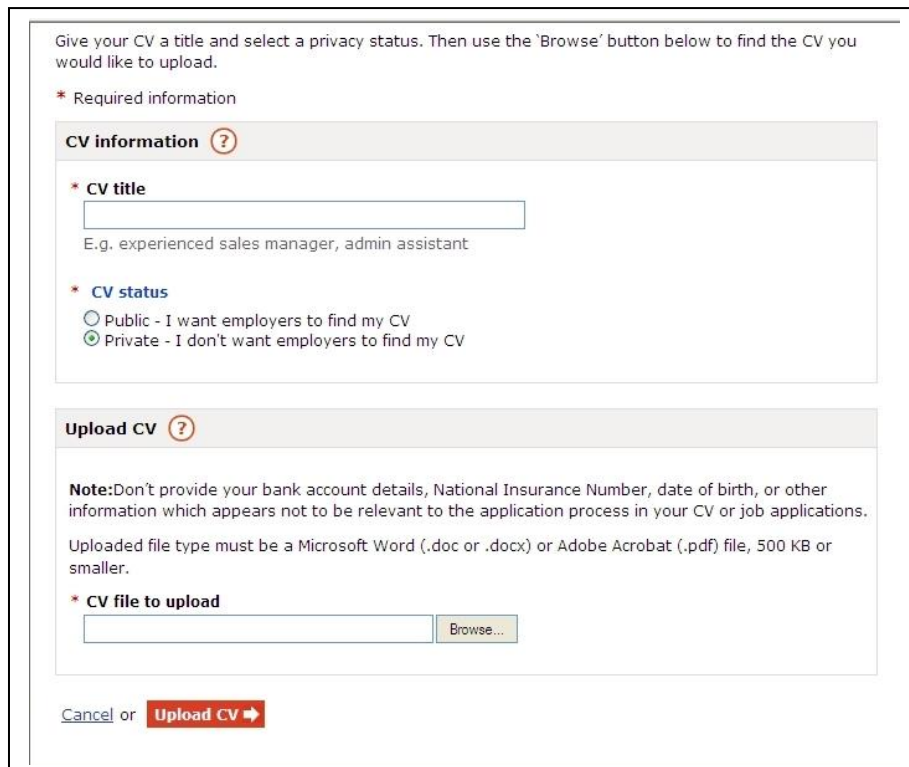
Or Delete but it was a lot of work to get this far so don't be hasty.

It is also possible to **UPLOAD a CV** you have already created.



The screenshot shows a web interface titled "CV" with a sub-header "Create CV". Below this, a message states: "You have not saved any CVs. If you add a CV, you will gain maximum benefit of using this service. You can choose to:". Three options are listed, each with a red button: "Build a new CV on this site (recommended)" with a "Build CV" button, "Upload a saved CV from your computer" with an "Upload CV" button (indicated by a black arrow from the left), and "Copy and paste from a CV on your computer" with a "Copy and paste CV" button.

Clicking on this button brings up the following screen.



The screenshot shows a form for uploading a CV. At the top, it says: "Give your CV a title and select a privacy status. Then use the 'Browse' button below to find the CV you would like to upload." Below this is a section titled "* Required information". The first part is "CV information" with a question mark icon. It contains two fields: "CV title" (a text input field with a hint "E.g. experienced sales manager, admin assistant") and "CV status" (two radio buttons: "Public - I want employers to find my CV" and "Private - I don't want employers to find my CV", with "Private" selected). The second part is "Upload CV" with a question mark icon. It contains a "Note" about not providing sensitive information, a note about file types (Microsoft Word or Adobe Acrobat, 500 KB or smaller), and a "CV file to upload" field with a "Browse..." button. At the bottom, there are "Cancel" and "Upload CV" buttons.

You must give your CV a title.

You then need to decide if it is private or public.

A public CV is searchable by employers but will not give them any of your personal details until you've responded to their message in your account.

A private CV is not used by Universal Jobmatch to support searches by employers. This means that an employer can't search for you by matching your CV to their requirements.

Your existing CV must be in Microsoft Word or PDF format (500KB or smaller).

Make sure your CV is accurate, as you will not be able to edit your uploaded CV from your account.

If you'd like to make changes to a CV you have uploaded, delete the CV and upload a new one.

To save a CV as a Word (.doc and .docx) or PDF file, select Save As from the File menu and add .doc or .pdf to the file name.

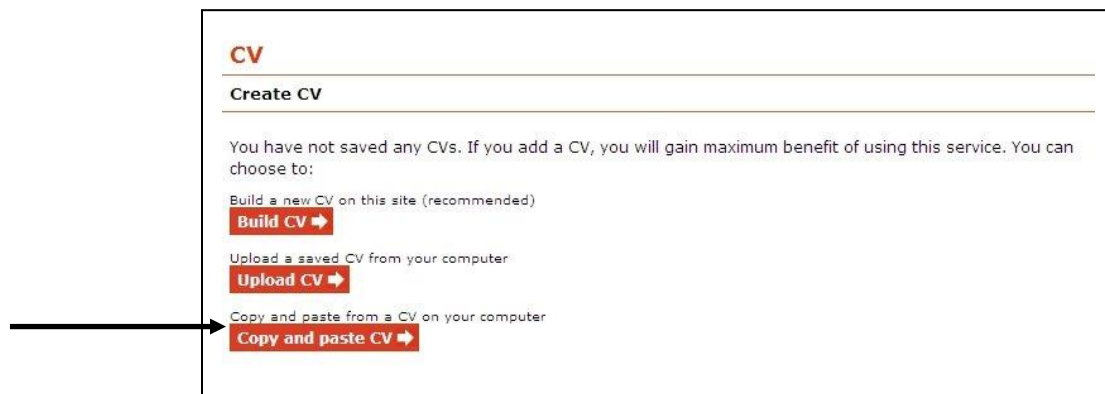
To protect you from the risk of identity theft, you should **never** include personal identity details within your CV.

You must never pass on details such as your bank account details, your National Insurance Number, date of birth, Passport or Driving licence details as part of the application process.

It is only at the point of actually starting the job that you should be asked to provide these.

When you have selected the file you want click on **UPLOAD CV** at the bottom of the page

Finally It is also possible to **COPY AND PASTE a CV**



The screenshot shows a web interface for creating a CV. At the top, there's a header 'CV' and a sub-header 'Create CV'. Below this, a message states: 'You have not saved any CVs. If you add a CV, you will gain maximum benefit of using this service. You can choose to:'. There are three options, each with a red button: 'Build a new CV on this site (recommended)' with a 'Build CV' button, 'Upload a saved CV from your computer' with an 'Upload CV' button, and 'Copy and paste from a CV on your computer' with a 'Copy and paste CV' button. A black arrow points from the left towards the 'Copy and paste CV' button.

Clicking on this button brings up the following screen.



The screenshot shows a form titled '* Required information'. It has two main sections. The first section is 'CV information' with a question mark icon. It contains two fields: '* CV title' with a text input box and a hint 'E.g. experienced sales manager, admin assistant', and '* CV status' with two radio button options: 'Public - I want employers to find my CV' and 'Private - I don't want employers to find my CV'. The second section is 'Copy and paste your entire CV below.' which contains a '* CV text' field with a large text area for pasting the CV content.

As before y

You must decide if it is private or public.

You can then create a CV by copying and pasting from an existing document or by simply typing the text into the box.

There is a limit of 20,000 characters. If you are using Word to create your original CV click on tools then word count and you can see how many characters your document contains.

When you have finished click on **CREATE CV** at the bottom of the page

Now you have created 1 or more CVs the CV part of your profile will look different.

Click on CV from the home screen.



You will now see the CVs that you have added to your profile.

CV

Saved CVs

You have saved 3 of 5 possible CVs.

Note: Don't provide your bank account details, National Insurance Number, date of birth, or other information which appears not to be relevant to the application process in your CV or job applications.

You can save up to 5 CVs, **you may choose 1 CV to be public (searchable by employer) at a time.** If you want to make a different CV public, update the status below.

Name	Status	Source	Action
Project Manager	Private Make public (searchable)	Built with CV Builder	View/edit Print preview Copy Delete
Uploaded CV	Private Make public (searchable)	Uploaded from my computer	View Copy Delete
Copy and paste CV	Public Make private (not searchable)	Built with Copy & Paste	View/edit Print preview Copy Delete

[Build CV ➔](#)
[Upload CV ➔](#)
[Copy and paste CV ➔](#)

The screen tells you
the name of each CV,
if is public or private
How it was created (source)

Only 1 CV at a time can be public but you can change this by clicking on the **status** column. If you make a private CV public, the current public CV will become private.

You can always go back in and edit or change CVs at any time by using the **Action** column so don't worry if you think you have made a mistake.

SEARCHING FOR JOBS

There are two main ways to find jobs on this site. The first is through the Search bar at the top of the page..

The image shows a screenshot of the Directgov website's search bar. The search bar is divided into three input fields: "Any job title", "Any skills, keywords or Job in", and "city, county, or postcode". Below the first field, there are links for "Search: UK", "Europe", and "International". To the right of the third field, there is a "Search" button with a magnifying glass icon. Below the search bar, there are three labels with arrows pointing to the respective input fields: "Job title" points to the first field, "Skills or Keywords" points to the second field, and "Location" points to the third field. The Directgov logo is at the top left, and navigation links like "Home", "Profile", "CV", "Jobs", "Messages", "Application history", "Activity history", "Help", and "Employers" are at the top right.

You can enter any combination of
Job Title, Skills or keywords Location.

You only need to fill in one of these search terms,
For example, if you search for Administrative Assistant in Cardiff,”
you will get specific results for Cardiff. If you only search for
Administrative Assistant and leave the location blank, you will get
results for all over the UK
The same is true for leaving the other fields blank.

JOB TITLE

When you begin to type the program
will offer you possible alternatives
In this case the letters admin bring up
Alternatives such as
“Administrative”
“Administrative Assistant”
Click on the title you want and it will
appear in the box.

You do not have to use the options
presented.
If you want to search for a specific job
not offered simply type that in the box.

The image shows a screenshot of the Directgov website's search bar. The search bar is divided into three input fields. The first field contains the text "Admin". Below this field, a dropdown list of job titles is displayed, including "Administrative", "Administrative Analyst", "Administrative Assistant", "Administrative Co-ordinator", "Administrative Manager", "Administrative Officer", "Administrative Services Manager", "Administrative Specialist", "Administrative Staff Supervisor", and "Administrative Support". At the bottom of the dropdown list, there is a "Refine results" button. The Directgov logo is at the top left, and navigation links like "Home", "Profile", "CV", "Jobs", and "Messages" are at the top right.

SKILLS OR KEYWORDS

Typing in the skills keywords box works in exactly the same way.

The program may offer you possible options

In this example the word Admin has created possible choices.

Not all skills will automatically appear.
It is fine to simply type them in.

Keywords are words, phrases and acronyms
used to describe your target job.

Your keywords could be many things
job titles,


Required skills,

A specific computer programs,

job industries

specific company names.

The program will then search for jobs
with those keywords.



The screenshot shows the Directgov website interface. At the top is the 'Directgov' logo in an orange box. Below it are navigation links: 'Home | Profile | CV | Jobs | Mes'. A search box contains the text 'Admin'. A dropdown menu is open, listing the following suggestions: 'Administrative', 'Administrative Analyst', 'Administrative Assistant', 'Administrative Co-ordinator', 'Administrative Manager', 'Administrative Officer', 'Administrative Services Manager', 'Administrative Specialist', 'Administrative Staff Supervisor', and 'Administrative Support'. At the bottom of the dropdown is a red button labeled 'Refine results'.

LOCATION

Again typing in the box will bring up possible
options for you to select

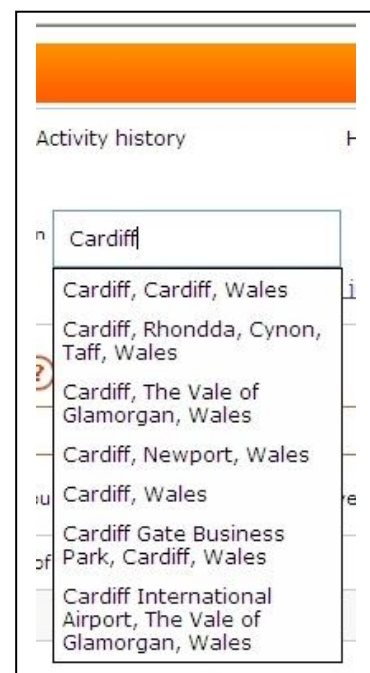
Be careful as the machine is not
an expert on geography.

In this example it is offering

Cardiff in Rhondda Cynon Taff.

If you want Rhondda Cynon Taff then
Type that as your location.

To get results click on **SEARCH**



The screenshot shows the Directgov website interface. At the top is an orange bar. Below it are navigation links: 'Activity history'. A search box contains the text 'Cardiff'. A dropdown menu is open, listing the following suggestions: 'Cardiff, Cardiff, Wales', 'Cardiff, Rhondda, Cynon, Taff, Wales', 'Cardiff, The Vale of Glamorgan, Wales', 'Cardiff, Newport, Wales', 'Cardiff, Wales', 'Cardiff Gate Business Park, Cardiff, Wales', and 'Cardiff International Airport, The Vale of Glamorgan, Wales'.

SEARCH RESULTS

The screen now changes to show the results of your search.

The screenshot shows a web browser window titled "Directgov jobs and skills search - Search results for 'Project Manager' - Windows Internet Explorer". The address bar shows the URL: <https://jobsearch.direct.gov.uk/JobSearch/PowerSearch.aspx?pp=25&pg=1&q=PRINCE2&t=Pro>. The page displays search results for "Project Manager".

Search results

[Save this search](#) ★ Jobs you have saved ● Jobs saved by your adviser

Your search criteria:

- [Title: Project Manager](#)
- [Skill: PRINCE2](#)
- [City, county, or postcode: Cardiff, Cardiff, Wales](#)
- [Distance: 20 miles](#)

[Clear All](#)

Refine results

Distance

- [2 miles](#)
- [5 miles](#)
- [10 miles](#)
- [20 miles](#)
- [30 miles](#)
- [40 miles](#)
- [50 miles](#)
- [60 miles](#)
- [75 miles](#)
- [100 miles](#)
- [150 miles](#)
- [200 miles](#)

Posting date

- [All](#)
- [Today](#)
- [Yesterday](#)

Jobs 1-9 of 9 [1] Page 1 of 1

Date	Job title	Company	Location
27/08/2013	IT Project Manager	CV Library (Job Warehouse Only)	WA-Bridgend
27/08/2013	IT Project Manager	Work Wales Ltd	WA-Bridgend
14/09/2013	Senior SAP Project Manager / Cambridgeshire	CV Library (Job Warehouse Only)	WA-Bridgend
24/08/2013	Senior Project Manager / Uwch Reolwr Pro	CV Library (Job Warehouse Only)	WA-Cardiff
18/09/2013	Senior Project Manager	Agency Central Limited (Job Warehouse)	BS48-SW
15/09/2013	Junior Project Manager / Quantity Surveyor	Monster (Job Warehouse)	WA-Bridgend
11/09/2013	Senior Project Manager	EmptyLemon (Job Warehouse Only)	SW-Bristol

On the left are the “SEARCH CRITERIA”

Your search criteria:

- [Title: Project Manager](#)
- [Skill: PRINCE2](#)
- [City, county, or postcode: Cardiff, Cardiff, Wales](#)
- [Distance: 20 miles](#)

This is the information the program was asked to search for

In this case the program has returned results for jobs with

TITLE: Project Manager

SKILL: Prince2

CITY, COUNTY OR POSTCODE: Cardiff

The last criteria is put in automatically

DISTANCE: 20 Miles.

JOBS FOUND

★ Jobs you have saved		● Jobs saved by your adviser	
Jobs 1-9 of 9		[1] Page 1 of 1	
Date	Job title	Company	Location
27/08/2013	IT Project Manager	CV Library (Job Warehouse Only)	WA-Bridgend
27/08/2013	IT Project Manager	Work Wales Ltd	WA-Bridgend
14/09/2013	Senior SAP Project Manager Cambridgeshi	CV Library (Job Warehouse Only)	WA-Bridgend
24/08/2013	Senior Project Manager / Uwch Reolwr Pro	CV Library (Job Warehouse Only)	WA-Cardiff
18/09/2013	Senior Project Manager	Agency Central Limited (Job Warehouse)	BS48-SW
15/09/2013	Junior Project Manager / Quantity Surveyor	Monster (Job Warehouse)	WA-Bridgend
11/09/2013	Senior Project Manager	EmptyLemon (Job Warehouse Only)	SW-Bristol

This time the program found 9 jobs that fitted the criteria.

It shows when it was advertised, the name of the job, who is advertising and where the job is.

Sometimes the program may find too many jobs or perhaps not enough and you may want to **REFINE** the results.

Tools to do this are on the left of the screen.

You can adjust the distance it will search

The default setting is 20 miles.

You can search closer to home Down to 2 miles. This may be helpful if you have no car and poor public transport

Or further away which is helpful if your job is more unusual.

Distance is in a straight line not by road. .

Refine results

Distance

[2 miles](#)
[5 miles](#)
[10 miles](#)
[20 miles](#)
[30 miles](#)
[40 miles](#)
[50 miles](#)
[60 miles](#)
[75 miles](#)
[100 miles](#)
[150 miles](#)
[200 miles](#)

You can filter jobs by when they were posted



The image shows a screenshot of a job search filter menu. It is enclosed in a thin black border. The menu is divided into two main sections. The first section, titled 'Posting date' in bold black text on a light gray background, contains a list of seven options: 'All', 'Today', 'Yesterday', 'Last 3 days', 'Last 7 days', 'Last 14 days', and 'Last 30 days'. Each option is underlined in blue. The second section, titled 'Job types' in bold black text on a light gray background, contains two options: 'Full time' and 'Part time', both underlined in blue.

Posting date
All
Today
Yesterday
Last 3 days
Last 7 days
Last 14 days
Last 30 days

Job types
Full time
Part time

If you have been visiting the site regularly looking for the same jobs then you may not want to see jobs that have been posted for some time.

The default option shows All jobs that match the search.

You can decide just to view jobs posted in the last 30 days, Or 14 days, or 7 days or 3 days.

You can even just view jobs posted today.

You can also use this option to refine your search to search for full time only or part time only.

I'VE FOUND SOME JOBS I'M INTERESTED IN NOW WHAT

Date	Job title
27/08/2013	IT Project Manager

If you click on the job title it will bring up details of the job.

Jobs

Job details

APPLY → [Apply →](#)

Job tools

PRINT → [Print](#)

SAVE → [Save](#)

REVIEW → [Review your skills](#)

Do you have the skills you need?
Quickly see if you're suitable for the jobs that interest you.
[Review your skills](#)

Job summary

Job ID
3618646

Posting Date
19/09/2013

Location
UK-SW-Avon

Industries
Staffing/employment agencies

Job type
Full time

Agency Central Limit

Senior Project Manag

Job description

Project Manager/Senior motorway - good benefits deliver large scale projects security cleared or eligible considered for this role. Experience in full project or Public Sector, including complex projects. Familiar and procedures. Strong and approaches to management skills: Prince2 practitioner Programmes (MSP) practical Services domain knowledge Cycles In return our client parking and a defined area for the purposes of this -6611894/job.html

[Apply →](#)

Or, tell us why you do

-Select-

You can **APPLY** for

You can **PRINT** out

Or you can **SAVE** them in search results helps you pick out jobs up to 40 jobs.

From this page you can also review your skills as before.

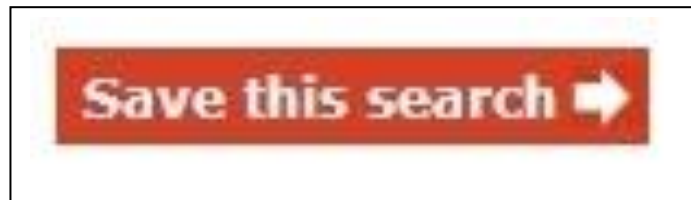
If you are working with an adviser they can also save jobs on your profile. These are marked with a blue dot.

If you are working with an adviser and do not want to apply for this job you can select the reason from a drop down list and submit.

SAVING SEARCHES AND EMAIL ALERTS

It can take time to find just the right search that finds just the sort of jobs you are interested in.

When you have set the options that find your sort of jobs you can decide to save that search so you can use it again later.



Jobs

Saved searches

Edit your job search and save it for later.

* Required

* **Name**

Location

within

Job title

Skills I want to be matched against

[Delete](#)

[Add](#)

Email frequency

Set up an email alert.

[Cancel](#) or [Save this search](#)

You need to give the search a name in the top box,

You can add or delete skills

You can set up email alerts that will automatically tell you when matches are found.

You can save up to 5 searches.