



Universal Jobmatch

Section Aims

- # Log in and out of the Government Gateway website
- # Search for jobs on the Government Gateway website
- # Log own activity

Key Learning Points

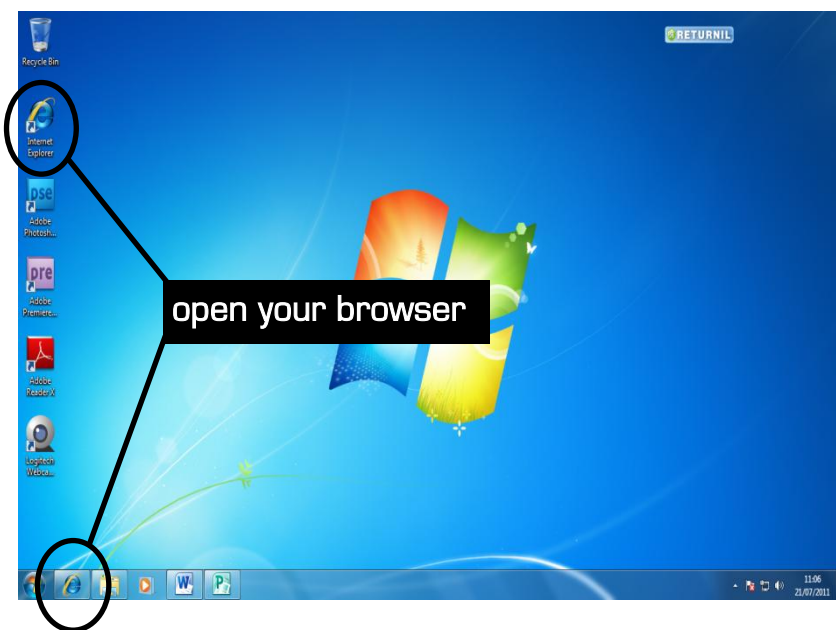
- # Bring up website www.gov.uk
- # Follow the steps to the log in screen
- # Enter personal details to gain access
- # Bring up the 'saved search' list
- # Create a personalised search list
- # Find out more details about a job you are interested in
- # Recognise the different features of the GG website
- # Write and save own activity
- # Log out

Intro

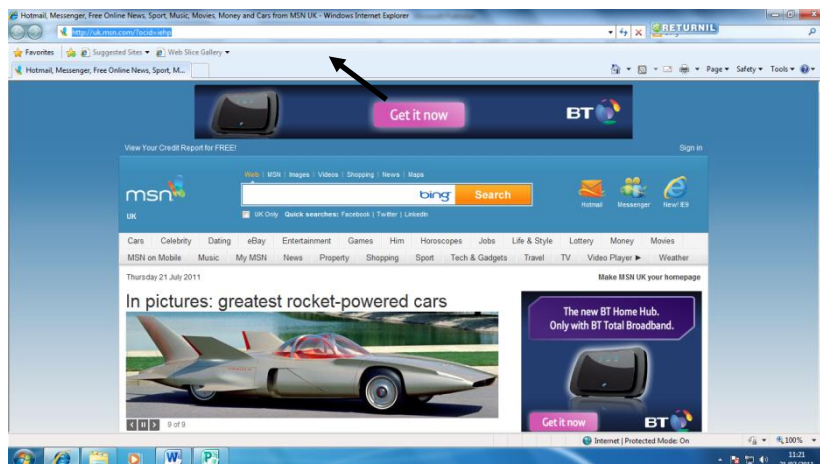
To search for jobs, you need the Government Gateway Website. In this section, you will become more familiar with this website. After completing this section, you will know how to log in to the website, search for jobs and log your work.

1. Bring up website www.gov.uk

Open your browser (e.g. Internet Explorer)

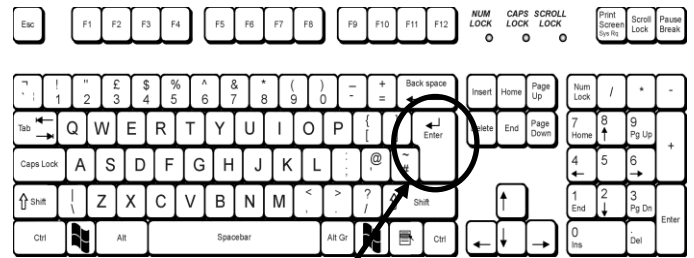


Click in the address bar. The writing will turn **blue**. This means that anything you write will replace anything that is highlighted in blue.



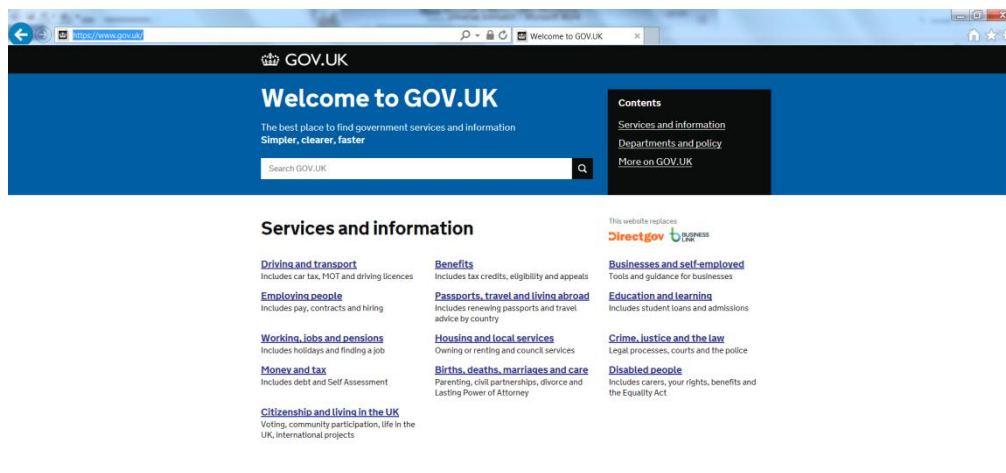
Type in the web address: **www.gov.uk**

Press 'enter' on the keyboard



This is the enter button

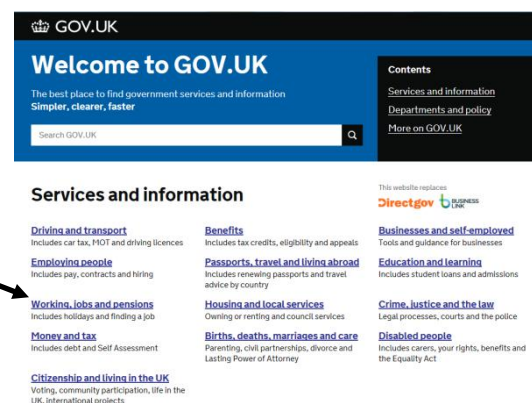
You should now have this web page on screen:



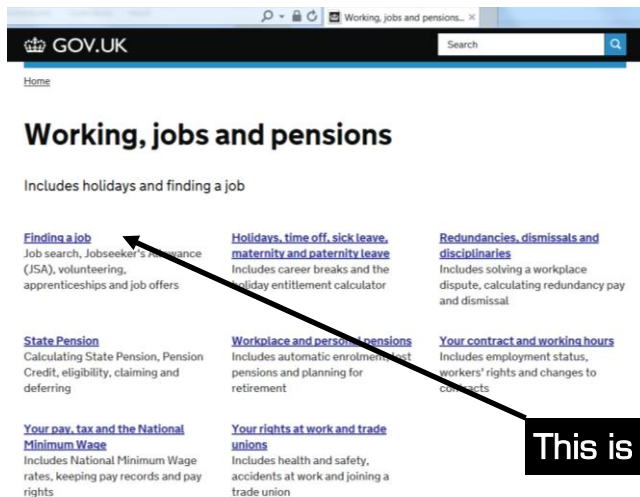
2. follow the steps to the log in screen

Find the link '**working, jobs and pensions**'. It is written in blue and underlined. Click on it.

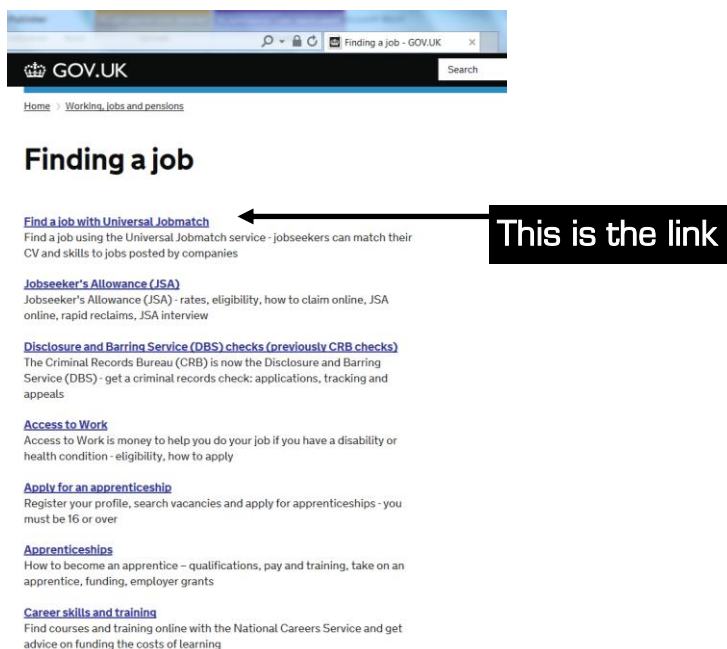
This is the link



On the next page, click on 'finding a job'



On the next page, click on 'Find a job with Universal Jobmatch'



On the next page, click on 'Log in to Universal Jobmatch'

If you do **not** have a Government Gateway, you need to go to 'Register with Universal Jobmatch'

Find a job with Universal Jobmatch

Search and apply for full or part-time jobs in Great Britain and abroad.

[Log in to Universal Jobmatch](#) if you have an account.

Log in to Universal Jobmatch

You can search and apply for jobs without an account.

Job title

Postcode, town or place

Skills (optional)

Search >

on Universal Jobmatch

Before you start

[Other ways to apply](#)

Registration

[Register with Universal Jobmatch](#) for services like saved job

Register if you do NOT have an account yet

3. Enter personal details to gain access

Click in the 'User ID' box and enter your Government Gateway number.

Then click in the 'Password' box and enter your password

Directgov

Universal Jobmatch

Login

New user? [Register](#)

Log in using A User ID & password:

Enter your User ID & password:

User ID

[Forgotten your User ID?](#)

Password

[Forgotten your password?](#)

[Cancel](#)

[Log in](#)

- When you have finished your online session, you should either close the browser or log out.
- Please do not use the browser back button as it may not function as expected.

Click **Log In** and you will be taken to your personal Jobmatch homepage

If you have any problems logging in, try re-entering your User ID and Password

4. Bring up the 'saved search' list

On your personal Jobmatch homepage, look for 'Saved Searches'. This search will look for available jobs that match the skills you specified when you first registered.

You may need to scroll down the page in order to locate the links.

The screenshot shows the Universal Jobmatch homepage. On the left, there is a menu with sections: Alerts, Messages, Saved Jobs, Recommended Jobs, and Saved searches. The 'Saved searches' section is highlighted, and a black box with the text 'List of saved searches' and an arrow points to the 'Saved searches' link. The main content area shows a list of recommended jobs with columns for date, job title, location, and an 'Apply' button. The right-hand side of the page shows a 'CV' section with a 'CREATE CV' button and an 'Application history' section.

You should now see a list of jobs on the screen

Any job title in [Search](#)

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

Search results for 'tutor,teacher' [?]

Search results

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

Your search criteria:

- Skill: Tutor
- Skill: Teacher
- City, county or postcode: Bridgend, Wales
- Distance: 40 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

Jobs 1-25 of 111 [1] 2 3 4 5 [Next >](#) Page 1 of 5

Date	Job title	Company	Location
17/06/2013	French/German Teacher	Teaching Personnel	WA-Bridgend
26/06/2013	Welsh Medium Teaching Assistant/ HLTA	Teaching Personnel	WA-Porth
13/06/2013	IT Trainer and Teacher	Company Confidential	WA-Bridgend
02/07/2013	French Teaching Job	Agency Central Limited (Job Warehouse)	CF72-WA
26/06/2013	Biology Teaching Job	Agency Central Limited (Job Warehouse)	CF39-WA
10/06/2013	Information Technology Teaching Job	Agency Central Limited (Job Warehouse)	CF35-WA
16/07/2013	Welsh Medium Music Teacher	Education Staffing Solutions	WA-Pontyclun
07/07/2013	Welsh Speaking Biology Teacher	CV Library (Job Warehouse Only)	WA-Porth

Each job advert in the search will look like this:

13/06/2013 [IT Trainer and Teacher](#) Company Confidential WA-Bridgend

↑ ↑ ↑ ↑

Date the advert was placed Job title
Also the link to click to find out more
(including applying) company name job location

Click on the blue link if you want to find out more about the job.

There may be several pages of jobs. When you get to the bottom of the page, click the 'next' button to move to the next page.

Retail Distributors/Team Leaders	Infocus Group	WA-Bridgend
Retail Distributors/Team Leaders	Infocus Group	WA-Bridgend
Temporary School Clerical Assistant	Eteach Uk Limited	WA-Porthcawl

● Jobs saved by your adviser

[1] 2 3 4 5 [Next >](#) Page 1 of 5

This is the next button

5. Bring up a personalised search list

It may be that there is not much on the 'saved search list'. So it is useful to do a general search. Begin from the home screen.

Any job title | Any skills, keywords or Job ID | in city, county, or postcode | Search

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

Welcome Kris

Alerts [View all \(0\)](#)
You have no new alerts

Messages [View all \(0\)](#)
You have no new messages from employers.

Saved Jobs [View all](#)
You have no saved jobs. You can have up to 40 saved jobs to view and apply to at a later time.

Recommended Jobs [View all](#)

Date	Job Title	Location	Action
14/07/2013	Level 1 Tutor Solsbury Solutions Limited	Cardiff	Apply
17/06/2013	French/German Teacher Teaching Personnel	Bridgend	Apply
01/07/2013	Senior Tutor Solsbury Solutions Limited	cardiff	Apply
14/07/2013	Teaching assistant in Cardiff New Directions Education	cardiff	Apply

CV [View all \(0\)](#)
[CREATE CV](#)

Application history [View all](#)
You have not applied for jobs

Activity history [View all](#)
23/07/2013
Account and profile setup completed
Read Standards of Behaviour: Universal
Jobmatch website - Standards of Behaviour
for Jobseekers
Equality questionnaire

At the top of the screen there are 3 boxes:

Put in a job title (e.g. 'cleaner')

Put in a keywords, skill or Job IDs into this box

Enter your postcode in this box

Any job title | Any skills, keywords or Job ID | in city, county, or postcode | Search

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

- You do not have to fill in all three boxes. Postcode is very important, as it will show jobs in your area then.
- In the job title box you can fill in 'all' if you are not sure what you are looking for.
- Click on the orange 'Search' button once you have completed the info. A list with results will come up.

6. Find out more info about a job you are interested in

Click on a blue link of a job you are interested in. A screen like this will come up:

The screenshot shows a job details page for Valley Education Services Ltd. The page has a search bar at the top with the text 'tutor,teacher' and 'Bridgend, Wales'. Below the search bar, there are links for 'Search', 'Browse jobs', and 'Search tips'. The page is divided into three main sections:

- Job details (left):** This section contains a 'Job summary' box with the following information:
 - Job ID: 2498341
 - Posting Date: 03/07/2013
 - Company: Valley Education Services Ltd
 - Location: UK-WA-Bridgend
 - Industries: Education
 - Job type: [blank]Below the summary box, there are links for 'Print' and 'Save'. A label 'job details' with an arrow points to the 'Job summary' box.
- Job description (middle):** This section contains the job title 'Primary Teacher' and a detailed description of the role. A label 'job description' with an arrow points to the description text.
- Application options (right):** This section contains an 'Apply' button, a 'Do you have the skills you need?' section with a 'Review your skills' link, and a 'Submit' button. A label 'print or save' with an arrow points to the 'Print' and 'Save' links.

On the **left hand** side, you will find job details, e.g. the contract type, hours, name of the company and their contact details if published.

You can save a job to look at it later or print it.

In the **middle** of the screen is the job description.

7. Recognise the different website features

At the top of the Government Gateway website you will find links to navigate.

The screenshot shows the top of the Directgov website. The header is orange with the 'Directgov' logo on the left and 'Cymraeg' and 'Accessibility' links on the right. Below the header is a navigation bar with links for 'Home', 'Profile', 'CV', 'Cover letter library', 'Jobs', 'Messages', 'Application history', and 'Activity history'. There is also a 'Help' button and a 'Employers' button. On the far right, there are links for 'Register' and 'Login'.

Here is an explanation of the different features.

Home: This takes you to the home screen

Profile: This is your personal profile visible to employers

CV: Here you can find and alter your cv

Cover letter library: To create and find your cover letter(s)

Jobs: Your saved jobs

Messages: Messages from the jobcentre and employers

Application history: An overview of past applications

Activity history: An overview of everything you have done on this website

Logout: Use this to logout of your personal account when you leave

8. Write and save activity

Click on activity history.

Directgov Cymraeg Accessibility

Home | Profile | CV | Jobs | Messages | Application history | Activity history Help Employers Welcome Jennifer Logout

Any job title Any skills, keywords or Job ID in city, county, or postcode Search

Search: UK | Europe | International Browse jobs Search tips Resize text: A A A

Activity history

Review all job activity, including CV updates and interviews. You can also add your own job search notes in the text box on the right.
To view all applications, access your Application History from the navigation bar above.

3 of 3 Items My notes Page: [1] Page 1 of 1

Date	Activity detail
09/01/2014	Equality questionnaire
09/01/2014	Read Standards of Behaviour: Universal Jobmatch website – Standards of Behaviour for Jobseekers

Job search notes

Notes entered below will be recorded in your Activity history.

For example, calling about a job you saw advertised in the newspaper or following up on a job referral.

250 characters limit **SAVE**

job search notes

In the **job search notes**, write what you have done this session (e.g. I browsed for jobs and sent an application to xxx).

Then click **save**.

Your jobcentre advisor will now be able to see this.

9. Log out

When you have finished, always make sure you log out. Click on the blue link at the top right side of the screen.

Log out



The screenshot shows the Directgov website interface. At the top, there is an orange header bar with the 'Directgov' logo on the left and links for 'Cymraeg' and 'Accessibility' on the right. Below the header, a navigation bar contains links for 'Home', 'Profile', 'CV', 'Jobs', 'Messages', 'Application history', and 'Activity history'. On the right side of this bar are links for 'Help' and 'Employers'. Further right, a user greeting 'Welcome Kris' is followed by a blue 'Logout' link, which is circled in black. A black callout box with the text 'Log out' and an arrow points to this link. Below the navigation bar is a search section with three input fields: 'Any job title' (containing 'tutor,teacher'), 'in' (containing 'Bridgend, Wales'), and a red 'Search' button with a magnifying glass icon. Below the search fields are links for 'Browse jobs' and 'Search tips'. At the bottom left, there is a 'Search:' label followed by 'UK', 'Europe', and 'International' links. At the bottom right, there is a 'Resize text:' label followed by three 'A' icons of increasing size.