Government Gateway

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

GET
BRIDGEND
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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**

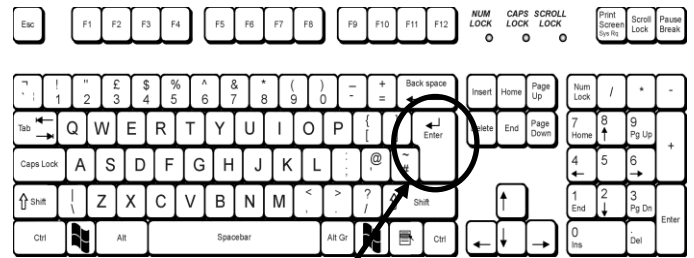Open your browser (e.g. Internet Explorer)
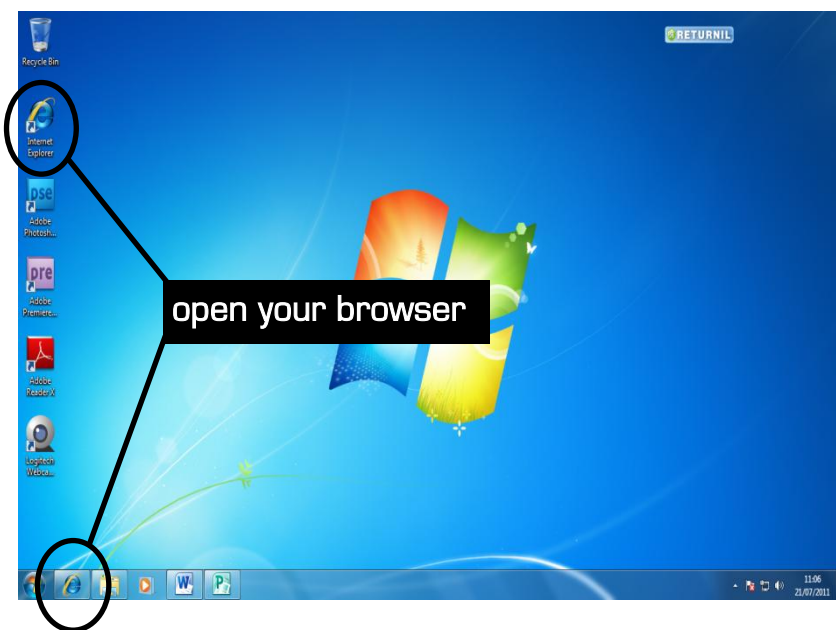
Click in the address bar. The writing will turn **blue.** This means that anything you write will replace anything that is highlighted in blue.
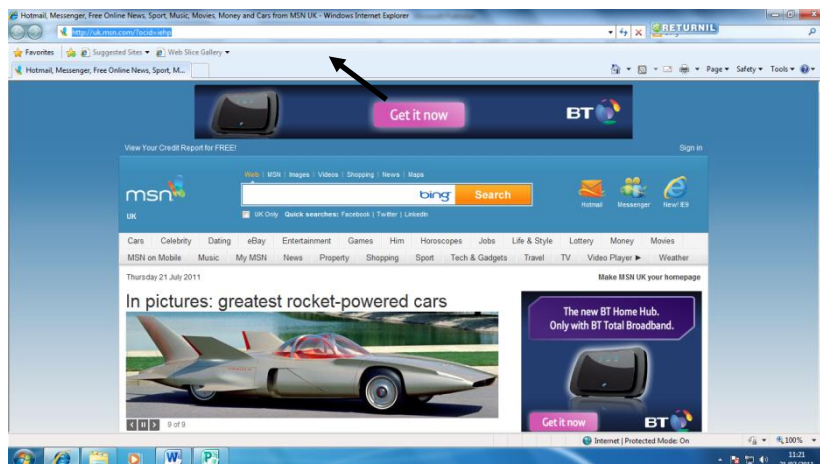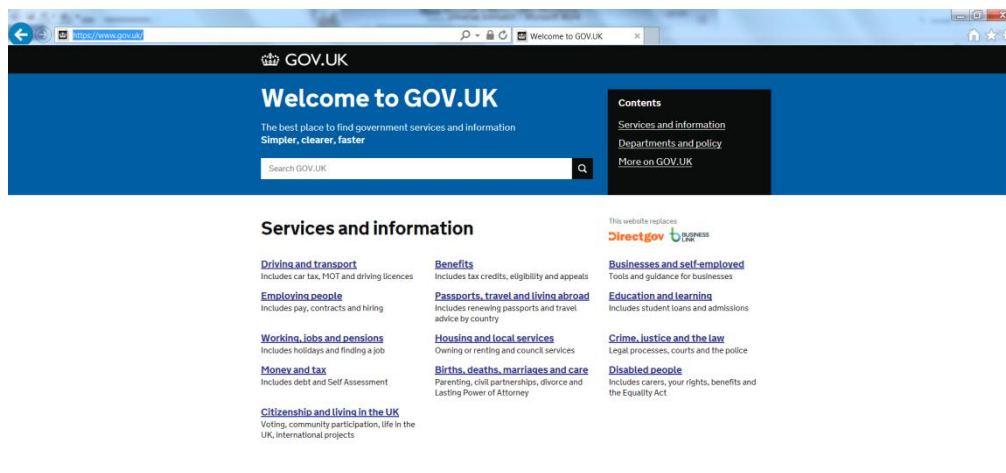
Type in the web address: **www.gov.uk**

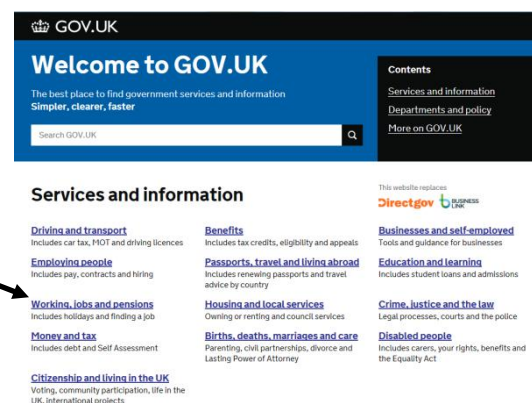Press 'enter' on the keyboard

This is the enter button

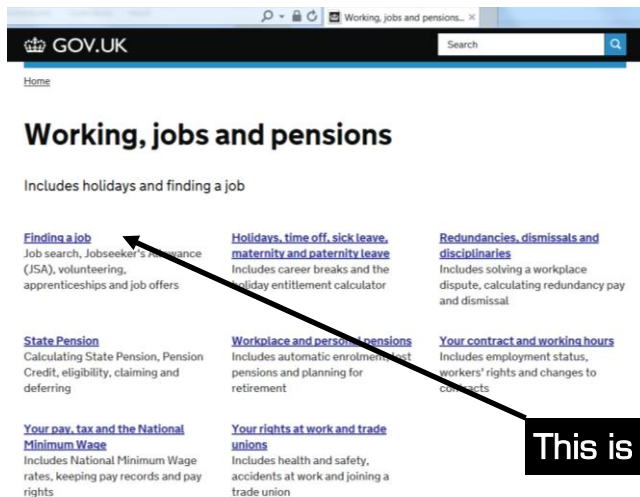You should now have this web page on screen:

2. follow the steps to the log in screen

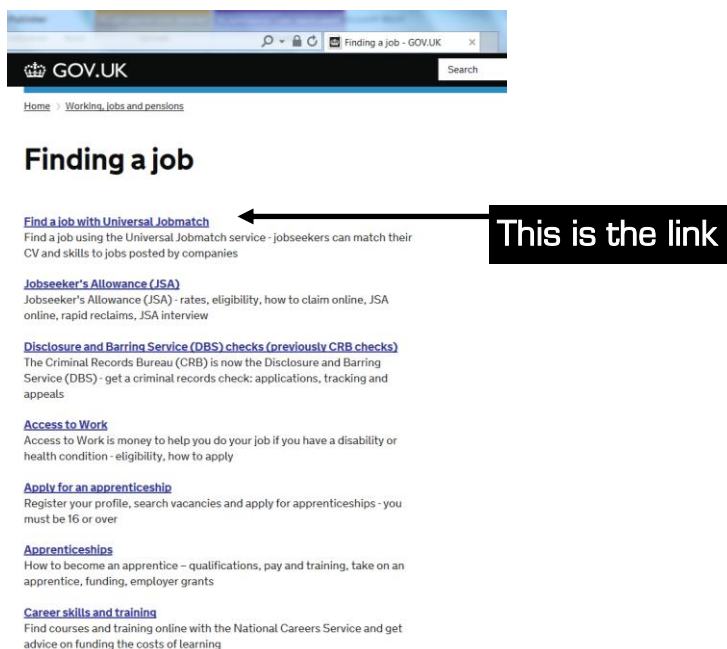Find the link '**working, jobs and pensions**'. It is written in blue and underlined.
Click on it.

This is the link

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

This is the link

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

This is the link

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**'

Log in to Universal Jobmatch

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

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.

You should now see a list of jobs on the screen

Each job advert in the search will look like this:

13/06/2013 — Date the advert was placed

IT Trainer and Teacher — Job title
Also the link to click to find out more (including applying)

Company Confidential — company name

WA-Bridgend — 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.

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.

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

- 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:

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.

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.

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.