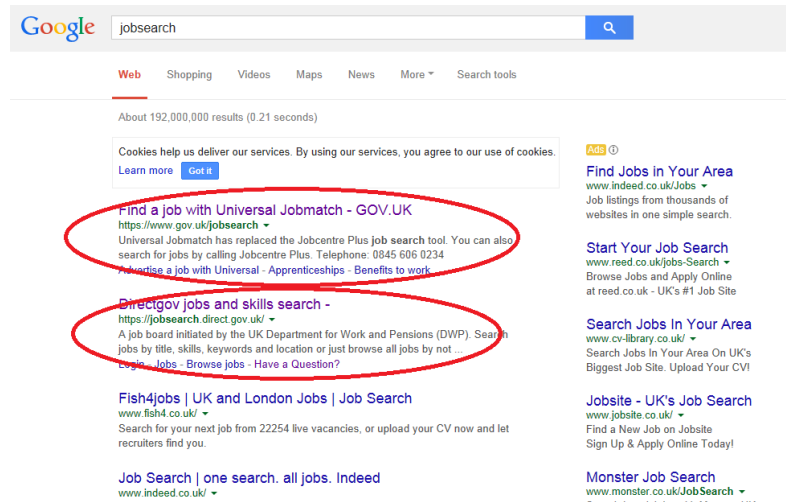


# Jobsearch (Universal Jobmatch) information

## Accessing Jobsearch (Universal Jobmatch)

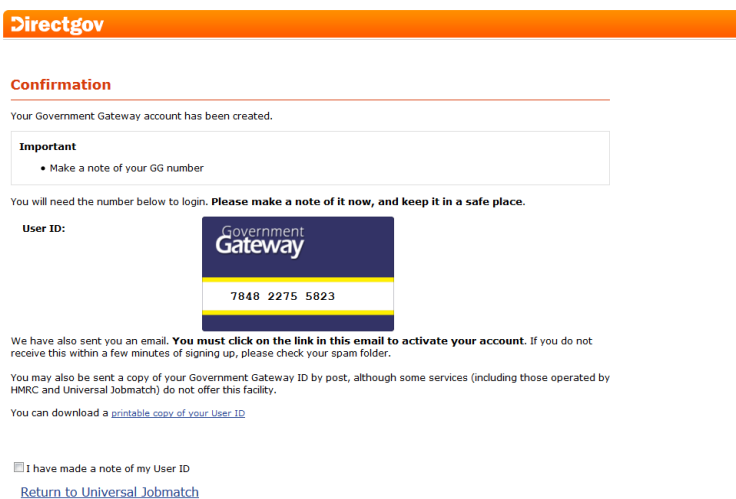
Using the search term 'jobsearch' on Google lists two sites to access Universal Jobmatch which is the government's job searching site.

Clicking on either of the two highlighted links right will take you to the same Gov.UK search tool (they look different but searches bring back a screen that looks identical).



## Universal Jobmatch (Jobsearch) account

You can search without having a Jobmatch account. Register with Universal Jobmatch to save job searches, upload your CV, set up email alerts and keep track of your past applications.



**Make a note of your Government Gateway number when you register, you'll need it later to sign in – and also for future logins.**

You must also verify your email address by clicking the link in the confirmation email. Check your spam folders if it's not in your inbox.

When you login for the first time the system will ask you to update your profile information and complete an equality questionnaire. It may then send you through a welcome email.

# Jobsearch (Universal Jobmatch) information

## Using Universal Jobmatch (Jobsearch)

You can search for jobs via job title (eg nurse or labourer), skills or keywords (eg paediatric, general) and location. You can also then narrow it down to a distance from your desired location (eg 10 miles).

For example:

<b>Job title</b>	fitter
<b>Skills or keywords (to help narrow your search)</b>	Bathroom or HGV or plant or mechanical or gas
<b>Location</b>	Merseyside or St Helens or WA9

Search results for 'fitter' (2)

Your search criteria:  
• Job title: fitter  
• Filter any location: Merseyside, England  
• Distance: 10 miles

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Date	Job title	Company
16/10/2014	<a href="#">YARD FITTER</a>	Wernick Hire L
16/10/2014	<a href="#">Skilled Vehicle Fitter (St Helens)</a>	Kier Services
15/10/2014	<a href="#">HGV FITTER</a>	First Choice C
15/10/2014	<a href="#">Tool Fitter</a>	Company Con
15/10/2014	<a href="#">Electrical Fitter</a>	ambtek
14/10/2014	<a href="#">Experienced Bedroom Fitter</a>	Company Con
13/10/2014	<a href="#">Fitter/Driver (Tool Hire Express)</a>	Ashbead Plant
10/10/2014	<a href="#">Mechanical Fitter</a>	Monster Job
08/10/2014	<a href="#">Thermal Insulation Fitter</a>	Company Con
06/10/2014	<a href="#">Trade Person / Shop Fitter</a>	reed.co.uk
03/10/2014	<a href="#">Tramway Vehicle Maintenance Fitter</a>	Avrardsons Ld

The results can then be filtered further by using the 'Refine results' section on the left of the page.

Here the distance from your location and the posting date (how long the job has been advertised for) may be selected.

## More Detail

Towards the top of the screen when you are logged in you will see a menu as below:

Directgov

Home | Profile | CV | Cover letter library | Jobs | Messages | Application history | Activity history

Help Employers

fitter Skills or keywords in Merseyside, England Search

Search: UK | Europe | International Browse jobs | Search tips

- Update your **Profile**:
  - Name, town, email address
  - Skills you want to be matched against
  - Authorise DWP (Department of Work and Pensions) to view your account and jobsearch activity.
  - Select to receive DWP email messages.
- **CVs** can be built, uploaded or 'copy and pasted' from your computer. They need to be in Microsoft Word or PDF format.
- **Cover letters** can be added to be used with job applications.
- The **Messages** section is where messages will appear that are from DWP or employers.