



A Guide to Find a Job

In this guide we will see how to create the new account and how to use the new service

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Universal Job Match moves to Find a Job

Is being replaced with 'Find a Job'. The same functionality will exist but it is going to look and feel different. Firstly you will have to create a new account before starting to use the site. This is not as difficult as it seems. The following are the steps required to create your new account with Find a Job.

1. Before accessing UJM you should have your email open as this will be needed later.
2. After your usual method of reaching the UJM login page you will see this page:

The screenshot shows the Universal Jobmatch website interface. At the top right, there are links for 'Cymraeg' and 'Accessibility'. Below the logo, there is a navigation menu with links for 'Home', 'Profile', 'CV', 'Cover letter library', 'Jobs', 'Messages', 'Application history', and 'Activity history'. On the right side of the navigation, there are links for 'Help', 'Employers', and 'Register or Login'. The main search area contains three input fields: 'Job title', 'Skills or keywords', and 'Postcode or location', followed by a red 'Search' button. Below the search fields, there are links for 'Browse jobs', 'Search tips', and 'Safe job search'. A message in red text states: 'Universal Jobmatch has been replaced by the [Find a job](#) service. Set up an account to upload a CV and apply for jobs. You can save information until 17 June 2018 from your Universal Jobmatch account.' Below this message is a section titled 'New to Universal Jobmatch?' with a list of benefits of registering and a note about the Government Gateway account requirement. An orange arrow points from the 'Find a job' link in the message to the 'Find a job' link in the list of benefits.

3. Hover your mouse over the link 'Find a job' typed in blue. Your mouse pointer changes to a hand, left click on this.

You will then see the following page:

Find a job Sign in Create account Employers Cymraeg

What? for example job, company, skills

Where? for example city, county or postcode

Search

[Advanced search](#)

Why create an account?

You can search for jobs without setting up an account. But setting up an account means you can:

- apply for jobs
- upload CVs
- keep a record of your job searches and applications
- use it to discuss your work search activity if you're claiming Universal Credit or Jobseeker's Allowance
- create email alerts
- save jobs to apply for later

If you already have a Universal Jobmatch account, you'll still need to set up a new account with 'Find a job'.

[Create account >](#)

Already have a Jobseeker account? [Sign in](#)

Latest update

Find a job is going to replace [Universal Jobmatch](#). You can still use Universal Jobmatch until the 17th June.

4. Even though you have an existing UJM account you must click on the green “Create account >” button.

The next page that is displayed will be this:

Find a job Sign in Create account Employers Cymraeg

[Find a job](#) > Create account

Create account

Enter your email and create a password:

Email

Password
Minimum 8 characters in length with at least one number and one letter

Confirm password

By using this site you agree to comply with our [acceptable use policy](#)

[Create account](#)

Forgot your password?

[Reset your password](#)

Already registered?

[Sign in](#)

5. Now you will need to complete each section. Left click in the box below 'Email' and enter your email address. Next click in the box below 'Password'. You can keep your existing UJM password if you wish but it may be advisable to create a new one. Click in the box 'Confirm password' and retype your existing OR the newly created password. Lastly you click on the green 'Create account' button located at the bottom left.

At this point an email will be sent to you. When you open the mail it appears as this:

Find a job

Verify your email address

You're nearly there.

We need you to [verify your email address](#) to finish creating your Find a job account.

Verify your email address

This link will expire after 24 hours. [Sign up again](#) if the link has expired.

If you did not create an account on Find a job then you can ignore this email.

If the above link does not work then copy and paste the following link into a web browser to complete the email verification process: <https://findajob.dwp.gov.uk/verify-account/?token=eyJhbGciOiJIUzI1NiJ9.eyJ1aWQiOiJxNDU4MzU5NC01OUFFLTExRTgtQTBERS02QjI3RTE0MERDMzkiLCJlbWFpbCI6Im5laWxzMTFAb3V0bG9vaV5ib20iLCJleHAiOiE1MjYzNzU1ODQsInNpZCI6IjE0NUQxQ0IyLTU4>

6. Now you must click on the green 'verify your mail address' button.

You will now be taken to the new Find a job web service.

Find a job Welcome | johnsmith@outlook.co | Your account | Sign out | Employers | Cymraeg

[Find a job](#) > Your account

Welcome | johnsmith@outlook.com

Please choose one of the following options:

[Search for jobs](#)
Search for job adverts in the UK

[Your activity](#)
View the job searches, job ads and job applications you've done in the past

[Your CVs](#)
Manage CVs you have uploaded

[Your email alerts](#)
Manage the email alerts you have set up

[Your favourite jobs](#)
Manage the jobs you favourited

[Manage account](#)
Change your password and delete your account

Search for jobs

This option is where you will conduct your job search.

What? for example job, company, skills **Where?** UK **Search** [Advanced search](#)

[Find a job](#)

10,743 Jobs in UK

Location

- [UK \(10,743\)](#)
- [London \(1,937\)](#)
- [South East England \(1,771\)](#)
- [North West England \(1,150\)](#)
- [Eastern England \(1,132\)](#)
- [South West England \(1,100\)](#)
- [East Midlands \(751\)](#)
- [West Midlands \(675\)](#)
- [Wales \(650\)](#)
- [Yorkshire And The Humber \(601\)](#)
- [North East England \(408\)](#)
- [show more >](#)

Posting date

- [Since yesterday](#)
- [Last 3 days](#)
- [Last 14 days](#)
- [Last 30 days](#)

Salary range

Receive a daily email alert with the latest **jobs in UK** [Create an email alert](#)

Results 1-10 of 10,743 Show per page and sort by

[SEN support Teaching Assistant](#) ♥

13 May 2018
eTeach UK Limited - Worcester, Worcestershire, WR4 9PE
TA 1. SP 6.
 POST: SEN support Teaching Assistant in KS2 and Happy Hearts Nursery CONTRACT: Fixed term until 20th July 2018 HOURS: 18 hours per week, please see times in applicatn pack. SALARY: TA 1. SP 6. £16,835 per annum (FTE). Actual salary £6,964.49 per annum. (pro ...

[Cleaner](#) ♥

12 May 2018
eTeach UK Limited - Epsom, Surrey, KT19 9BH
£14,657 FTE per annum
 We have a vacancy at our school for a cleaner. If you are hardworking, conscientious and work well in a team, then this could be the ideal job for you. You would be required to work for 34 hours each

It works in a very similar way to the other job sites that you may have used, where you enter your requirements in the top section and use the filters down the left hand side to tailor your search.

Your activity

Keeps track of what and when you performed searches. It is split into three sections. **Job views** where you have specifically looked at a job. **Searches** which records the searches conducted and finally **Applications**.

[Find a job](#) > [Your account](#) > Your activity

Your activity

Job views
Searches
Applications

Showing viewed jobs 1 to 13 of 13: Print this page

Date	Job description
------	-----------------

Your CVs

Allows you to upload up to five CVs, the same as UJM.

Your CVs

Upload a CV
Accepted extensions: PDF, DOC, DOCX, RTF and ODT. File should not be larger than 1MB. Maximum 5 CVs per user.

Choose File

 No file chosen

Upload CV

[« Return to your account overview](#)

Your email alerts

If you have set up mail alerts the type of alert is kept here allowing you to change the frequency or delete them.

Your email alerts

You can sign up for email alerts when you [search for job adverts](#) using the Create alert button.

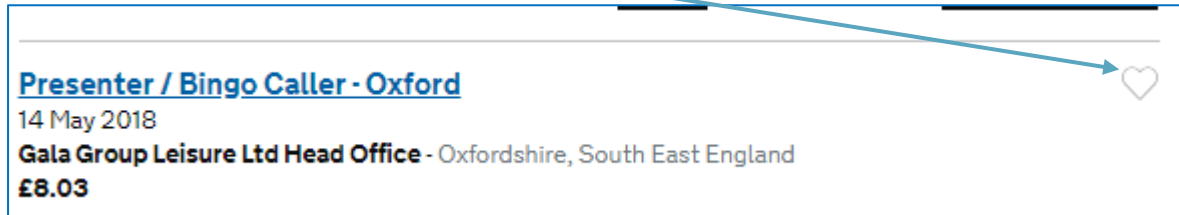
Search title	Number of live jobs	Send frequency	Actions
<i>No email alerts found</i>			

[« Return to your account overview](#)

Your favourite jobs

Your favourite jobs

This functions the same as the “save” feature in UJM. In the job search page, to the right of a job is a heart shape,



[Presenter / Bingo Caller - Oxford](#)

14 May 2018

Gala Group Leisure Ltd Head Office - Oxfordshire, South East England

£8.03

if you do wish to “favourite” a job, click on the heart. The job will then be saved to the below.

Your favourites

You can favourite job adverts by using the favouriting heart icon next to each job. [Search for job adverts](#)

Job	Actions
<i>No favourite jobs found</i>	

[« Return to your account overview](#)

Manage account

This area allows you to either reset you password or delete your account only.

Change password

Click the button and you will receive an email on with instructions on how to change / reset your password.

[Reset my password](#)

[« Return to your account overview](#)

Delete account

If you no longer want to use the Find a job service you can delete your account.

Check the box to indicate your acceptance.

I understand that this action will delete my account and all of my data. **This cannot be undone.**