

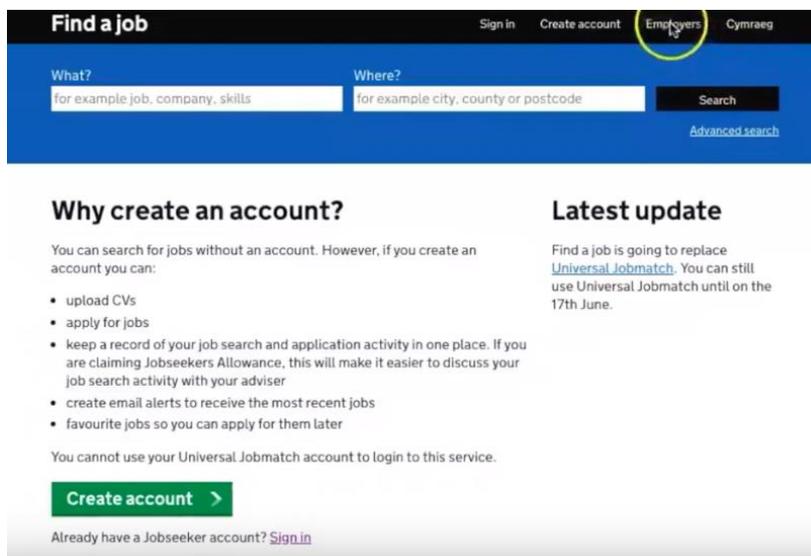
How to post jobs on DWP Find a Job

The new national recruitment campaign to drive applications into the adult social care sector will begin in mid-February and run until April 2019. This campaign will direct to the campaign website at www.everydayisdifferent.com which will then point to DWP Find a Job – pre-filtered to ‘social care jobs’ for people to search and apply for jobs.

Here is a step-by-step guide on how to post your vacancies onto DWP Find a Job. If you would prefer to see this in video form, DWP have produced two quick video summaries: ‘How to [create an employer account](#)’ and ‘How to [post a job](#)’.

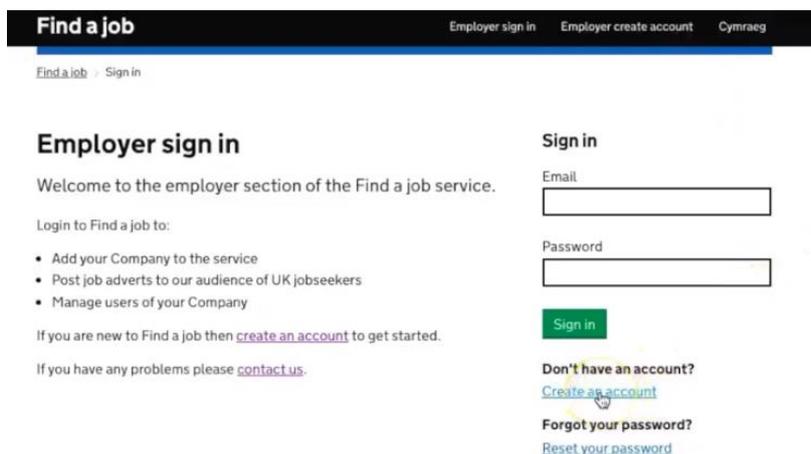
How to create an employer account

1. If you have already posted jobs before on DWP Find a Job and have an employer account go page 3. If not, you need to create an account. Go to <https://findajob.dwp.gov.uk/>.
2. Select ‘Employers’ on the top right-hand corner.



The screenshot shows the DWP Find a Job homepage. At the top, there is a navigation bar with links for 'Sign in', 'Create account', 'Employers', and 'Cymraeg'. The 'Employers' link is circled in yellow. Below the navigation bar is a search section with two input fields: 'What?' (with placeholder text 'for example job, company, skills') and 'Where?' (with placeholder text 'for example city, county or postcode'). A 'Search' button is to the right of the 'Where?' field. Below the search section are two columns of content. The left column is titled 'Why create an account?' and lists benefits of creating an account, such as uploading CVs and applying for jobs. The right column is titled 'Latest update' and mentions that Find a Job is replacing Universal Jobmatch. At the bottom of the left column is a green 'Create account' button with a right-pointing arrow. Below the button is a link for 'Already have a Jobseeker account? Sign in'.

3. Under the sign in form select ‘Create an account’.



The screenshot shows the 'Employer sign in' page on the DWP Find a Job website. The page has a dark blue header with 'Find a job' and navigation links for 'Employer sign in', 'Employer create account', and 'Cymraeg'. Below the header is a breadcrumb trail 'Find a job > Sign in'. The main content area is split into two columns. The left column is titled 'Employer sign in' and contains a welcome message, a list of reasons to login, and links for 'create an account' and 'contact us'. The right column is titled 'Sign in' and contains input fields for 'Email' and 'Password', a green 'Sign in' button, and links for 'Don't have an account? Create an account', 'Forgot your password? Reset your password', and 'Reset your password'. The 'Create an account' link is circled in yellow.

4. Enter your details and select 'Create account'.

Find a job Employer sign in Employer create account Cymraeg

Find a job > Create account

Employer create account

Welcome to the employer section of the Find a job service.

Create an account on Find a job to:

- Add your Company to the service
- Post job adverts to our audience of UK jobseekers
- Manage users of your Company

Creating an account is easy - simply enter your details and then click on the verification link in the email we send you.

If you already have an account with Find a job then [sign in](#) to access your details.

If you have any problems please [contact us](#).

Create account

Forgot your password?
[Reset your password](#)

5. Fill in your company details. Under 'Company Type' make sure to select 'Social work'. Once completed select 'Create company'.

Find a job Welcome dwp@review@gmail.com Your account Sign out

Find a job > Create account

Create a company account

Company name
For example, 'Your Company Name'

Company address 1
For example, '55 King's Street'

Trading name (optional)
For example, 'Company Trading Name'

Company address 2 (optional)
For example, 'Westlands'

Company website (optional)
For example, 'http://www.yourcompany.co.uk'

Company address city
For example, 'Coventry'

Company telephone number
For example, '01632 960740'

Company address county (optional)
For example, 'West Midlands'

Company size
Select size

Company address postcode
For example, 'CV2 9ZA'

Company type
Select company type

6. You should have now received a verification email. Check your inbox and click on the link within your email to fully verify your account. If you cannot find the email then look in your spam or junk folder. You have now successfully created your DWP Find a Job employer account.

Find a job Employer sign in Employer create account

Find a job > Create account

Employer create account

Welcome to the employer section of the Find a job service.

Create an account on Find a job to:

- Add your Company to the service
- Post job adverts to our audience of UK jobseekers
- Manage users of your Company

Creating an account is easy - simply enter your details and then click on the verification link in the email we send you.

If you already have an account with Find a job then [sign in](#) to access your details.

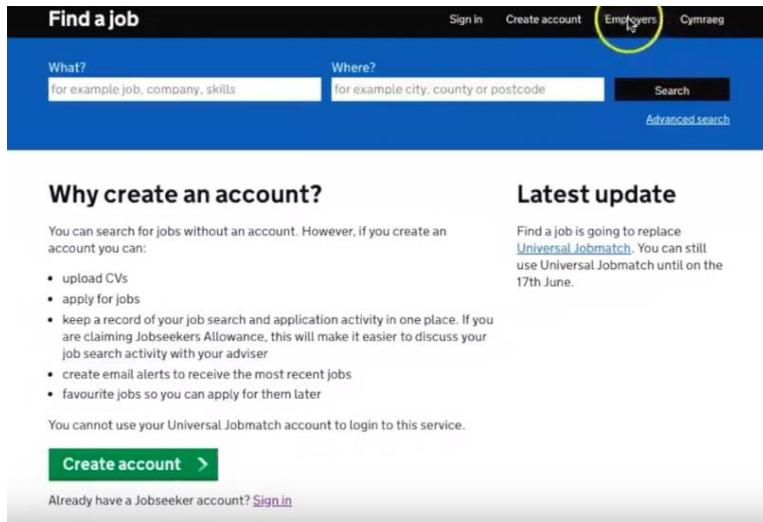
If you have any problems please [contact us](#).

Verify your email address
You're almost finished
We've sent a verification email to @execs.com
Check your email and follow the link within 24 hours to finish creating your Find a job account. If you cannot find the email then look in your spam or junk email folder.

Forgot your password?
[Reset your password](#)

As an employer, how to post a job

1. Select 'Employers' on top right-hand corner of the DWP Find a Job site.



Find a job Sign in Create account **Employers** Cymraeg

What? for example job, company, skills Where? for example city, county or postcode [Advanced search](#)

Why create an account?

You can search for jobs without an account. However, if you create an account you can:

- upload CVs
- apply for jobs
- keep a record of your job search and application activity in one place. If you are claiming Jobseekers Allowance, this will make it easier to discuss your job search activity with your adviser
- create email alerts to receive the most recent jobs
- favourite jobs so you can apply for them later

You cannot use your Universal Jobmatch account to login to this service.

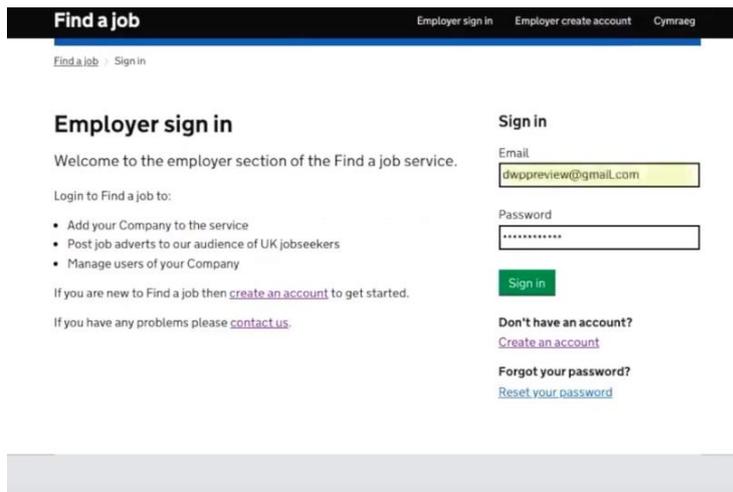
[Create account](#) >

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 on the 17th June.

2. Sign into your account and select 'Sign In'.



Find a job Employer sign in Employer create account Cymraeg

[Find a job](#) > Sign in

Employer sign in

Welcome to the employer section of the Find a job service.

Login to Find a job to:

- Add your Company to the service
- Post job adverts to our audience of UK jobseekers
- Manage users of your Company

If you are new to Find a job then [create an account](#) to get started.

If you have any problems please [contact us](#).

Sign in

Email

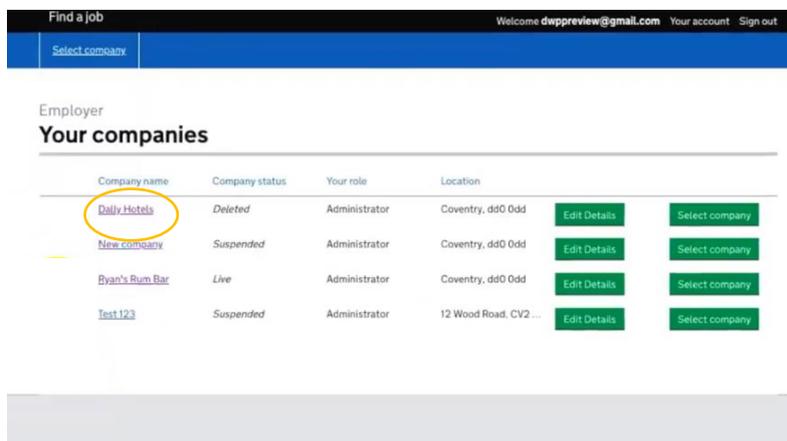
Password

[Sign in](#)

Don't have an account?
[Create an account](#)

Forgot your password?
[Reset your password](#)

3. Select the company (if you added more than one) you wish post the job on.



Find a job Welcome [dwppreview@gmail.com](#) Your account Sign out

[Select company](#)

Employer

Your companies

Company name	Company status	Your role	Location		
Daily Hotels	Deleted	Administrator	Coventry, dd0 Odd	Edit Details	Select company
New company	Suspended	Administrator	Coventry, dd0 Odd	Edit Details	Select company
Ryan's Rum Bar	Live	Administrator	Coventry, dd0 Odd	Edit Details	Select company
Test123	Suspended	Administrator	12 Wood Road, CV2...	Edit Details	Select company

4. Select 'Post a Job'.

The screenshot shows the user interface for Ryan's Rum Bar jobs. At the top, there is a navigation bar with 'Find a job', 'Welcome dwppreview@gmail.com', 'Your account', and 'Sign out'. Below this, there are tabs for 'Ryan's Rum Bar', 'Jobs', 'Team', and 'Post job'. The main content area is titled 'Employer Ryan's Rum Bar jobs'. A table lists several job postings with columns for Title, Location, Posted by, Published, Expiry, and Status. The first job, 'cleaner', is highlighted with a green box around the 'Post job' button in the top right corner of the table.

Title	Location	Posted by	Published	Expiry	Status
cleaner	dd0 Odd	dwppreview@gm...	04-05-2018	03-06-2018	Awaiting checks
This is a sample dr...		dwppreview@gm...	04-05-2018	03-06-2018	Deleted
Veniam ipsam non...	Aliquam exercitati...	dwppreview@gm...	27-04-2018	27-05-2018	Deleted
Rerum dolore et r...	Velit exercitation ...	dwppreview@gm...	27-04-2018	27-05-2018	Deleted
Laboris neque exe	ddd	dwppreview@gm...	27-04-2018	27-05-2018	Deleted
[54][g]tm.eleme...	[54][g]tm.eleme...	dwppreview@gm...	27-04-2018	27-05-2018	Deleted
Consequatur Har...	Excepturi ipsum L...	dwppreview@gm...	27-04-2018	27-05-2018	Deleted
Optio voluptate d...	fff	dwppreview@gm...	27-04-2018	27-05-2018	Deleted
illum non in magn...	Nihil autem pariat...	dwppreview@gm...	27-04-2018	27-05-2018	Deleted
Quis dolores	Nostrum in sit ad...	dwppreview@gm...	27-04-2018	27-05-2018	Deleted

5. Input the details of the job. Under 'Job category' make sure to select 'Social work'. Once completed select 'Post job'.

The screenshot shows the job posting form. The 'Company name' field is filled with 'Ryan's Rum Bar'. The 'Job category' dropdown menu is open, and 'Domestic Help & Cleaning Jobs' is selected. The 'Salary' field is filled with '£11 per hour'. The 'Job type' dropdown menu is set to 'Permanent'. The 'Hours' dropdown menu is set to 'Part-time'.

Company name
For example, 'Your Company Name'
Ryan's Rum Bar

Job category
Domestic Help & Cleaning Jobs

Salary
For example, '£11 per hour, £23,000 per year, £75 per day'
£11 per hour

Job type
Permanent

Hours
Part-time

6. The job will now appear on your listings. Select 'Edit' if you need to make changes.

The screenshot shows the user interface for Ryan's Rum Bar jobs, similar to the first screenshot. The 'Post job' button is circled in green. The table of job postings is visible, with the first job 'cleaner' having a status of 'Awaiting checks'.

Title	Location	Posted by	Published	Expiry	Status
cleaner	dd0 Odd	dwppreview@gm...	04-05-2018	03-06-2018	Awaiting checks
This is a sample dr...	LS3 1CG	dwppreview@gm...	04-05-2018	03-06-2018	Deleted
Veniam ipsam non...	Aliquam exercitati...	dwppreview@gm...	27-04-2018	27-05-2018	Deleted
Rerum dolore et r...	Velit exercitation ...	dwppreview@gm...	27-04-2018	27-05-2018	Deleted
Laboris neque exe	ddd	dwppreview@gm...	27-04-2018	27-05-2018	Deleted
[54][g]tm.eleme...	[54][g]tm.eleme...	dwppreview@gm...	27-04-2018	27-05-2018	Deleted
Consequatur Har...	Excepturi ipsum L...	dwppreview@gm...	27-04-2018	27-05-2018	Deleted
Optio voluptate d...	fff	dwppreview@gm...	27-04-2018	27-05-2018	Deleted
illum non in magn...	Nihil autem pariat...	dwppreview@gm...	27-04-2018	27-05-2018	Deleted

For any further guidance or queries on DWP Find a Job, please visit:
<https://findajob.dwp.gov.uk/help-and-advice-employer.html>

TO NOTE:

The DWP Find a Job website's job search functionality looks at specific words and matches that to any part of the job advert (title or job description). Therefore users searching the words 'social + care' will see all jobs that feature those words together. They can then filter these themselves by location etc.

The link that we will be directing people to from our site (www.everydayisdifferent.com) will be pre-filtered to 'social + care', which should pick up all the relevant vacancies.