How to post jobs on DWP Find a Job

The national recruitment campaign to drive applications into the adult social care sector will begin in October and run until April 2020. This campaign will direct to the campaign website at [www.everydayisdifferent.com](http://www.everydayisdifferent.com) which will then show vacancies from DWP Find a Job – pre-filtered to ‘social care jobs’ for people to search and apply for jobs.

**This year, there is a change to instructions:** When uploading your vacancies, you must make sure they are uploaded under category 12 “healthcare and nursing” and include the words ‘social’ and ‘care’ in the job title and job description to ensure your vacancies appear in the results.

Vacancies published on DWP Find a Job by default expire after 30 days of posting. You have the option of specifying a closing date that is less than the 30-day default period, allowing you to have more control your job advert. You will now also be able to edit the closing date for a job advert that is currently live.

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/](https://findajob.dwp.gov.uk/).
2. Select ‘Employers’ on the top right-hand corner.
3. Under the sign in form select ‘Create an account’.
4. Enter your details and select ‘Create account’.

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

As an employer, how to post a job

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

2. Sign into your account and select ‘Sign In’.
3. Select the company (if you added more than one) you wish post the job on.

4. Select ‘Post a Job’.

5. Input the details of the job making sure to include the words ‘social’ and ‘care’ in both the job title and job description. Under ‘Job category’ make sure to select category 12 ‘healthcare and nursing’. Once completed select ‘Post job’.
6. The job will now appear on your listings. Select ‘Edit’ if you need to make changes.

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

**As an employer, how to re-post a job**

As an employer you are able to quickly post a new job advert by using the content from an existing advert that that:

- is currently live; or
- has been deleted by you; or
- has closed because it has expired

You can create a copy of a live ad by clicking on ‘Edit’ in your company job listing and then selecting ‘Create a copy’ at the bottom of the screen. You can then edit the ad content as required and post. Please note this will create a new ad with a new url and ad id.

You can also create a copy of a deleted ad by clicking on ‘View’ in your company job listing and then selecting ‘Create a copy’ at the bottom of the page. You can then edit the ad content as required and post.

**Please note** that ads which have been deleted by our support team cannot be copied.

**Please also note** that bulk uploaded ads cannot be copied manually.

**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 the category ‘healthcare and nursing’ showing jobs that include the words ‘social + care’, to pick up all the relevant vacancies.