

## **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.

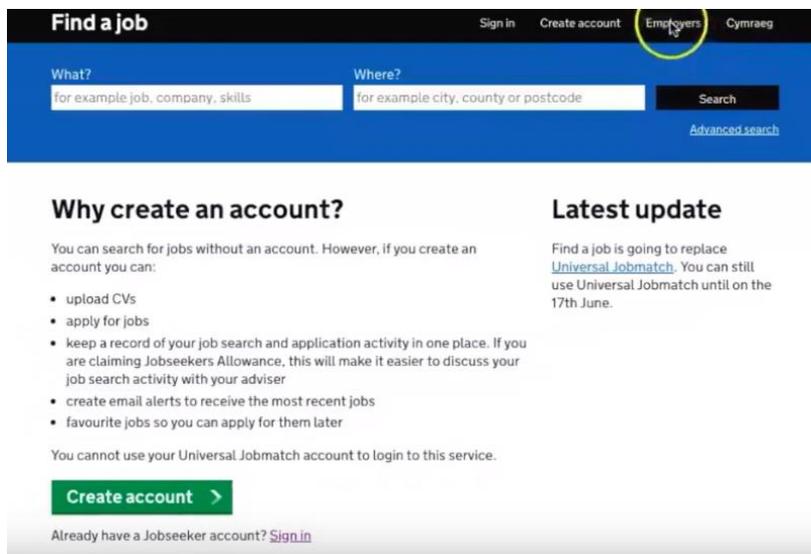
**This year, there is a change to instructions: When uploading your vacancies, you must make sure they are uploaded under **category 12 “healthcare and nursing”** and include the words **‘social’** and **‘care’** in the job title and job description to ensure your vacancies appear in the results.**

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/>.
2. Select ‘Employers’ on the top right-hand corner.



The screenshot shows the top navigation bar of the DWP Find a Job website. The 'Employers' link is highlighted with a yellow circle. Below the navigation bar, there are search fields for 'What?' and 'Where?' with a 'Search' button and an 'Advanced search' link. The main content area is divided into two columns: 'Why create an account?' and 'Latest update'. The 'Why create an account?' section lists benefits such as uploading CVs, applying for jobs, and keeping a record of job search activity. The 'Latest update' section mentions the replacement of Universal Jobmatch. At the bottom, there is a 'Create account' button and a link for users who already have a Jobseeker account.

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

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](#)

## 4. Enter your details and select '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](#).

### Create account

Email

Password

Confirm password

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

[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'.

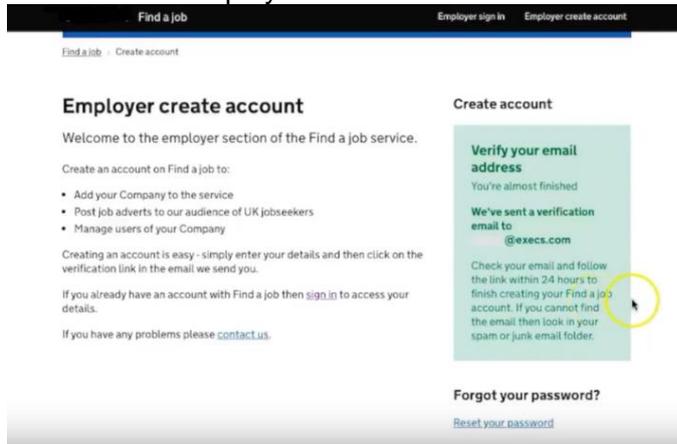
Select company

Employer

### Create a company account

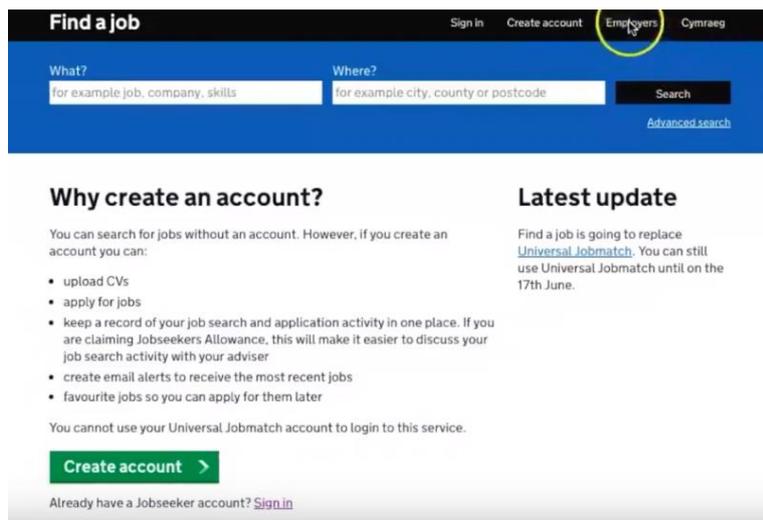
Company name For example, 'Your Company Name' <input type="text"/>	Company address 1 For example, '55 King's Street' <input type="text"/>
Trading name (optional) For example, 'Company Trading Name' <input type="text"/>	Company address 2 (optional) For example, 'Westlands' <input type="text"/>
Company website (optional) For example, 'http://www.yourcompany.co.uk' <input type="text"/>	Company address city For example, 'Coventry' <input type="text"/>
Company telephone number For example, '01632 960740' <input type="text"/>	Company address county (optional) For example, 'West Midlands' <input type="text"/>
Company size Select size <input type="text"/>	Company address postcode For example, 'CV2 9ZA' <input type="text"/>
Company type Select company type <input type="text"/>	

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.

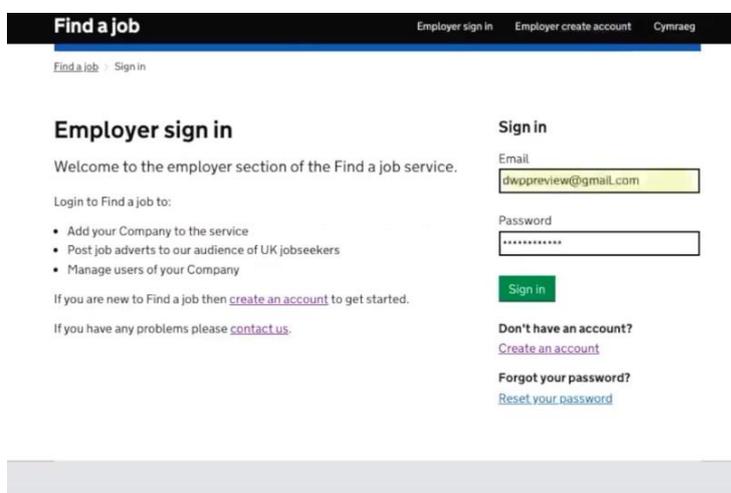


## As an employer, how to post a job

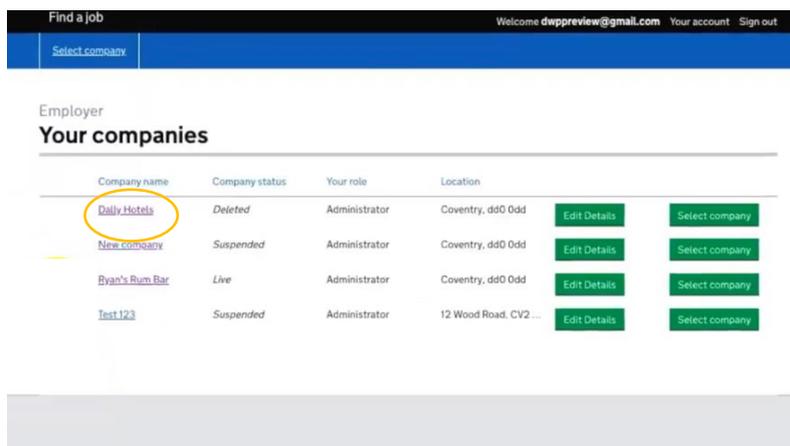
1. Select 'Employers' on top right-hand corner of the DWP Find a Job site.



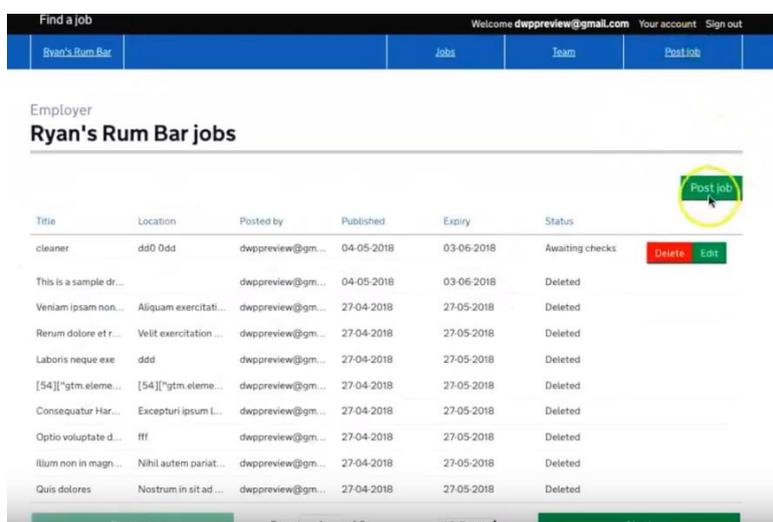
2. Sign into your account and select 'Sign In'.



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'.

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

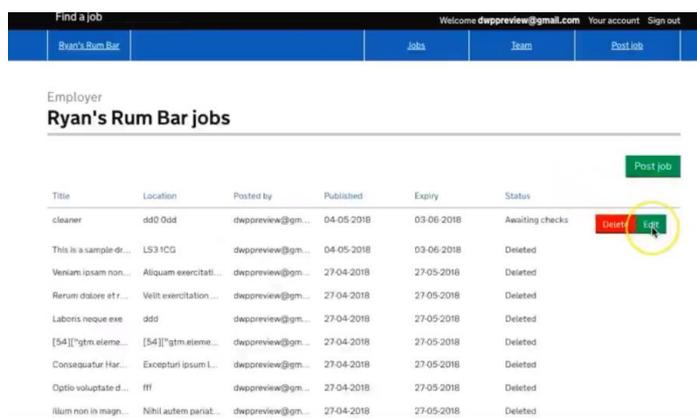
Job category  
Domestic Help & Cleaning Jobs

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.



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](http://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.