

## “Understanding Universal Jobmatch”

Employability Workshop



Are you currently job-seeking?

Does Jobcentre Plus require you to use Universal Jobmatch?

Would you like to learn how to search and apply for jobs online?

Do you know how to create an account for all your job activity?

**If you have answered YES to any of these questions, then this is the workshop for you!**



The overall aim of this weekly workshop is to gain basic skills to create and update a jobseeker account on Universal Jobmatch. Learn strategies and top tips for using this tool in order to develop and enhance existing work skills or discover new ones.

At the end of this workshop you will be able to:

- login to Universal Jobmatch and update your account
- assess your current skills and notice any gaps that need to be addressed
- upload your CV and successfully search for jobs
- keep a record of your job search and application activity to show your Work Coach

Who with?

When?

Where?

How do I get there?

Michalis Tiritas (Digital Inclusion Worker)

**Thursday mornings at 9.30am** (until 10.30)

(ongoing weekly sessions every Thursday morning)

IT Room

Come to Advice & Assessment entrance on Medway Street (map available on request)

If you would like to book to attend this workshop please register by phoning 0207 227 1673 or emailing [gateway@cardinalhumecentre.org.uk](mailto:gateway@cardinalhumecentre.org.uk) or speak directly to your lead staff contact.