

The key benefits of Employer Direct online

1

Total control

Now you can have round-the-clock access to your jobs on the UK's most visited recruitment website. You can notify, amend or close jobs whenever you like - and from wherever you like - write your own job descriptions and view previously notified jobs.

2

Easy to use

Updating your jobs has never been easier - you can manage all your recruitment from your own PC via the Internet. Plus, if you're advertising a number of similar jobs, you can copy the job description to save time. Also, although there's online help on every screen, you can still telephone us for support in using this service if you need to.

3

Far reaching

Your jobs will be advertised immediately on the Jobcentre Plus website, which receives over a million user visits per week. They can also be accessed by jobseekers on touch-screen Jobpoint terminals throughout our network of offices, through our telephone jobsearch service, and via the Directgov website.

4

Free!

Like all the services offered by Jobcentre Plus, there's no charge to use it. Simply complete the on-line request form at www.jobcentreplus.gov.uk/postjob by selecting Step 1: Request Approval or telephone our e-Business Support Team on 0845 601 2001, choosing option 3. A textphone service is available for people with hearing and speech impairments on 0845 601 2002.

Get more control

At Jobcentre Plus, we're committed to bringing you a professional and modern service to help you find the right people for the job. We're constantly expanding our services to make the whole process of recruitment easier and more efficient for everyone. That's why Employer Direct online is designed to give you greater control of your advertised jobs.

You're probably already familiar with Employer Direct, where you notify us of job details by phone, fax, email or post. With **Employer Direct online** you can now manage your jobs on-line without the need to speak to an adviser. It puts you in complete control, with round-the-clock access. You'll find that maintaining your jobs is quicker and easier. That's why we describe it as the key to easier job management.

On the following pages we've included an overview of the benefits of Employer Direct online and an introduction to how it works.

Getting started

Approved User

If you want to notify jobs on a regular basis then becoming an **Approved User** will help you to make the most of Employer Direct online in managing your jobs. It will retain your employer details and, subject to system checks, your jobs will be accessible without delay.

To become an Approved User, simply complete the on-line request form available from the Employer Direct online Login Page at www.jobcentreplus.gov.uk/postjob by selecting Step1: Request Approval, which will take you through to the following screen:

The screenshot shows a web browser window with a purple header bar containing navigation links: Back, Next, Exit, Help, and Conditions of Use. The main content area has a title 'Request Approval and/or Notify Job' and instructions: 'Complete the details below to request approval and/or notify a job. Select 'Help' for information on the benefits of becoming an approved user.' Below this is a note: 'You can use the Unapproved User service if you wish to notify a job at any time before you become an Approved User.'

The form fields are as follows:

- Employer Name:
- A bordered box containing:
 - Please enter the Postcode or full address and select 'Search for Postcode':
 - Employer Postcode:
 - Or...
 - Building or House Number/Name:
 - Street Name:
 - Town/City:
 -
- Your Name:
- Your Telephone Number:
- Your Email Address:
- Jobcentre Plus Employer Reference Number (if known):
- Would you like to become an Approved User of Employer Direct online?:
- Would you like to notify a Job as an Unapproved User now?:

Navigation buttons 'Back' and 'Next' are located at the bottom left and right of the form respectively.

You can also call our e-Business Support Team on **0845 601 2001**, choosing option 3, available 9am to 5pm Monday to Friday. A textphone service is available for people with hearing and speech impairments on 0845 601 2002.

Unapproved User

If you only wish to notify jobs occasionally, you can choose to notify these as an **Unapproved User**. However, you will be required to enter full employer and job details each time you notify a job to Employer Direct online. Each job will then be sent through to an Employer Direct adviser to check before being displayed on Jobcentre Plus systems.

Notifying a job

You will be taken through a series of job screens, which ask you to specify the job title, job description, working hours, wage, pension and location details of the job you wish to advertise.

A 'Help' function is available on every screen so you can access on-line support at any stage.

After entering all job details, you'll be shown a summary of them to check before submitting the job. Any gaps in the details we need will be highlighted.

What happens next?

Once you submit the job, a message screen will confirm that it has been received by us. An Employer Direct adviser will contact you if there are any problems at this stage, otherwise your job will be advertised immediately.

Viewing your jobs

If you decide to become an Approved User you will be able to search for, view, copy and amend most of the jobs that you have notified to Jobcentre Plus over the previous 12 months, up to a maximum of 500, from a Job List:

Job List for XXXXXXXXXXXXXXXX

Here are the latest jobs you have notified to Jobcentre Plus, over the last 12 months. Select a job to view, amend, copy or update its status. Select page numbers to view more jobs.

Select job to view, amend or copy its details. Select the page numbers to view more jobs.

Select 'Due for Closure' to highlight those jobs within 3 days of their closure date.

[View All Jobs](#) [View Due for Closure](#)

» Results (1 - 3 / 3) [1]

Status column key: A = Advertised, S = Suspended, C = Closed
Closure column key: N/A = Not Applicable

Our Ref	Your Ref	Job Title	Status	Input	Closure
DNC/1252		Example	A	05/10/2006	30/10/2006
DNC/1250		Example 2	A	21/09/2006	30/09/2006
DNC/1251		Example 3	S	21/09/2006	30/09/2006

If you cannot find the job you are looking for please search using the boxes below

Our/Your Reference: [Search Our Reference](#)
[Search Your Reference](#)

» Results (1 - 3 / 3) [1]

[Back](#) [Notify a New Job](#)

[Top](#)

Here's what Users are saying about Employer Direct online

Huge difference

'It really has made a huge difference to our recruitment process and ensures we are capturing a wide range of candidates. I think the key to the success of Employer Direct online for us, is that we can control our own vacancies and make sure it is updated to match our cut off dates. I would also like to add how helpful the on-line teams at Jobcentre Plus are to us when we need to contact them'

Cathy Turnbull, ICI Dulux

Easy

'The Employer Direct online system provides a first class service for posting vacancies, with requests being visible to applicants seconds after they are submitted. The easy to use navigation menu and freedom to amend your adverts when you want provides a great avenue for facilitating recruitment needs'

Laura Campbell, HBOS plc

Control

'The Employer Direct online system has allowed our personnel managers control of the end to end vacancy notification process; this coupled with access to the system at any time on any day has been a major advantage to a fast paced retail business'

Duncan Ingram, Sainsburys

Fantastic

'Fantastic - we find that we press the send button and what seems like two minutes later we have a call from someone who is applying for that vacancy. I am really impressed and wished I had it years ago when I was the only person doing recruitment. I can't sing its praises enough'

Christina Gravell, Greggs

What to do now

To become an Approved User, simply complete the on-line request form at www.jobcentreplus.gov.uk/postjob or call our e-Business Support Team on **0845 601 2001**, choosing option 3, available 9am to 5pm Monday to Friday. A textphone service is available for people with hearing or speech impairments on **0845 601 2002**.

Jobcentre Plus is committed to applying the principles of equal opportunities in its programmes and services

www.jobcentreplus.gov.uk/key

Right people.
Right job.