DWP Find a Job Instructions

The **campaign website** automatically links to vacancies advertised on **DWP Find a Job** that use the term **'social care'** in the job description and/or job title. To make the most of the campaign, it is essential that you post and refresh your vacancies on this platform. This is the best way to attract those prompted by the advertising.

If you experience any issues, contact DWP and select "I'm an employer and I need help posting my job adverts". They aim to respond within one working day.

How to create an employer account:

1. Go to **DWP Find a Job** and select the **'Employers'** link, at the top of the page.

2. Scroll down the page and click **'create account'**.

3. Enter your email and password and click **'create account'**.

4. Click the link in your verification email from **'Find a Job'** - make sure you check your junk folder.

5. Fill in your company details where you are prompted and click **'create company'**.

6. Wait for the team at DWP to approve your account. This usually takes one working day. Once approved, you will be able to post a job.

How to post a job

1. Go to DWP **Find a Job** and select the **'Employers'** link at the top of the page.

2. Enter your email and password then click the **'sign in'** button.

3. A page with your company name will open.

4. Click the **'post job'** button.

5. **'Create a new job'** page will open.

6. Complete the job details where prompted:
   – If the location of the job is not a set location, you can enter town or county where there is a prompt to enter 'location'.
   – To make sure your job is linked to the campaign website you must select the term 'social care' in the job description and/or job title.
   – You can also set a timeframe for the job post being live. This can either be the standard 30 days or you can choose your own closing date.

7. Once all the details are complete, click the **'post job'** button.

8. The job will now be listed under a new Job ID on your company page.

How to re-post a job advert or make a copy

1. Go to **DWP Find a Job** and select the **'Employers'** link at the top of the page.

2. Enter your email and password then click the **'sign in'** button.

3. A page with your company name will open.

4. Find the relevant job advert and click the **'edit'** button.

5. Scroll down the **'update job'** page and click the **'create a copy'** button.

6. **'Create a new job'** page will open.

7. Amend job details as required and click **'post job'** when done.
   – If you are posting several jobs with different locations, you can create one job advert, then make a copy and simply change the location where prompted.

8. The job will now be listed under a new Job ID on your company page.

If these steps are unclear, please **visit this page**.

Make **CARE** your career