

# Universal Jobmatch Management Information (MI) reports

How to use the MI reporting tool

March 2013

# Index

- Introduction
- Aims
- Key Information:
  - Key facts on producing MI reports
  - List of Universal Jobmatch MI reports available
- Screen views
- Navigation
- Parameters

The Universal Jobmatch service is a job posting and matching service for all Companies, and people looking for work not just those claiming a benefit or working with Jobcentre Plus.

Universal Jobmatch is a source of data for Local Labour Market Information. This allows organisations to access information about activity within the job broking arena and can be used to support organisations in planning and meeting their business objectives.

Universal Jobmatch allows employers to do much more than simply advertise their job. They can:

- Ask for an automatic match of jobseekers CVs to your jobs.
- Create and post your jobs online and these can be viewed by anyone looking for work using Universal Jobmatch.
- Invite matched jobseekers to apply for your job.
- Explore the number of potential jobseeker matches before posting a job, and receive an anonymous list of matches.
- Post multiple jobs onto the service in one go.
- Save and re-use your job postings and jobseeker searches.
- Produce MI to support you in the delivery of your business objectives.

## Aims

This document will help you understand the following about the Universal Jobmatch MI tool:

- The Universal Jobmatch reporting system and how to access it.
- What Universal Jobmatch reports are available.
- How to access the Universal Jobmatch reports.
- How to navigate through the screens.
- How to produce a report.

It will take 15 minutes to read and work through this presentation.

This document is not linked to the reporting system, the diagrams are not interactive and no reports can be produced within this document. It is recommended that you read through this document first to gain an overview of Universal Jobmatch.

### Key facts on producing MI reports

- You do not have to be a registered user to access the MI reports through the Gov.UK web link.
- Use your usual search engine to access the Gov.UK web page, click on search to take you to the job search page where you will find the link to the Reporting information.
- There will be approximately 20 million records stored at any one time within the Universal Jobmatch system.
- The default view of each report will not contain any data.
- To maximise efficient system performance users should:
  - only select necessary facts and dimensions required, and
  - consider running National reports at off peak times (peak times may vary from area to area).
- Reports can be exported to Excel.
- The report filters work by using pick list and drop downs.
- All users will have the facility to access the help desk.
- You can select multiple geographies by using a comma separator in the geography filter box. For example if you type in glasg,birm,sheff results will show all towns containing the selected alpha strings.

# Key Information

## List of Universal Jobmatch MI reports available

Activity Reports	Definition
Active jobs by Industrial and Occupational Sector	Total number of active jobs, number of jobs against each individual classification within the Industrial Sector and number of jobs against each individual classification within the Occupational Sector.
Career Levels Held by Jobseekers	Total number of active jobseekers showing career level details.
Career Levels Required by companies	Total number of active jobs and the career levels required for each of those jobs.
Closed jobs	Total number of active jobs closed by companies by reason.
Monthly Trend Report Showing New jobs by the Top 10 Industrial Sectors	Total number of jobs posted within a specified monthly time period showing the top 10 Industrial Sectors.
Monthly Trend Report Showing New jobs by the Top 10 Occupational Sectors	Total number of jobs posted within a specified monthly time period showing the top 10 Occupational Sectors.
Monthly Trend Report Showing Newly Created Company Accounts by Company Size	Total number of new company accounts showing the company size: <ul style="list-style-type: none"><li>▪Small = &lt;50</li><li>▪Medium = 51-249</li><li>▪Large = 250+</li></ul>

# Key Information

## List of Universal Jobmatch MI reports available

Activity Reports	Definition
Newly added CV	Number of active jobseeker accounts that hold new CV information.
Number of Active Company Accounts	The total number of active company accounts that currently have or have had an open jobs on the Universal Jobmatch system within the last calendar month.
Number of Active Jobseeker Accounts	The total number of active jobseeker accounts where there has been activity on the account within the last month.
Number of Jobs Posted in Welsh Language	A count of jobs posted in the Welsh Language each week.
Number of Jobseeker Searches Created	The number of jobseeker searches made by the company within a calendar month.
Number of New Company Accounts	The total number of new company accounts by companies who have registered for the first time in Universal Jobmatch within each week.

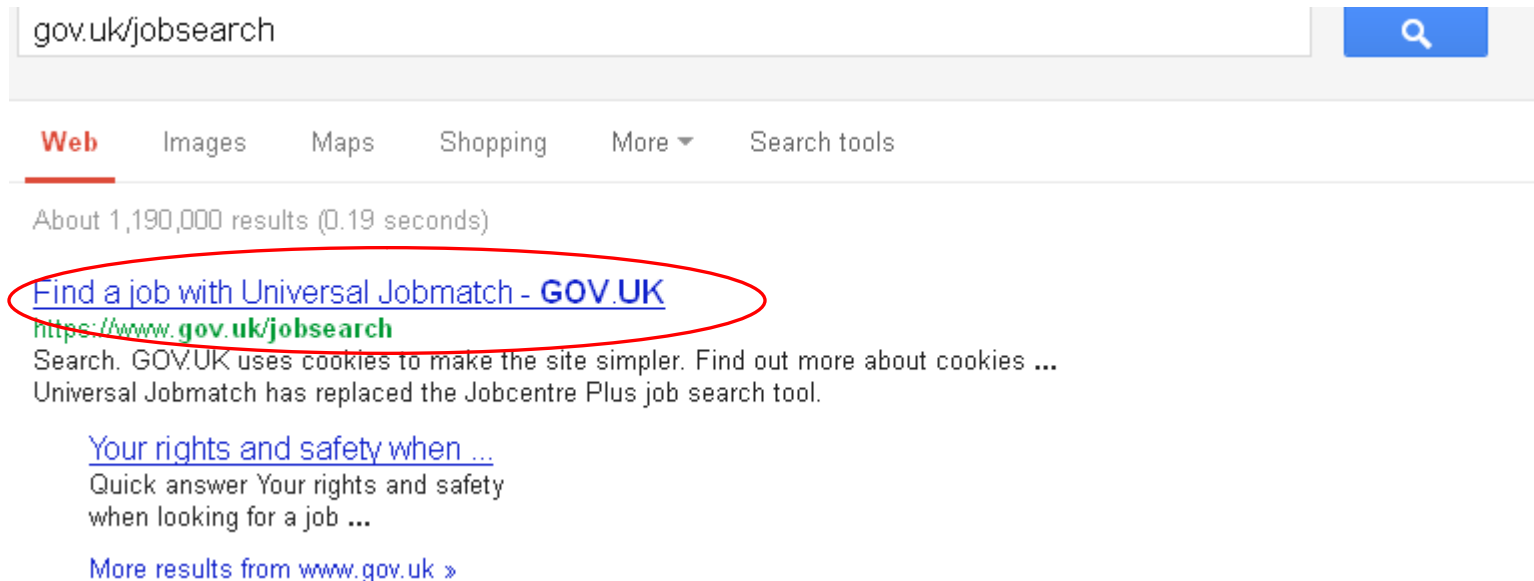
# Key Information

## List of Universal Jobmatch MI reports available

Activity Reports	Definition
Number of New Jobs	The number of new jobs and new positions posted yesterday.
Number of New Jobseeker Accounts	The total number of new jobseeker accounts that have been newly created yesterday, last week, and last month.
Qualifications held by Jobseeker	<p>This report shows the aggregated qualifications of jobseekers.</p> <ul style="list-style-type: none"><li>• Unspecified.</li><li>• Some secondary school coursework.</li><li>• Secondary school or equivalent.</li><li>• 'A' level/higher or equivalent.</li><li>• Vocational.</li><li>• Some college coursework completed.</li><li>• HND/HNC or equivalent.</li><li>• Bachelor's degree.</li><li>• Master's degree.</li><li>• Doctorate.</li><li>• Professional.</li></ul>
Qualifications Required by Company	Total number of active vacancies showing the number of qualifications required by companies when posting a job.



To gain access to the Universal Jobmatch reports use your search engine and type in Gov.Uk. Click on the highlighted text to select the option circled in red.



Click on the text highlighted by the red circle to access Universal Jobmatch job search

This website replaces



[Housing and local services](#)

Owning or renting and council services

[Money and tax](#)

Includes debt and Self Assessment

[Disabled people](#)

Includes your rights, benefits and the Equality Act

[Crime, justice and the law](#)

Legal processes, courts and the police

[Births, deaths, marriages and care](#)

Parenting, civil partnerships, divorce and Lasting Power of Attorney

[Citizenship and life in the UK](#)

Passports, voting, how government works

Find out about government departments, policies, announcements and more.

GOV.UK

## Inside Government

Get started >

**Most active on GOV.UK**

[Universal Jobmatch job search](#)

[Log in to student finance](#)

**Green Deal**



**Inside Government**



Click on the search button highlighted to take you to the Universal Jobmatch live jobs screen

## Find a job with Universal Jobmatch

Search for full or part-time jobs in Great Britain and abroad. [Login to Universal Jobmatch](#) if you already have an account.

Job title

Postcode, town or place

Skills (optional)

Search >

on Universal Jobmatch

Scroll down to the bottom of the screen and click on Reporting information link.

05/03/2013	<a href="#">Credit Controller</a>
05/03/2013	<a href="#">Labourers</a>
05/03/2013	<a href="#">carpenter/joiner</a>
05/03/2013	<a href="#">Nursery Supply Staff</a>
05/03/2013	<a href="#">Order Picker</a>
05/03/2013	<a href="#">Customer Services Assistant Full tin</a>
05/03/2013	<a href="#">Assistant Store Manager</a>
05/03/2013	<a href="#">Engineer</a>
05/03/2013	<a href="#">Area supervisor/cleaner</a>
05/03/2013	<a href="#">CSCS Labourer</a>
★ Jobs you have saved      ● Jobs saved by your adviser	

[standards of Behaviour](#) | [Cookies](#) | [Privacy](#) | [Reporting information](#) | [Contact us](#) | [@ Crown C](#)  
or Work and Pensions (DWP) – All Rights Reserved - V: 2012.15.2.22

This is the screen view you will see – click on the text highlighted in blue to gain access to the relevant report. You can see a description of the report on the left. Slide 6-8 gives a list of reports you can access. The next slide will show an example of the Active jobs reported circled in red.

**Directgov**

Home | Profile | CV | Jobs | Messages | Application history | Activity history

Help Employers

in

**Search** ➔

Search: **UK** | [Europe](#) | [International](#)

[Browse jobs](#) | [Search tips](#)

**Public reports**

**List of reports**

To view any of the reports, please click on the corresponding link.

Available Reports	Description
<a href="#">Active jobs by industrial and occupational classification</a>	Displays the number of active jobs by Industrial and Occupational Classification within the time period on the report
<a href="#">Career levels held by jobseekers</a>	Displays the number of active job seekers that have different career levels
<a href="#">Career levels required by employers</a>	Displays the number of career levels required by employers when advertising a job
<a href="#">Closed jobs</a>	Provides a count of closed jobs within the time period shown on the report

## Example of active jobs by industrial occupation classification report – screen view

This is an example of the screen the user will see for creating reports relating to the active jobs by industrial occupation reports held in the Universal Jobmatch database. This is a typical view of what the user will see when accessing other Universal Jobmatch reports. The reporting parameters available will vary depending on what the reporting activity is ( slide 14 shows a full list of parameters types).

Week:	<input type="text" value="Sun 6 Jan 2013 - Sat 12 Jan 2013"/>	Employer:	<input type="text" value="All Employers"/>	<input type="button" value="View Report"/>
Employer filter:	<input type="text" value="[[Insert Filter Here]]"/>	Employer sub listing(s):	<input type="text" value="All Employers"/>	
Geography:	<input type="text" value="All Geographies"/>	Geography filter:	<input type="text" value="[[Insert Filter Here]]"/>	
Geography sub listing(s):	<input type="text" value="All Geographies"/>	Ok to continue:	<input type="text" value="&lt;Select a Value&gt;"/>	

## Example of Filter options for industrial occupational classification report

**Calendar icon** – when you click on this icon it displays the date option available for the report. The default date is yesterday. The time period parameters are daily, weekly, monthly or date range.

**Pull down arrow** – when you click on this icon it display the range of parameters available in this category.

Week: Sun 6 Jan 2013 - Sat 12 Jan 2013 [Pull down arrow]

Employer: All Employers [Pull down arrow]

View Report

Employer filter: [Insert Filter Here]

Employer sub listing(s): All Employers [Pull down arrow]

Geography: All Geographies [Pull down arrow]

Geography filter: [Insert Filter Here]

Geography sub listing(s): All Geographies [Pull down arrow]

Ok to continue: <Select a Value> [Pull down arrow]

### The Geography parameters available are:

- Country Name
- Town Name
- Region Name
- District Name
- LA
- LA Ward Description

### The Company parameters available are:

- Company ID
- Company Name
- Disability Symbol Approved
- Company Sector ID
- Company Size ID
- Company Size
- Language ID
- Language Name

## Example - number of Company active accounts report – Filter options

**Filter box** - you can enter free text into this box to refine your search. For example SHE.

You can refine your search further by using the free text filter box, for example if you typed in SHE in the geography filter box it would return any records containing the letters SHE i.e. Sheffield and Shefford.

Date:	22/07/2012	Employer:	All Employers
Employer Filter:	[Insert Filter Here]	Employer Sub Listing(s):	All Employers
Geography:	All Geographies	Geography Filter:	[Insert Filter Here]
Geography Sub Listing(s):	All Geographies	Ok To Continue:	<Select a Value>

**Calendar icon** – This is another example of the different time parameters, when you click on this icon it displays the date option available for the report. The default date is yesterday. You can select any date in the past.



## How to build a report - Number of Company Accounts report

How to produce a report using the free text and drop down menus. To show a week (as of yesterday), of how many retail company accounts are held in Universal Jobmatch, that are located in York with a name that starts with the letters FRO. The Company options are highlighted in pink and geography options in blue, the date and acceptance options are in red.

The report is a daily snapshot of all company accounts and the default view displays yesterday's date. Click here to choose the date you want to view. You can choose any date in the past.

Click on the arrow to display the pull down options available. Click on the Industrial sector option.

Click on the arrow to display the pull down options. Click on the retail option.

Filter box – you could also find different sectors by typing in the first three letters of the sector in the filter box. For example RET for Retail

Filter box – insert choice of text here i.e. enter the name of the town you require or the first three letters. YOR

Click on the arrow to display the pull down options. Click on Town.

Click on the arrow for the pull down option. This lists the first 100 towns in alpha order. If your town does not appear in the list use the filter box.

Check all the information you have chosen is correct. Click on the arrow to display the range of options. Select YES and then click on view report in the top right hand corner (not shown on this view) to see results.

The screenshot shows a web form for building a report. It includes several dropdown menus and text input fields. The 'Week' dropdown is set to 'Sun 6 Jan 2013 - Sat 12 Jan 2013'. The 'Employer' dropdown is set to 'All Employers'. The 'Employer filter' text box contains '[[Insert Filter Here]]'. The 'Geography' dropdown is set to 'All Geographies'. The 'Geography sub listing(s)' dropdown is set to 'All Geographies'. The 'Geography filter' text box contains '[[Insert Filter Here]]'. The 'Ok to continue' dropdown is set to '<Select a Value>'. A 'View Report' button is located in the top right corner. Arrows from the surrounding text boxes point to specific elements in the form.

## Active jobs by industrial and occupational classification

Displays the number of active jobs by Industrial and Occupational Classification within the time period on the report

Week:  Employer:

Employer filter:  Employer sub listing(s):

Geography:  Geography filter:

Geography sub listing(s):  Ok to continue:

1 of 3 Find | Next

## Active jobs by industrial and occupational classification

Week:	Sun 3 Mar 2013 - Sat 9 Mar 2013
Employer (Industrial Sector):	Retail, Retail Trade
Geography (Town):	Aberdeen (Aberdeen City)

Industrial classification	Number of active jobs
Retail	121

Occupational classification	Number of active jobs
Director, sales	22
Manager, transport	22
Agent, commission	10
Assistant, administrative	9
Manager, care, customer	8
Director, IT	6
Adviser, financial	3
Administrator, contracts, purchasing	3
Clerk, bank	3

This is an example of a report that shows jobs in the retail industry in Aberdeen

## Glossary of common parameter range – internal and external reports-

The parameters are the range of features available that reports can be filtered by

Job Title Source	Geography	Company
<ul style="list-style-type: none"> <li>• Method of input</li> <li>• Jobseeker search</li> </ul>	<b>All geographies</b> <ul style="list-style-type: none"> <li>• Country</li> <li>• Region</li> <li>• District</li> <li>• Town</li> <li>• LA</li> <li>• LA Wards</li> </ul> <p>* The town dimension covers towns and cities</p>	<ul style="list-style-type: none"> <li>• Company location</li> <li>• Size of Company</li> <li>• Disability Symbol Approved</li> <li>• Industrial Sector</li> <li>• Company name</li> </ul>
Jobseeker	Equality & Diversity	Employment Type
<ul style="list-style-type: none"> <li>• Qualification level</li> <li>• Language</li> </ul>	<ul style="list-style-type: none"> <li>• Ethnicity</li> <li>• Gender</li> <li>• Sexuality</li> <li>• Religion</li> <li>• Age</li> </ul>	<ul style="list-style-type: none"> <li>• Job title</li> <li>• Number required for job</li> <li>• Contractual basis</li> <li>• Job status</li> <li>• Employment status</li> <li>• Disability Symbol Approved</li> <li>• Hours</li> <li>• Qualification level</li> <li>• Pay</li> <li>• Occupational classification</li> </ul>

## Glossary of common time parameter range

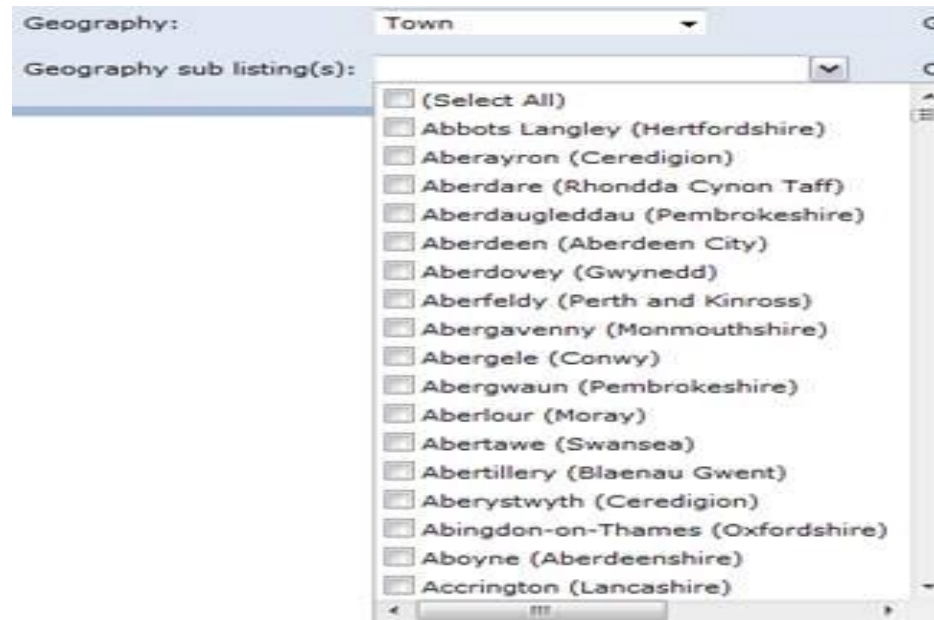
**Time** – There are three common time parameter ranges available. The definitions are listed below.

Daily	Weekly	Monthly
Snapshot default view yesterday, with functionality to be able to select other snapshot dates for example, any date in the past.	Week starts Sunday 00.01 to Saturday 24.00. Default view all available data in latest week with the ability to select earlier complete weeks from a drop down list. Example - if I ran a report on a Wednesday I would see data from Sunday to Tuesday, I could then select earlier complete weeks from the drop down list	Month is a calendar month starting at 00.01 on the first calendar day of the month and ending at 24.00 on the last calendar day of the month. Default view all available data in latest month with the ability to select latest complete month and earlier complete month from drop down list. Example - if I ran a report on Wednesday 15th I would see data from the first day of the month to yesterday i.e. 1st to 14th, I could then select earlier complete months from the drop down.

There is a date range facility that allows you to choose specific time periods in the past for example, from start date 19/11/2012 to end date 30/11/2012.

## Standard reporting geography parameters

There are millions of towns in the UK, and populating a list (like below) with all of these would be problematic.



So, what the list will be populated with is the first 100 Towns in alphabetical order.

## Standard reporting geography parameters

In order to obtain towns that are not in the list, you have to use the **Geography filter** in conjunction with the **Geography** parameter grouping.

Then the **Geography sub listing(s)** would display

Geography filter: Glasgow,Sheffield,Manchester

Type in the example shown above in the geography filter to see how to define the geography parameters of your choice

► This functionality is true for all report parameters groupings, with the exception of **Equality and Diversity**.

Geography sub listing(s):

- ☐ (Select All)
- ☐ Glasgow (Glasgow City)
- ☐ Manchester (Manchester)
- ☐ Port Glasgow (Inverclyde)
- ☐ Sheffield (Sheffield)

## Summary of reporting facilities

- You can define the reports to meet your MI requirements by using the drop down menus and filter boxes on the screens.
- There are various parameters that can be accessed through the drop down menus.
- To create a definitive report work through the pull downs and ranges choosing the one that applies to your report.
- The standard reports can be exported to Excel.
- Towns are made up of a group of postcodes.
- There is no save facility for queries and they cannot be run to a schedule, you must create and run a fresh query each time you require an update on the report. You must ensure you use the same criteria each time.