

IPRA CAREER CENTER

(12.10.15)



THE ILLINOIS PARK AND RECREATION ASSOCIATION HAS MADE IMPROVEMENTS TO OUR ONLINE CAREER CENTER TO ENHANCE THE USER EXPERIENCE. TO HELP USERS WITH THE IMPROVED FUNCTIONALITY, WE HAVE CREATED THIS 'CHEAT SHEET.' AS ALWAYS, IF YOU HAVE QUESTIONS, PLEASE CONTACT THE IPRA STAFF AT 708.588.2280.

USER EXPERIENCE

1. User creates account or logs in to existing account. This login information is unique to the Career Center – while they may use the same username/password as the IPRA website/IPRAConnect, the systems do not 'talk' to each other. http://jobs.ilipra.org/users/sign_in

IPRA Job Board

A screenshot of the IPRA Job Board sign-in page. The page has a light gray background. At the top center, the text "Sign in to your Account" is displayed in a dark gray font. Below this, there is a light red rectangular box containing the text "You need to sign in or sign up before continuing." in a red font. Underneath the red box is a white rectangular box containing a sign-in form. The form has two input fields: the first contains the email address "heather@ilipra.org" and the second contains a password represented by seven black dots. To the right of the password field is a "Forgot?" link. Below the input fields is a blue rectangular button with the text "Sign in" in white. At the bottom of the page, there is a yellow rectangular box containing the text "Please note that IPRA Job Board logins are different than the IPRA website. Click Sign Up in the top right if you have not previously signed up for a Job Board account." in a brown font. A blue arrow points from the left towards this yellow box.

2. User clicks Create Job

Signed in successfully.

Jobs

+ Create Job



Title	Balance	Status	Created			
Part Time Museum Curator	\$0.00	Active	Wednesday, December 9 2015 10:18:16 AM	Receipt	Preview	Edit
Gymnastics Program & Operations Supervisor	\$0.00	Active	Wednesday, December 9 2015 9:36:29 AM	Receipt	Preview	Edit
Forestry Maintenance Worker	\$0.00	Active	Monday, December 7 2015 4:44:49 PM	Receipt	Preview	Edit
Part Time Laborer	\$0.00	Active	Monday, December 7 2015 9:36:10 AM	Receipt	Preview	Edit
FT Fitness Center Manager	\$0.00	Active	Friday, December 4 2015 4:37:00 PM	Receipt	Preview	Edit
Full-Time Parks Maintenance	\$0.00	Active	Friday, December 4 2015 1:30:00 PM	Receipt	Preview	Edit
Recreation Internships	\$0.00	Active	Friday, December 4 2015 8:07:16 AM	Receipt	Preview	Edit
Manager of Parks, Maintenance & Facilities	\$0.00	Active	Thursday, December 3 2015 10:38:45 AM	Receipt	Preview	Edit
Advertising & Sponsorship Manager	\$0.00	Active	Tuesday, December 1 2015 12:56:26 PM	Receipt	Preview	Edit
Custodial Supervisor - Skatium Ice Arena	\$0.00	Active	Monday, November 30 2015 3:23:15 PM	Receipt	Preview	Edit

1 2 3 4 5 ... Next > Last »

Search

Sorted by
Created Date Descending

With agency

Title query

Description query

Active
 Not IPRA Approved

Filter Reset filters

3. User fills out form and clicks "Save & Continue To Payment"

Post until

If you want your job post to be removed before its expiration date then select a date here, otherwise leave it empty. This field will only accept a date.

Closing date

Enter the closing date for the position. If left empty the closing date will show "Open Until Filled." This field will only accept a date.

* Job Description

Total Price



Cancel

Save & Continue To Payment

4. User fills out payment information.
5. User receives email receipt.
6. User is presented with Approval page where they can select Accept or Make Edits.
 - o User selects Accept
 - o User selects Make Edits
 - Users goes back to step 3 (Job Listing Form). When saving they skip payment screen and are taken to step 6 (Approval)

AUTOMATED NOTIFICATIONS

1. After payment, user receives a receipt email.
2. After User approval, IPRA receives new job post notification.
3. After IPRA approval, user receives approved email.

ENHANCED FEATURES

- Users can now print their own receipts (login to the career center)
- Users can now make their own edits

Jobs

Title	Balance	Status	Created	
Athletic Program Coordinator	\$0.00	Active	Thursday, December 10 2015 9:34:23 AM	Receipt Preview Edit
Part Time Museum Curator	\$0.00	Active	Wednesday, December 9 2015 10:18:16 AM	Receipt Preview Edit
Gymnastics Program & Operations Supervisor	\$0.00	Active	Wednesday, December 9 2015 9:36:29 AM	Receipt Preview Edit
Forestry Maintenance Worker	\$0.00	Active	Monday, December 7 2015 4:44:49 PM	Receipt Preview Edit
Part Time Laborer	\$0.00	Active	Monday, December 7 2015 9:36:10 AM	Receipt Preview Edit
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Recreation Internships	\$0.00	Active	Friday, December 4 2015 8:07:16 AM	Receipt Preview Edit
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