

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

Sign in to your Account

You need to sign in or sign up before continuing.

heather@ilipra.org

..... Forgot?

Sign in

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.

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 |
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