

# UAT Guide – Release #18, Cycle 1

Public Facing – Job Seeker Pages

## Contents

Overview .....	2
Purpose.....	<b>Error! Bookmark not defined.</b>
UAT Release #18 – Cycle 1 Expectations & Homework.....	2
Homework Areas .....	2
Due Date .....	2
Access to UAT Environment.....	3
Reporting Issues .....	3
Expectations for UAT .....	3
Best Practices for Effective UAT .....	4
Step-by-Step Guide .....	4
Visual Review Checklist.....	4
Pre-Screening Form Testing.....	5
Tab 1: Find Your Next Job .....	5
Visual Review Checklist .....	5
Link Testing .....	5
Tab 2: Get Career Training.....	5
Visual Review Checklist .....	5
Link Testing .....	6
Tab 3: Explore Workforce Programs.....	6
Visual Review Checklist .....	6
Link Testing .....	6
Tab 4: Access Additional Resources.....	6
Visual Review Checklist .....	6
Link Testing .....	7

## Overview

User Acceptance Test (UAT) Release #18 cycle 1, has been deployed to the SIU UAT environment.

The Public Facing Job Seeker Pages have been deployed to an unlinked live webpage for User Acceptance Testing (UAT). These pages are designed to help Illinois job seekers discover WIOA services, explore career resources, and begin the pre-screening process.

This UAT cycle focuses on reviewing the visual design, testing all navigation links, and verifying the pre-screening form functionality.

It is still important not to enter any personal identifiable information (PII).

## UAT Release #18 – Cycle 1 Expectations & Homework

### Homework Areas

Navigate to test each of the following public-facing pages:

- Job Seeker Landing Page
- Tab 1: Find Your Next Job
- Tab 2: Get Career Training
- Tab 3: Explore Workforce Programs
- Tab 4: Access Additional Resources

For this UAT cycle, tasks will focus on the following key areas:

- **Visual Review** – Review each page for layout, design consistency, and image quality
- **Link Testing** – Click every resource card and link to verify they navigate to the correct destination
- **Pre-Screening Form** – Test the pre-screening form submission and confirmation message
- **Responsive Design** – If possible, test pages at different screen sizes (desktop, tablet, mobile)
- **Content Accuracy** – Verify text content matches the approved requirements

### Due Date

Please complete your testing in these areas and submit your feedback by **EOD on Thursday, April 9th**. This will give us an opportunity to address any issues prior to the next release.

## Access to UAT Environment

To access the pages for testing in your browser, follow the link provided here: [Job Openings & Recruiting Job Seeker](#)

## Reporting Issues

Please document any issues, bugs, or enhancement requests you identify in our shared notebook [UAT 18 - Customer Overview Page](#). (**Note** – This notebook is also linked on the IWDS Transition Project Resources Page linked here: [IWDS Full Resources](#)) The main purpose of using a shared notebook is for collaboration between members of the UAT team and Business Analysts. This will cut down on duplicate issues being reported.

When logging your entries:

- Document issues as you complete your UAT work
  - Be concise but detailed
  - Log each issue separately for clarity
  - Add your name/initials and date to each entry
  - Include screenshots when possible
- **If you have issues accessing the OneNote notebook-** Please contact one of the Business Analysts (BA) on the team. The business analysts are:
    - Laura Menke- [laura.menke@siu.edu](mailto:laura.menke@siu.edu)
    - Kelly Trimble- [kelly.trimble@siu.edu](mailto:kelly.trimble@siu.edu)
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    - Lynette Tritz - [lynette.tritz@siu.edu](mailto:lynette.tritz@siu.edu)

## Expectations for UAT

As you test these areas, please keep in mind the following best practices:

- **Test Thoroughly:** Ensure that you navigate through all functions and features within these areas. Pay attention to any discrepancies between expected and actual results. Please explain your expected results and the actual results you found.
- **Detail-Oriented:** When reporting issues, provide as much context as possible, including:
  - Steps to reproduce the issue
  - Screenshots or recordings, if possible
  - Browser or device used during testing

- Actual outcome vs. Expected outcome
- **Feedback Categories** – The SIU team will categorize your findings into three (3) possible classifications.
  - **Bugs**- When the system does not perform as expected, and the system is not performing according to the requirements, then a bug will be reported, tracked, fixed, and retested.
  - **Issues**- If the system is performing according to the requirements, but the user feels that the requirement was not captured correctly or now the user feels like the requirement is just not working as expected, then this is recorded as an issue. Issues are tracked and prioritized for change.
  - **Enhancements**- Once we are in UAT and the users recognize an area that could be improved, then this will be also logged as an issue and tagged as an enhancement.

## Best Practices for Effective UAT

- **Think like the end user:** Approach your testing from the perspective of someone unfamiliar with the system. This will help us identify usability issues and areas for improvement.
- **Be specific and thorough:** The more specific your feedback, the easier it will be to address. Include specific steps, expected outcomes, and actual results.
- **Provide context:** Always give context for your feedback. For instance, explain why an enhancement would improve the user experience or system performance.

By following these guidelines and providing detailed feedback, you're helping to ensure the final product meets user expectations and performs as intended.

## Step-by-Step Guide

The **Job Seeker Landing Page** serves as a main point of entry for job seekers accessing WIOA services.

### Visual Review Checklist

- Banner image displays correctly without awkward cropping
- Banner background uses black/gray gradient
- Banner images show diverse representation
- Four tabs display correctly: Find Your Next Job, Get Career Training, Explore Workforce Programs, Access Additional Resources
- Hero text is readable and matches approved content
- Video player **placeholder image** displays correctly (left column)

## Pre-Screening Form Testing

- Form displays correctly in the right column
- Video and form are aligned at the top in two columns
- Form fields accept input
- Accept Terms & Conditions and CAPTCHA work properly
- Submit button functions correctly
- Success message displays after submission

## Tab 1: Find Your Next Job

### Visual Review Checklist

- Banner image displays correctly and shows diversity
- Resource cards display in balanced layout (no excessive white space)
- Card hover states use correct color coding
- Video player and form section display at bottom

### Link Testing

Click each resource card and verify it navigates to the correct destination:

Resource Card	Expected Destination
Layoff Assistance	<a href="http://illinoisworknet.com/LayoffRecovery">illinoisworknet.com/LayoffRecovery</a>
Virtual Resume and Interview Prep	<a href="http://skillsfirst.com/organizations/illinois-worknet">skillsfirst.com/organizations/illinois-worknet</a>
Virtual Job Matching and Hiring Events	<a href="http://illinoisjoblink.illinois.gov">illinoisjoblink.illinois.gov</a>
Apprenticeships and On-the-Job Training	<a href="http://illinoisworknet.com/ApprenticeshipIL">illinoisworknet.com/ApprenticeshipIL</a>
Virtual Job Fair	<a href="http://illinoisworknet.com/virtualjobfairs">illinoisworknet.com/virtualjobfairs</a>
Event Calendar	<a href="http://apps.illinoisworknet.com/Calendar">apps.illinoisworknet.com/Calendar</a>

## Tab 2: Get Career Training

### Visual Review Checklist

- Banner image displays correctly
- Resource cards display in balanced layout
- Card hover states use correct color coding (purple for training)

## Link Testing

Resource Card	Expected Destination
Explore a Career Path	<a href="https://careeronestop.org/ExploreCareers">careeronestop.org/ExploreCareers</a>
Student Aid	<a href="https://studentaid.gov/h/apply-for-aid/fafsa">studentaid.gov/h/apply-for-aid/fafsa</a>
Discover Jobs in High Demand	<a href="https://illinoisworknet.com/explore/Pages/DemandOccs">illinoisworknet.com/explore/Pages/DemandOccs</a>
Find Training	<a href="https://illinoisworknet.com/Training/Pages/WIOATrainingProgramSearch">illinoisworknet.com/Training/Pages/WIOATrainingProgramSearch</a>

## Tab 3: Explore Workforce Programs

### Visual Review Checklist

- Banner image displays correctly
- Resource cards display in balanced layout (4 cards – verify no excessive white space)
- Filler text block displays if needed to balance layout

## Link Testing

Resource Card	Expected Destination
CEJA	<a href="https://illinoisworknet.com/ceja">illinoisworknet.com/ceja</a>
JTED	[Link TBD from DCEO]
Apprenticeship	<a href="https://illinoisworknet.com/apprenticeshipil">illinoisworknet.com/apprenticeshipil</a>
Illinois Works	<a href="https://dceo.illinois.gov">dceo.illinois.gov</a> (Illinois Works flyer)

## Tab 4: Access Additional Resources

### Visual Review Checklist

- Banner image displays correctly
- Resource cards display in balanced layout
- Card hover states use gray for external resources
- WARN Dashboard has been removed from this page

## Link Testing

Resource Card	Expected Destination
Success Stories	<a href="http://illinoisworknet.com/.../SuccessStories">illinoisworknet.com/.../SuccessStories</a>
Illinois workNet Service Finder	<a href="http://illinoisworknet.com/servicefinder">illinoisworknet.com/servicefinder</a>
Childcare	<a href="http://illinoiscaresforkids.org">illinoiscaresforkids.org</a>
Adult Education	<a href="http://illinoisworknet.com/.../AdultEducation">illinoisworknet.com/.../AdultEducation</a>
Transportation	[Link TBD from DCEO]
Welcome Center	[Link TBD]