

# Running a JMR (Job Matching Report)

VocFit.com

**VocFit.com**  
*Customized Employment Support*

# Step 1: Select your organization from your “Dashboard”



- On your dashboard, select which organization you would like to enter (you can return to dashboard at any time by clicking “Dashboard” at the top right of the webpage \*not shown in this image\*)
- Click on your Organization

**Organizations**

Select an Organization to continue. You can also [register a new Organization](#).

Test Organization (School District) Premium

## Step 2: Select “Run a New JMR”

The screenshot shows the VocFit.com interface. The 'Job Matching Reports' section is highlighted. A red circle is drawn around the 'Run a New JMR' button. Below this, a table header is visible with columns for Worker, Site, Run On, Status, and Actions. The table content area displays 'No data available in table'.

- A “JMR” stand for Job Matching Report. You will be able to run a JMR once you have entered your worker, added your jobs, and run VFA-J’s for those jobs (or have the Discovery Job Bank enabled).
- The “JMR” is what is used to compare the worker’s abilities (as filled out in the VFA-W) to the job’s demands (as filled out in the VFA-J)
- Once you have created a JMR you will be able to see it here
- Select “Run a New JMR” to begin

## Step 3: Select “Run a New JMR”



[Back to Organization](#)

Worker

Test Worker 1

VFA-Worker to use as basis

Wed, May 17, 2017 3:35 PM by Olivia Vega

Next

- Select which worker you would like to run the JMR on
- Select which VFA-W you would like to use for that worker
  - If you have run more than one VFA-W they will all be listed
  - VFA-W's can not be deleted once they have been completed. You can run a new VFA-W if you want to update their VFA-W (i.e. the individual has improved certain abilities that you would like to be shown)
- Select “Next” to continue

# Step 4: Select which jobs you would like to include in your JRM



Job Matching Report created successfully. You can now select the VFA-Jobs to include.

**RPAC Facilities**

Legend: Pros (Dark Green), Strengths (Light Green), Areas for Intervention (Yellow), Needs (Orange), Cons (Red)

JMR Score: [Bar chart showing segments for Pros, Strengths, Areas for Intervention, Needs, and Cons]

VFA-Job to use: [Dropdown menu]

Wed, May 24, 2017 7:58 PM by Ashlee Leslje

Include in JMR

**Library Aide**

- The graph shown under each job description is calculated using a data driven formula taking the workers abilities and the job demands
- The colors represent the Pros, Strengths, areas for improvement, Needs, and Cons of the jobs match with that particular worker. The bigger the color, the more abilities there are in that area
- You can hover over each color with your mouse to see how many there are in each section.
- Select which VFA-J you would like to use for the JMR
- Select which jobs you would like to include in your JMR by checking the box at the bottom of each job
- Select "Generate JMR" at the bottom of the page to continue (Not shown)

# Step 5: Viewing JMR

**PDF Download Filter Options**

Use the checkboxes below to filter the jobs that you want to include in the PDF download.

**Jobs**

- Library Aide
- Newman Center Janitorial
- Community Computer Alliance - Electronics Recycling
- McCampbell Hall Information Desk
- OSU Garden of Hope
- COSI-Landscaping
- Franklin Park Conservatory/Facilities Assistant

**Download PDF**

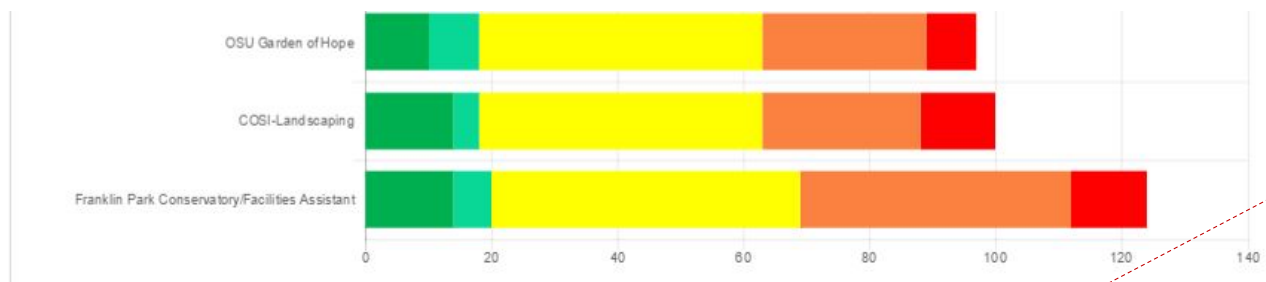
**Vocational Fingerprint**

Run by Olivia Vega on Fri, Jun 23, 2017 11:21 AM

Job	Pros	Strengths	Areas for Intervention	Needs	Cons
Library Aide	Low	Low	High	High	Low
Newman Center Janitorial	Low	Low	High	High	Low
Community Computer Alliance - Electronics Recycling	Low	Low	High	Low	Low

- Here you can edit your JMR to include only certain jobs by clicking the check boxes
- You can download the PDF and print it if it is needed in paper format
- The Vocational Fingerprint summarizes each job's demands and it's comparison with the workers abilities in one chart
- You can hover over each color with your mouse to see what demands are in each section. Click on the color you would like to view and a complete list will populate of the demands that are included in that section

# Step 6: Viewing JMR



- The Vocational Fingerprint summary can also be seen as a pie chart and details on which demands are listed under each color.
- Hover over each color and click in order to see these demands

