

# Adding a Worker

VocFit.com

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



## Organizations

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

Test Organization (School District)

Premium

- After creating an organization you should see it listed underneath “Organizations” in your dashboard screen (you can return to dashboard at any time by clicking “Dashboard” at the top right of the website \*not shown in this image\*)
- Select your Organization

## Step 2: Click “Manage Workers”



- In this tutorial we will be focusing on adding workers to your organization
- To input worker profiles into your organization select “Manage Workers” button on the left of the screen

**Manage Organization**

Manage Organization

**You are a member of the following Sites**

Main 0 Workers, 1 Job

**Workers and Jobs**

Manage Workers Manage Jobs

**Job Matching Reports**

Run a New JMR

## Step 3: Click “Add Worker”



- Select “Add Worker” to add workers to your organization

[Add Worker](#)

[Back to Organization](#)

Name	Site	Created On	Actions
------	------	------------	---------

## Step 4: Click “Add”

**Name of the Worker**  
  
This may be the worker's actual name or a code that you create. If you choose to use a code, please make sure that you record its meaning in a safe place.

**Site**

**Primary area of disability**

**Birth year**

**Race**

**Gender**

**Currently employed**

**Currently seeking employment**

**Desired Employment Setting**

**Desired Hours Per Week**

**Desired Wage Per Hour**

- Fill out the following information on the worker
- Make sure the individual is added to the correct site
- In the “Desired Employment Setting” and “Desired Hours Per Week”, move the left ends of the bar to set the minimum and the right side to set the maximum
- Click “Add” when information is completed