

# Sending a VFA-W (Vocational Fit Assessment- Worker)

VocFit.com

# 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: Click “Manage Workers”



**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

- In this tutorial we will be focusing on sending a worker assessment
- To send a worker assessment of a (VFA-W) select “Manage Workers” button on the left of the screen

## Step 3: Click “Details”



Add Worker:

[Back to Organization](#)

Name	Site	Created On	Actions
Test Worker 1	Main	Wed, May 17, 2017 2:35 PM	<input type="button" value="Details"/>

- All created workers will populate in this section (refer to “Adding a Worker” module)
- If you want to search for a particular worker, you can search for their profile by looking up either their “Name”, “Site”, or “Year” and clicking the “Search” button
- Once a worker is created, a **VFA- W must be completed to finish the worker profile (refer to “Completing a VFA-W”)**
- A VFA-W is an assessment completed by someone who knows the individual’s skill sets and limitations (i.e. caretaker, staff member, vocational rehabilitation team). It evaluates them in the 10 different areas.
- To send a VFA-W to a third party to complete select “Details”

# Step 4: Click “Send VFA-Worker Request”



- Send VFA-Worker Request
- Complete VFA-Worker Now
- Download Blank VFA-Worker PDF
- Ability Over Time Report
- Run Job Matching Report
- Edit Worker
- Remove Worker
- Back to all Workers

**Basic Information**

Site: Main  
Primary Area of Disability: Autism  
Birth Year: 1994  
Race: White  
Gender: Male  
Currently Employed: No  
Currently Seeking Employment: No  
Desired Employment Setting: Grocery Store  
Hours Per Week: 11.50 to 27.00  
Wage Per Hour: \$7.75 to \$29.50

**VFA-Workers**

Email	Date Requested	Status	Actions

- In this webpage, you can complete a VFA-W (refer to “Completing a VFA-W”), print out a blank hard copy of the VFA-W to have someone else fill out in person, or send the VFA-W to someone who may know the individual’s abilities in more depth
- You can also edit a workers profile or remove a worker on this page
  - If you are NOT the individual filling out the VFA-W and want to send it to someone who knows the individual’s abilities better select “Send VFA-Worker Request”
  - You will be prompted to enter the individual's email address and a space to enter the text of the email that will be sent with the VFA-W form.
  - When completed online, it will automatically be listed under this worker information