

# Adding a Job

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 Jobs”



- In this tutorial we will be focusing on adding jobs to your organization
- To input job profiles into your organization select “Manage Jobs” 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 Job”

[Add Job](#)

[Back to Organization](#)

Name	Site	Year		
Category	<input checked="" type="checkbox"/> Show DJB Jobs	Search		
Name	Site	Created On	Actions	
DJB: Hotel Front Desk Clerk	Main	Mon, Jun 19, 2017 5:08 PM	<a href="#">Details</a>	
DJB: DJB- Dishwasher	Main	Mon, Jun 19, 2017 5:08 PM	<a href="#">Details</a>	
DJB: Landscaping Worker	Main	Mon, Jun 19, 2017 5:08 PM	<a href="#">Details</a>	
DJB: Usher	Main	Mon, Jun 19, 2017 5:08 PM	<a href="#">Details</a>	
DJB: Carpenter Assistant	Main	Mon, Jun 19, 2017 5:08 PM	<a href="#">Details</a>	
DJB: Teacher Assistant	Main	Mon, Jun 19, 2017 5:08 PM	<a href="#">Details</a>	
DJB: Bank Teller	Main	Mon, Jun 19, 2017 5:08 PM	<a href="#">Details</a>	
DJB: Patient Care Assistant	Main	Mon, Jun 19, 2017 5:08 PM	<a href="#">Details</a>	
DJB: Administrative Assistant	Main	Mon, Jun 19, 2017 5:08 PM	<a href="#">Details</a>	
DJB: Food Science Technician	Main	Mon, Jun 19, 2017 5:08 PM	<a href="#">Details</a>	
DJB: Retail Salesperson	Main	Mon, Jun 19, 2017 5:08 PM	<a href="#">Details</a>	
DJB: Janitor	Main	Mon, Jun 19, 2017 5:08 PM	<a href="#">Details</a>	

- Select “Add Job” to add jobs to your organization
- If you have opted into the “Job Bank Enabled” you will see all of those jobs listed in your list of jobs as “DJB-name of job” (refer to “Adding and Editing Sites in your Organization” or “Discovery Job Bank” module to learn more about this)

# Step 4: Click “Add”

[Back to All Jobs](#)

Name of the Job

aka, internship, prevocational experience

Site  
Main

Category  
Accommodation and Food Services

O\*NET-SOC  
Chief Executives (11-1011.00)

Description

Hours Per Week  
0 40

Wage Per Hour  
0 40

Employer is currently hiring for this position  
No

- Make sure the job is added to the correct site
- Select a category for this job to be associated with on vocfit.com
- Select what O\*NET category this job is associated with
- Write in a description of the job
- In the “Hours Per Week” and “Wage Per Hour”, move the left end of the bar to set the minimum and the right end of the bar to set the maximum
- Fill out all sections of this page until you reach the end of the screen where there is a red button that says “Add” (not shown in picture). Add when all sections are completed

**VocFit.com**  
Customized Employment Support