

# Completing a VFA-J (Vocational Fit Assessment- 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 completing a worker assessment
- To complete a worker assessment of a (VFA-J) 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 “Details”

The screenshot shows the VocFit.com interface for job management. At the top left, there are links for "Add Job" and "Back to Organization". Below these are search filters: "Name" (text input), "Site" (dropdown), "Category" (dropdown), and "Year" (text input), followed by a red "Search" button. A table lists jobs with columns for "Name", "Site", "Created On", and "Actions". The "Details" button in the "Actions" column for the "Hotel Front Desk Clerk" job is circled in red.

Name	Site	Created On	Actions
Dishwasher	New Site	Fri, May 12, 2017 2:16 PM	Details
Hotel Front Desk Clerk	New Site	Fri, May 12, 2017 2:16 PM	Details
Landscaping Worker	Main	Wed, May 17, 2017 2:36 PM	Details
Usher	Main	Wed, May 17, 2017 2:36 PM	Details
Carpenter Assistant	Main	Wed, May 17, 2017 2:36 PM	Details
Bank Teller	Main	Wed, May 17, 2017 2:36 PM	Details
Patient Care Assistant	Main	Wed, May 17, 2017 2:36 PM	Details
Administrative Assistant	Main	Wed, May 17, 2017 2:36 PM	Details
Food Science Technician	Main	Wed, May 17, 2017 2:36 PM	Details
Retail Salesperson	Main	Wed, May 17, 2017 2:36 PM	Details

- All created jobs will populate in this section
- If you want to search for a particular job, you can search for their profile by looking up either their “Name”, “Site”, or “Year” and clicking the “Search” button
- Once a job is created, a **VFA- J must be completed to finish the job profile**
- A VFA-J is an assessment completed by someone who knows the job’s required skills (i.e. manager, current worker, boss) and evaluates the job in the 10 different areas
- To run a VFA-J select “Details” on the job you would like to complete

# Step 4: Click “Complete VFA-Job Now”



- Send VFA-Job Request
- Complete a VFA-Job Now
- Download Blank VFA-Job PDF
- Edit Job
- Remove Job
- Back to all Jobs

**Basic Information**

Site: New Site  
Category: Food Service  
O\*NET SOC: 35-9021.00

**Description:**  
Wash dishes, silverware, pots, or pans, using a dishwasher or by hand. Place clean items in designated storage areas. Maintain a clean kitchen and work environment by sweeping/mopping floors and taking out trash.

Hours Per Week: 15.00 to 20.00  
Wage Per Hour: \$9.00 to \$10.00  
Employer Currently Hiring: No  
Employer Currently Employs Individuals with Disabilities: No  
Employer Open to Hiring Individuals with Disabilities: Yes

**Essential Tasks**

Common Stem	Actions
<a href="#">View</a>	<a href="#">Edit</a>

You can drag and drop the Tasks to reorder them.

- In this webpage, you can complete a VFA-J, print out a blank hard copy of the VFA-J to have someone else fill it out, or send the VFA-J to someone who may know the job in more depth (more information on this tool will be described in “Sending a VFA-J Request”)
- You can also edit a job profile or remove a job on this page
- If you are the individual filling out the VFA-J, select “Complete VFA-Job” now

# Step 5: Click “Next”



What is your role on the transition team?

Student

How long have you been involved in transition (in years)?

Employer

Place of employment

School District

Next

Fill out YOUR information in all of the following fields and select “Next” when finished

# Step 6: Click "Next "until Prompted to "Submit"



## Physical Abilities

To what degree does the Worker demonstrate the ability to:

	High	Some	Low
STAND?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
RUN?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
TWIST THE BODY?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
BEND THE BODY?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
KEEP OR REGAIN BALANCE?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
WORK LOW TO THE GROUND (E.G., CROUCH, STOOP, KNEEL)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PERFORM PHYSICAL ACTIVITIES (E.G., WORKING ON AN ASSEMBLY LINE) REPETITIVELY?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
LIFT HEAVY MATERIALS (I.E., 40 POUNDS)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
WORK IN AWKWARD POSITIONS?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
WORK IN CRAMPED WORK SPACES?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
WORK FOR PROLONGED PERIODS (E.G., 30 MINUTES) WITHOUT A BREAK?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Next

- Based on the job demands, continue to fill out the following questions by choosing either "High", "Some," or "Low" in accordance with the question being asked on the left of the page
- Select "Next" after filling out **ALL** questions on each page and the assessment will prompt you through all sections until you reach "Submit" at the bottom of the last screen

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