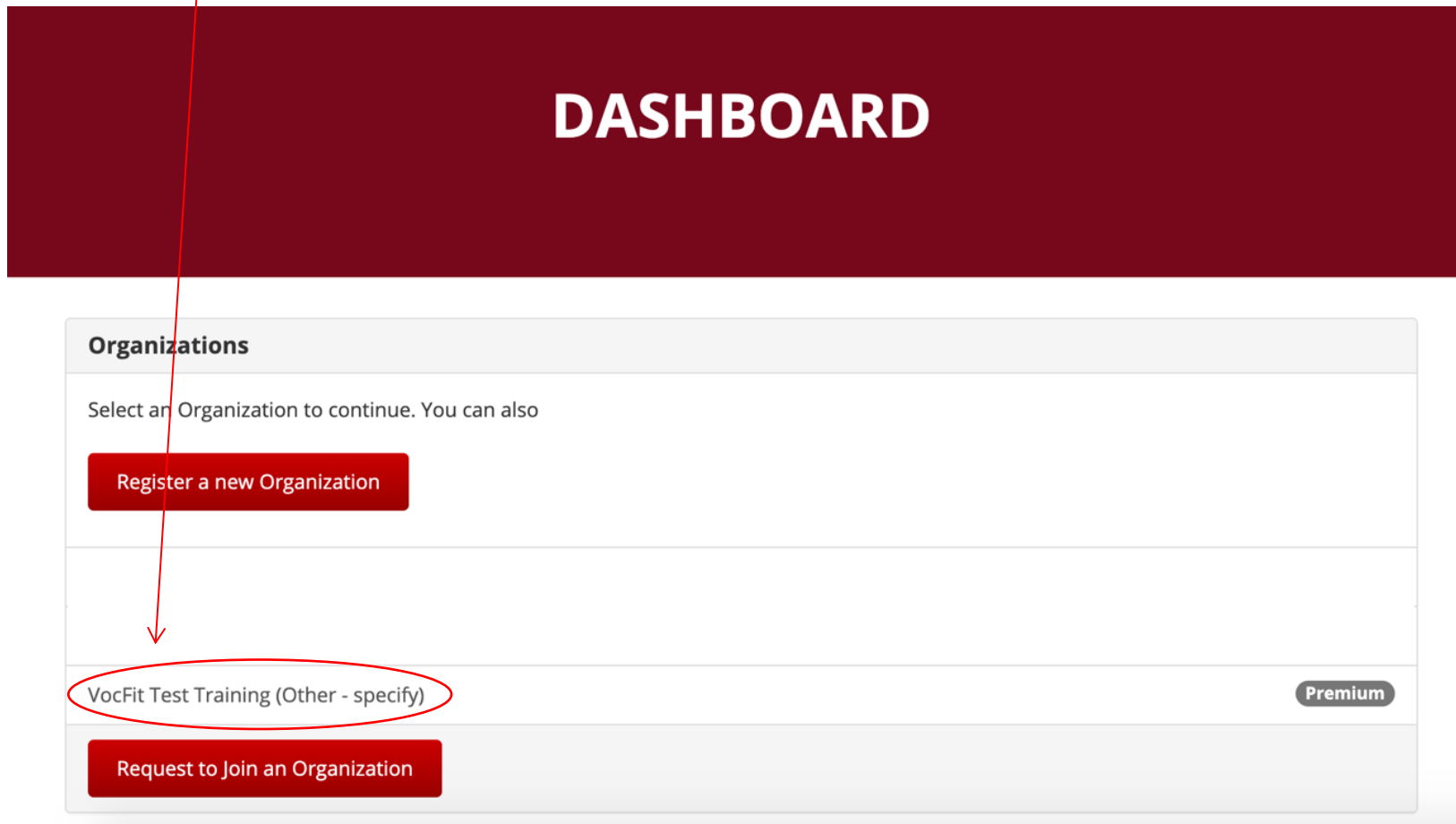


Completing an Internship/Job Assessment

VocFit.com

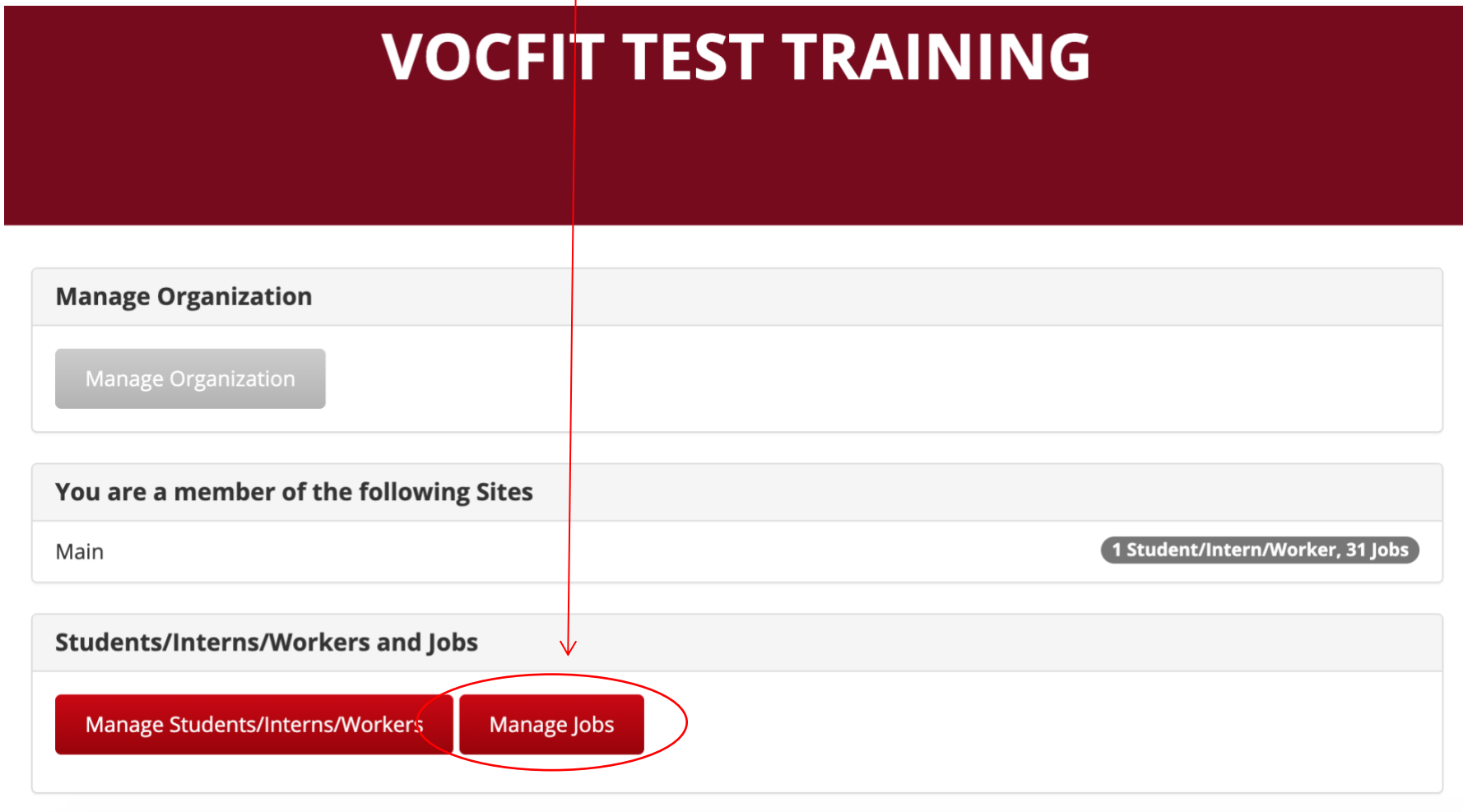
Step 1. Select your Organization from your “Dashboard”

- 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 an internship/job assessment.
- To complete an internship/job assessment select “Manage Jobs” button on the left of the screen.



The screenshot displays the VOCFIT TEST TRAINING interface. At the top, a dark red banner contains the text "VOCFIT TEST TRAINING" in white. Below this, the interface is divided into three main sections:

- Manage Organization:** A light gray header with a button labeled "Manage Organization" below it.
- You are a member of the following Sites:** A light gray header with a list of sites. The "Main" site is listed, and a badge indicates "1 Student/Intern/Worker, 31 Jobs".
- Students/Interns/Workers and Jobs:** A light gray header with two buttons: "Manage Students/Interns/Workers" and "Manage Jobs". The "Manage Jobs" button is circled in red, and a red arrow points from the top of the page down to it.

Step 3. Click “Details”

- All created internships/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 internship/job is created, an internship/job assessment MUST be completed to finish the job profile.
- This assessment is 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 an internship/job assessment select “Details” on the job you would like to complete.

VOCFIT TEST TRAINING : JOBS

[Add Internship/Job](#)

[Back to Organization](#)

Name Site Year

Category Show DJB Jobs

Name	Site	Created On	Actions
DJB: DJB- Print Binding and Finishing Workers	Main	Sun, Mar 29, 2020 5:03 PM	<input type="button" value="Details"/>
Test Job	Main	Sun, Mar 29, 2020 5:47 PM	<input type="button" value="Details"/>

Step 4. Click “Complete Internship/Job Assessment Now”

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

TEST JOB

[Email Internship/Job Assessment Request](#)

[Complete Internship/Job Assessment Now](#)

[Download Blank Internship/Job Assessment PDF](#)

[Edit Internship/Job](#)

[Remove Internship/Job](#)

[Back to all Internships/Jobs](#)

Basic Information

Site: Main

general.category: Accommodation and Food Services

O*NET SOC: 11-1011.00

Description:
Test Description

Hours Per Week: 7.00 to 40.00

Wage Per Hour: \$10.00 to \$40.00

Employer Currently Hiring: Yes

Employer Currently Employs Individuals with Disabilities: Yes

Employer Open to Hiring Individuals with Disabilities: Yes

Step 5. Fill out Information and Click “Next”

- Respond appropriately and click “Next”.

INTERNSHIP/JOB ASSESSMENT: TEST JOB

Is this data about a real internship/job?

Yes

Next

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

STUDENT/INTERN/WORKER ASSESSMENT: TEST JOB

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

Step 6. Click “Next” until Prompted to “Submit”

- 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.

INTERNSHIP/JOB ASSESSMENT: TEST JOB

Physical Abilities

To what degree does the Internship/Job demand the ability to :task?

	Highs	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