

# Managing Internships/Jobs

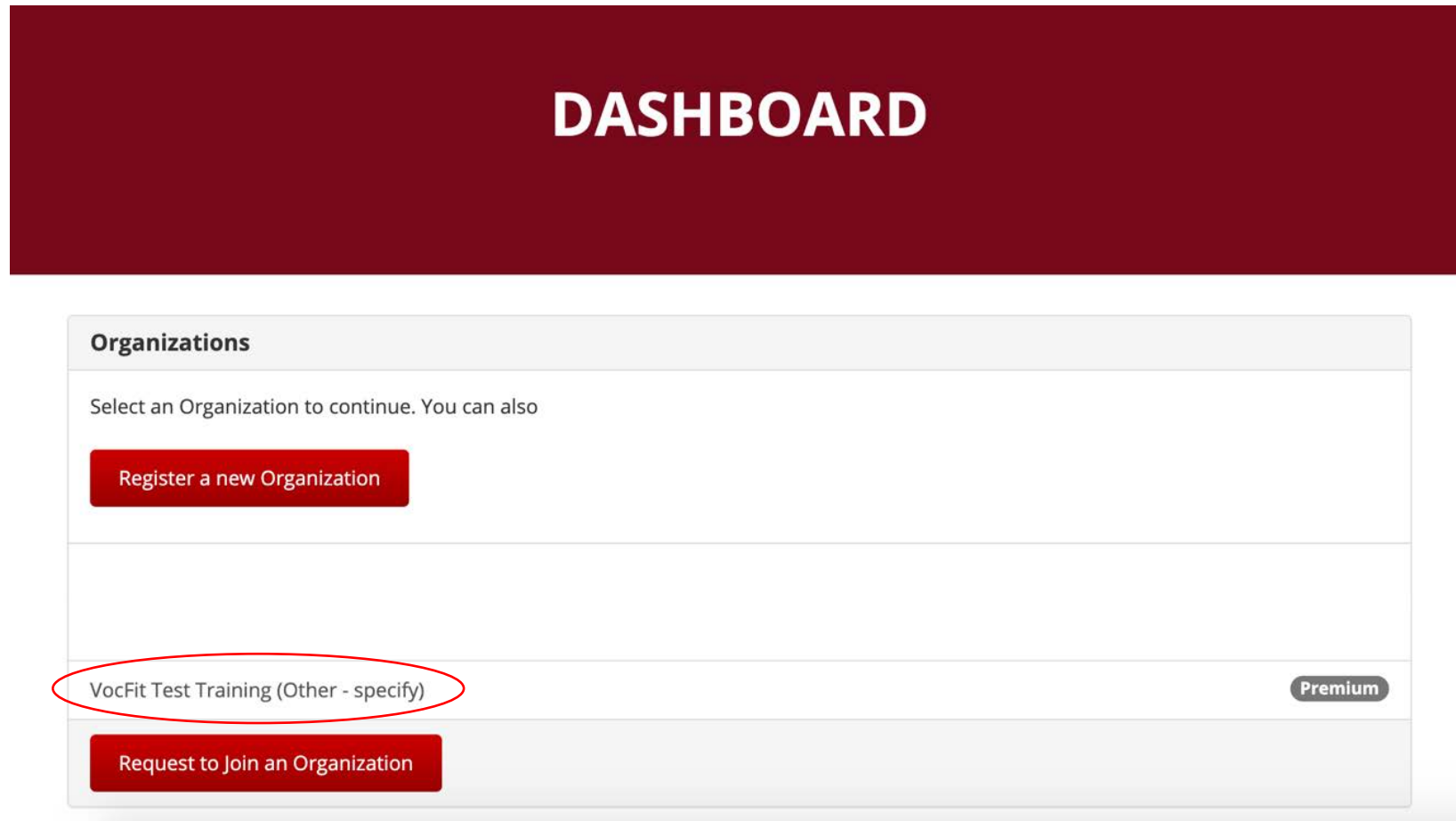
VocFit.com

## **Table of Contents:**

- Page 2: Overview of Managing Internships/Jobs
- Page 5: Adding an Internship/Job
- Page 8: Completing an Internship/Job Assessment
- Page 15: Emailing an Internship/Job Assessment Request
- Page 18: Editing and Archiving Internships/Jobs

## Overview

- To manage jobs and internships, begin by clicking on your organization from your Dashboard.



## Overview

- Once on your organization's homepage, click "Manage Jobs".

# VOCFIT TEST TRAINING

### Manage Organization

Manage Organization

### You are a member of the following Sites

Main

1 Student/Intern/Worker, 0 Jobs

### Students/Interns/Workers and Jobs

Manage Students/Interns/Workers

Manage Jobs

## Overview

- This is the "Manage Jobs" homepage.
- You may see some jobs listed for your organization already. These are auto-populated from the Discovery Job Bank (DJB). You can toggle between "Show DJB Jobs" and "Hide DJB Jobs" by clicking the green button.

# VOCFIT TEST TRAINING : JOBS

[Add Internship/Job](#)

[Back to Organization](#)

Name	Site	Year	
Category			
<input checked="" type="checkbox"/> Show DJB Jobs			
Search			
Name	Site	Created On	Actions
DJB: DJB-Hotel Front Desk Clerk	Main		<a href="#">Details</a>
DJB: DJB- Dishwasher	Main		<a href="#">Details</a>
DJB: DJB- Landscaping Worker	Main		<a href="#">Details</a>
DJB: DJB- Usher	Main		<a href="#">Details</a>

# **Adding an Internship/Job**

## Step 1. Click "Add Internship/Job"

- To add a new internship or job, click "Add Internship/Job" on the left-side of the screen.

# VOCFIT TEST TRAINING : JOBS

[Add Internship/Job](#)

[Back to Organization](#)

Name	Site	Year	
Category		<input checked="" type="checkbox"/> Show DJB Jobs	
<input type="button" value="Search"/>			
Name	Site	Created On	Actions
DJB: DJB-Hotel Front Desk Clerk	Main		<input type="button" value="Details"/>
DJB: DJB- Dishwasher	Main		<input type="button" value="Details"/>
DJB: DJB- Landscaping Worker	Main		<input type="button" value="Details"/>
DJB: DJB- Usher	Main		<input type="button" value="Details"/>

## Step 2. Fill out Information and Click “Add”

- Fill out the sections on this page with details about the job/internship.
- If your organization has multiple sites, make sure the job/internship is added to the correct site.
- Select a general category for the job/internship.
- Select the O\*NET-SOC code/description for the job:
  - O\*NET provides occupational (job) information. SOC stands for Standard Occupational Classification. Click the link for more information.
- Write a description of the job.
- For “Hours Per Week” and “Wage Per Hour”, move the sliders on both the left and right sides to set the minimum and maximum values.
- Click “Add” at the bottom of the screen when all sections are completed.

**Name of the Job**  
  
aka, internship, prevocational experience

**Site**

**Category**

**O\*NET-SOC**  
  
You can search for codes and view more details at [O\\*NET OnLine](#).

**Description**

**Hours Per Week**

**Wage Per Hour**

**Employer is currently hiring for this position**

**Employer currently employs an individual with a disability**

**Employer is open to hiring an individual with a disability for this position**

**Add**

# **Completing an Internship/Job Assessment**



## Step 1. Click "Details"

- Start by finding the job you want to assess.
  - You can search for specific jobs by name, site, the year the job was created, or the job category.
- A job/internship assessment must be completed to finish the job profile.
- This assessment should be completed by someone who knows the required skills for the job (i.e. manager, worker, job coach, teacher, etc.).
- To run an internship/job assessment, start by finding the job you want to evaluate and click "Details".

# VOCFIT TEST TRAINING : JOBS

[Add Internship/Job](#)

[Back to Organization](#)

Name	Site	Year	
Category			
<input checked="" type="checkbox"/> Show DJB Jobs			
<input type="button" value="Search"/>			
Name	Site	Created On	Actions
DJB: DJB- Print Binding and Finishing Workers	Main		<input type="button" value="Details"/>
Test Job	Main		<input type="button" value="Details"/>

## Step 2. Click "Complete Internship/Job Assessment Now"

- This is the job's page. We will be focusing on the internship/job assessment. You can:
  - Email the assessment to someone else to complete.
  - Complete the assessment now on VocFit.com
  - Download a PDF of the assessment to print and complete offline.
- If you are ready to fill out the assessment, select "Complete Internship/Job Assessment Now".

[Email Internship/Job Assessment Request](#)

[Complete Internship/Job Assessment Now](#)

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

[Edit Internship/Job](#)

[Archive Internship/Job](#)

[Back to all Internships/Jobs](#)

### Basic Information

Site:

general.category:

O\*NET SOC:

Description:

Hours Per Week:

Wage Per Hour:

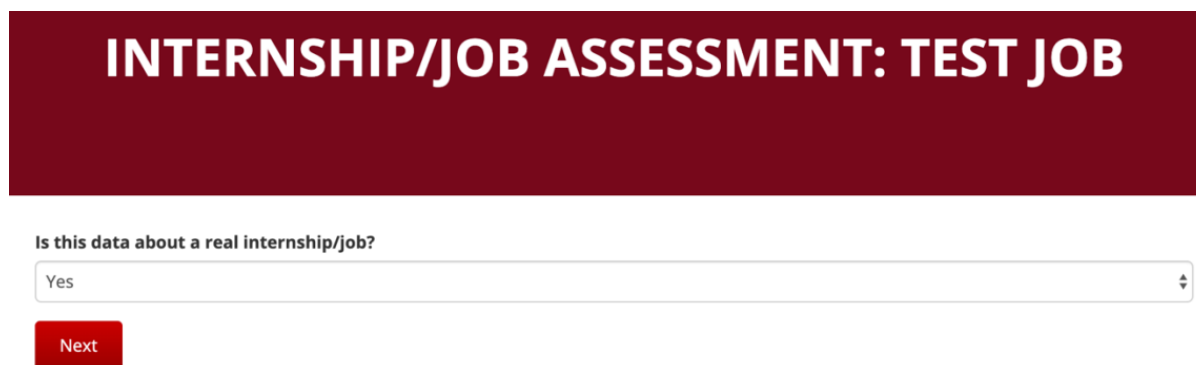
Employer Currently Hiring:

Employer Currently Employs Individuals with Disabilities:

Employer Open to Hiring Individuals with Disabilities:

## Step 3. Fill out Information and Click "Next"

- You will see this screen.
  - If you have created a test job and are practicing the assessment, select "No" and click "Next".
  - If you are actually completing the assessment about a real job, select "Yes" and click "Next".



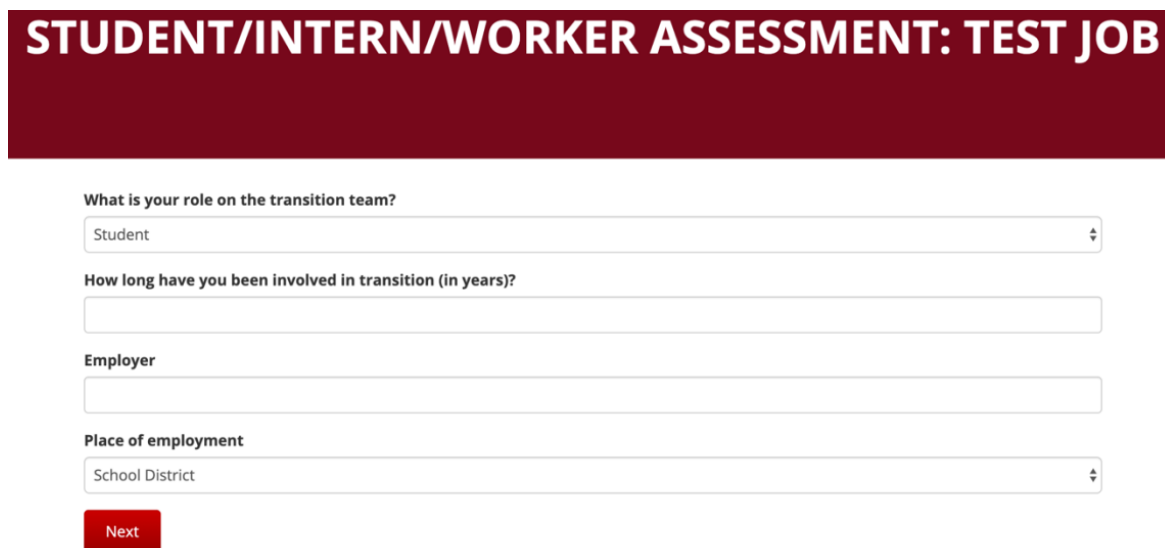
**INTERNSHIP/JOB ASSESSMENT: TEST JOB**

Is this data about a real internship/job?

Yes

Next

- If this is your first time completing an assessment, you will see this page. Fill out **your** information and click "Next". If you have filled out assessments before, you will not see this page.
  - **Note:** The header says "Student/Intern/Worker Assessment" but you are actually assessing the job.



**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 4. Answer the Questions and Click "Next"

- Read the questions on the left-side and mark whether the job has high, some, or low demand for that particular skill. Rate the job demands based on your observations or experience with the job.
- Select "Next" after rating the job demands for each question. When you have completed all the sections, click "Submit".

### 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

# Entering Data From an Assessment PDF

- If you printed a copy of the assessment or filled it out offline, you will need to manually enter the data into VocFit.com.
- Follow the steps above to copy the answers from the PDF into the assessment online.
  - **Note:** The PDF of the job assessment is the same as the student/intern/worker assessment and will be titled "Student Report".

## Student Report

### Student/Intern/Worker Assessment:

Status:  
Completed By:  
Completed On:  
Requested By:  
Requested On:  
Transition Team Role:  
Transition Start Year:  
Place of Employment:  
Employer:

### Physical Abilities

#### Common Stem

Stand  
Run  
Twist The Body  
Bend The Body  
Keep Or Regain Balance  
Work Low To The Ground (e.g., Crouch, Stoop, Kneel)  
Perform Physical Activities (e.g., Working On An Assembly Line) Repetitively  
Lift Heavy Materials (i.e., 40 Pounds)  
Work In Awkward Positions  
Work In Cramped Work Spaces  
Work For Prolonged Periods (e.g., 30 Minutes) Without A Break

#### Ability

## 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"/>

## Important to Note:

- You can start an assessment and complete it at a later time, but we recommend completing it in one sitting.
- If you start an assessment by accident do not finish it, exit by clicking on the dashboard button.
- On your dashboard, you should see options to either complete or delete the assessment in progress.
- **Once an assessment has been completed, it cannot be deleted.**

## DASHBOARD

### Organizations

Select an Organization to continue. You can also

Register a new Organization

Test Org (Other - specify)

Premium

Request to Join an Organization

### Outstanding Internship/Job Assessment Requests

Internship/Job	Requested by	Actions
		<p>Complete Delete</p>

# **Emailing an Internship/ Job Assessment Request**

## Step 1. Click "Email Internship/Job Assessment Request"

- You may want someone else to complete the internship/job assessment.
  - You could ask someone who knows the internship/job better (job coach, employer, co-worker, etc.)
- To start, click "Email Internship/Job Assessment Request" on the left-side of the screen.

Email Internship/Job Assessment Request

Complete Internship/Job Assessment Now

Download Blank Internship/Job Assessment PDF

Edit Internship/Job

Archive Internship/Job

Back to all Internships/Jobs

### Basic Information

Site:

general.category:

O\*NET SOC:

Description:

Hours Per Week:

Wage Per Hour:

Employer Currently Hiring:

Employer Currently Employs Individuals with Disabilities:

Employer Open to Hiring Individuals with Disabilities:



## Step 2. Fill in the Information and Click "Send Request"

- Enter the email of the person who will be completing the assessment.
- You may want to enter instructions for the person about how to complete the assessment, or other information specific to your organization.
- Click "Send request". They will receive the request via email from [admin@vocfit.com](mailto:admin@vocfit.com)
- **You cannot delete an assessment request sent to another person. Please ask the person to not complete the assessment if a mistake occurred.**

### EMAIL INTERNSHIP/JOB ASSESSMENT REQUEST

[Back to Job](#)

Email

Instructions

Send request

# **Editing and Archiving Internships/Jobs**

## Click "Edit" or "Archive"

- You can edit the job's basic information by clicking "Edit Internship/Job" on the left-side of the page.
- To delete the internship/job and its data, click "Archive Internship/Job".
  - Only do this if the job is no longer relevant to your organization and you no longer need access to its assessments and reports.

[Email Internship/Job Assessment Request](#)

[Complete Internship/Job Assessment Now](#)

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

[Edit Internship/Job](#)

[Archive Internship/Job](#)

[Back to all Internships/Jobs](#)

### Basic Information

Site:

general.category:

O\*NET SOC:

Description:

Hours Per Week:

Wage Per Hour:

Employer Currently Hiring:

Employer Currently Employs Individuals with Disabilities:

Employer Open to Hiring Individuals with Disabilities: