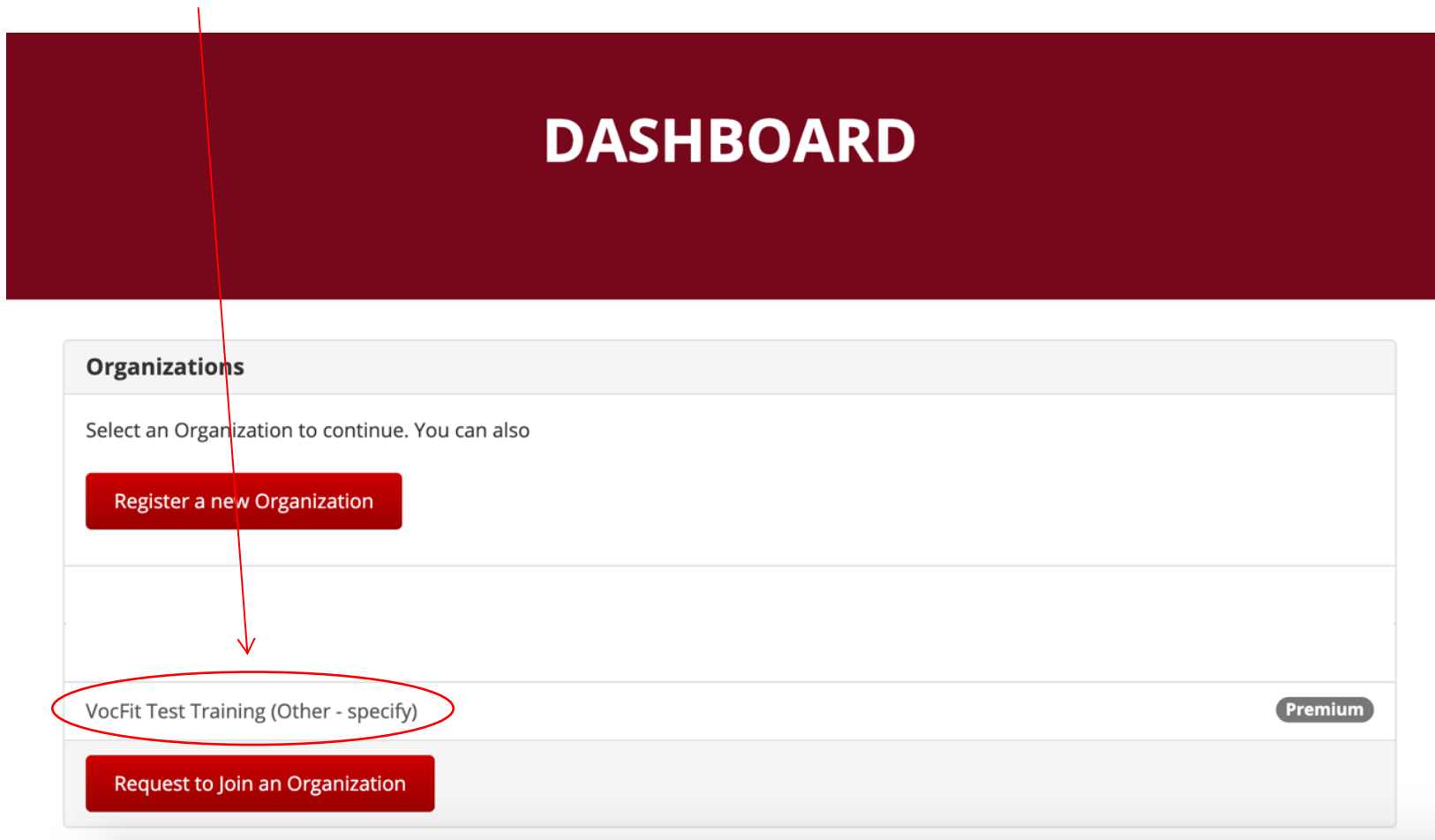


Running a Job Matching Report (JMR)

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.



Step 2. Click “Run a New JMR”

- A “JMR” stand for Job Matching Report. You will be able to run a JMR once you have entered your student/intern/worker, added your internships/jobs, and run internship/job assessments for those jobs (or have the Discovery Job Bank enabled).
- The “JMR” is what is used to compare the student’s/intern’s/worker’s abilities (as filled out in the student/intern/worker assessment) to the job’s demands (as filled out in the internship/job assessment).
- Select “Run a New JMR” to begin.
- Once you have created a JMR you will be able to see it here.

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

- Manage Organization:** Contains a "Manage Organization" button.
- You are a member of the following Sites:** Shows "Main" with a badge indicating "1 Student/Intern/Worker, 32 Jobs".
- Students/Interns/Workers and Jobs:** Contains two buttons: "Manage Students/Interns/Workers" and "Manage Jobs".
- Job Matching Reports (JMR):** Contains a "Run a New JMR" button, a "Show 10 entries" dropdown, and a search box.

Below the "Job Matching Reports (JMR)" section is a table with the following columns: "Student/Intern/Worker", "Site", "Run on", "Status", and "Actions". The table is currently empty, and the text "No data available in table" is displayed at the bottom of the table area. Red circles and arrows highlight the "Run a New JMR" button and the "No data available in table" message.

Step 3. Click “Next”

- Select which student/intern/worker you would like to run the JMR on.
- Select which student/intern/worker assessment you would like to use for that student/intern/worker.
- If you have run more than one student/intern/worker assessment they will all be listed.
- Student/intern/worker assessment cannot be deleted once they have been completed. You can run a new student/intern/worker assessment if you want to update their assessment (i.e. the individual has improved certain abilities that you would like to be shown).
- Select if you would like to include the discovery job banks jobs in the JMR.
- Select “Next” to continue.

The screenshot shows a web form titled "RUN JOB MATCHING REPORT" in a dark red header. Below the header, there is a blue link "Back to Organization". The form contains four dropdown menus and a "Next" button. Red circles and arrows highlight the following elements:

- The "Student/Intern/Worker" dropdown menu, which currently displays "Test Student".
- The "Student/Intern/Worker Assessment to use as a basis" dropdown menu, which currently displays "Fri, Mar 27, 2020 10:22 PM by".
- The "Use Discovery Job Bank Jobs?" dropdown menu, which currently displays "Show both the jobs/internships I have entered and the DJB Jobs in this report".
- The "Next" button, which is a red rectangle with white text.

Step 4. Select which jobs you would like to include in the JMR

- The graph shown under each job description is calculated using a data driven formula taking the student's/intern's/workers' abilities and the internship/job demands.
- The colors represent the Pros, Strengths, Areas for improvement, Needs, and Cons of the internships/jobs match with that particular student/intern/worker. The bigger the color, the more abilities there are in that area.
- You can hover over reach color with your mouse to see how many there are in each section.
- Select which internship/job assessment you would like to use for the JMR.
- Select which internships/jobs you would like to include in your JMR by checking the box at the bottom of each job.
- Select "Generate JMR" at the bottom of the page to continue (Not shown).

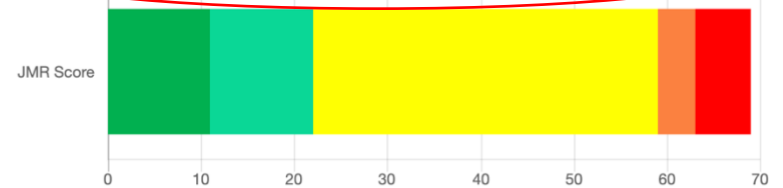
[Back to Organization](#)

Show DJB Jobs

Job Matching Report created successfully. You can now select the Internship/Job Assessments to include.

DJB: DJB - Singer

Pros Strengths Areas for Intervention Needs Cons



Internship/Job Assessment to use:

Sun, Mar 29, 2020 5:03 PM by

Include in JMR

DJB: DJB - Choreographer

Step 5. Viewing JMR

- Here you can edit your JMR to include only certain jobs by clicking the check boxes.
- You can send the JMR to another individual by clicking on “Generate Sharing Link” and copying and pasting the link into an email.
- You can download the PDF and print it if it is needed in paper format.
- The Vocational Fingerprint summarizes each internship’s/job’s demands and it’s comparison with the student’s/intern’s/worker’s abilities in one chart.
- You can hover over each color with your mouse to see what demands are in each section. Click on the color you would like to view and a complete list will populate of the demands that are included in that section.

The screenshot displays the JMR interface with several key sections:

- Back to Organization**: A red button at the top left.
- Sharing Options**: A section containing a red button labeled **Generate Sharing Link**.
- PDF Download Filter Options**: A section with the instruction "Use the checkboxes below to filter the jobs that you want to include in the PDF download." Below this is a list of jobs with checkboxes:
 - DJB - Singer
 - Test Job
 - DJB- Landscaping Worker
 - DJB- Baggage Porter
 - DJB- Warehouse Worker
 - DJB- Bank Teller
 - DJB- Veterinary Assistant and Laboratory Animal Caretakers
- Download PDF**: A red button below the job list.
- Vocational Fingerprint**: A section titled "Run by" followed by "on Sun, Mar 29, 2020 7:05 PM". Below this is a horizontal bar chart comparing job demands with individual abilities. The legend includes:
 - Pros (Dark Green)
 - Strengths (Light Green)
 - Areas for Intervention (Yellow)
 - Needs (Orange)
 - Cons (Red)The chart shows three rows for DJB - Singer, Test Job, and DJB- Landscaping Worker. The Test Job row has a red circle highlighting the yellow "Areas for Intervention" section.

Step 5. Viewing JMR

- The Vocational Fingerprint summary can also be seen as a pie chart and details on which demands are listed under each color.
- Hover over each color and click in order to see these demands.

