

Running Reports

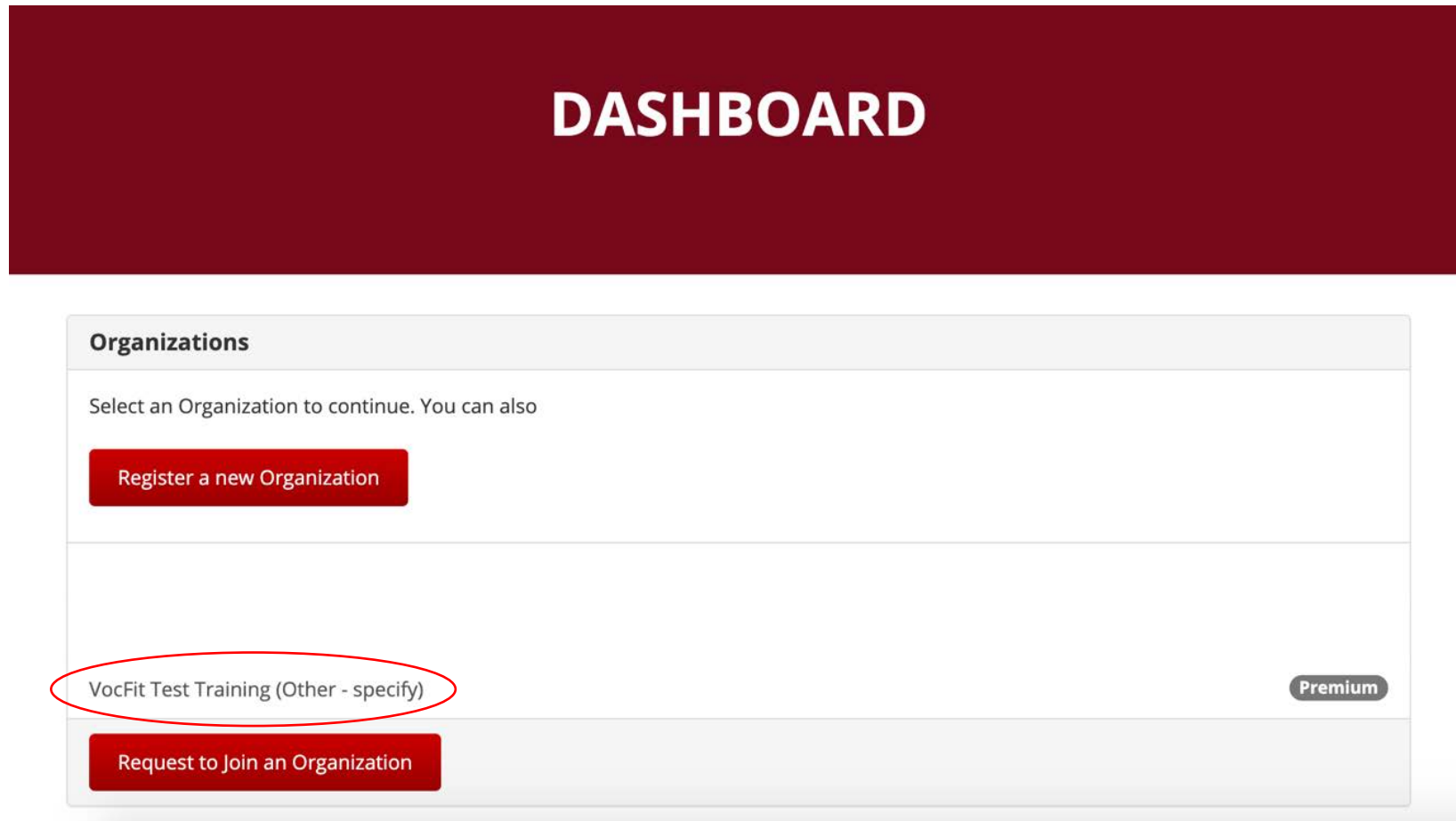
VocFit.com

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Overview

- To run reports, begin by clicking on your organization from your Dashboard.



Overview

- To run a student/intern/worker report, measurable skills change report, or rater agreement report, click "Manage Students/Interns/Workers".
- To run a job matching report, click "Run a New JMR". More information on this report will be provided at the end of the tutorial.

VOCFIT TEST TRAINING

Manage Organization

Manage Organization

You are a member of the following Sites

Main

1 Student/Intern/Worker, 32 Jobs

Students/Interns/Workers and Jobs

Manage Students/Interns/Workers

Manage Jobs

Job Matching Reports (JMR)

Run a New JMR

Show 10 entries

Search:

Student/Intern/Worker Report

Step 1: Find the student and click "Details"

- Find the student/intern/worker you want to complete the report about.
 - You can search for specific individuals by typing in their name, site, and/or year created and clicking the "Search" button.
- A student/intern/worker assessment must be completed before you can run reports.
- Click "Details" to go to the individual's page and run a student/intern/worker report.

VOCFIT TEST TRAINING : STUDENTS/INTERNS/WORKERS

[Add Student/Intern/Worker](#)

[Back to Organization](#)

Name	Site	Year	Search
Name	Site	Created On	Actions
Test Student	Main	Fri, Mar 27, 2020 10:05 PM	Details

Step 2. Click "Student/Intern/Worker Report"

- This is the individual's profile page.
- The student/intern/worker report allows you to visually look at their abilities and strengths.
- To start, click "Student/Intern/Worker Report" on the left-side of the screen.

Student/Intern Assessments

[Email Student/Intern/Worker Assessment Request](#)

[Complete Student/Intern/Worker Assessment now](#)

[Download Student/Intern/Worker Assessment PDF](#)

Reports

[Student/Intern/Worker Report](#)

[Measurable Skills Change Report](#)

[Job/Internship Matching Report](#)

[Rater Agreement Report](#)

Basic Information

Site:

Primary Area of Disability:

Birth Year:

Race:

Gender:

Currently Employed:

Currently Seeking Employment:

Desired Employment Setting:

Hours per week:

Wage per hour:

Student/Intern/Worker Assessments

Step 3. Click “Run”

- This page will show all completed assessments about the student/intern/worker.
- Select which student/intern/worker assessment you would like to use to generate the report and click “Run”.

RUN STUDENT/INTERN/WORKER REPORT

[Back to Student/Intern/Worker](#)

Student/Intern/Worker Assessment To Use

- ☐ Wed, Oct 26, 2022 2:35 PM by
- ☐ Wed, Oct 26, 2022 2:31 PM by
- ☐ Fri, Oct 7, 2022 6:45 PM by
- ☐ Wed, Oct 5, 2022 4:51 PM by

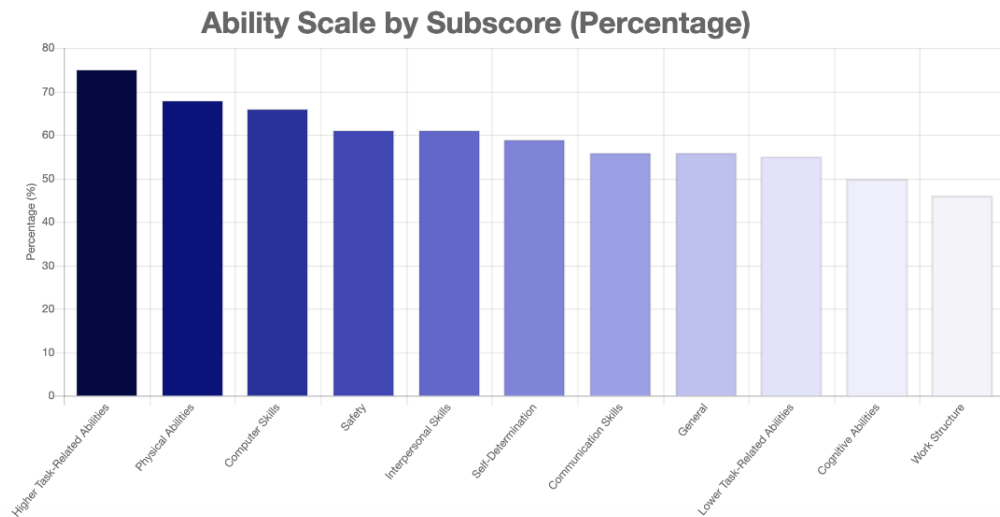
Run

Step 4. View and Share Report

- This report shows you the student/intern/worker's strengths by subscale, where a higher bar represents higher ability.
- If you would like to share the student/intern/worker report results, click on the "Generate Sharing Link". You can copy/paste the link to share the report with anyone.
- You can destroy the sharing link at anytime. This will prevent people from viewing the report after they click the link. This is useful when:
 - The report is no longer relevant.
 - The student has left the program.
 - The link was sent to the wrong person.

[Back to Student/Intern/Worker](#)

Generate Sharing Link



[Back to Student/Intern/Worker](#)

COPY THIS PRIVATE URL TO SHARE:

Copy

- or -

Destroy Share Link

Measurable Skills Change Report

Step 1: Find the student and click "Details"

- Find the student/intern/worker you want to complete the report about.
 - You can search for specific individuals by typing in their name, site, and/or year created and clicking the "Search" button.
- More than one student/intern/worker assessment must be completed before you can run the measurable skills change report.
- Click "Details" to go to the individual's page and run the report.

VOCFIT TEST TRAINING : STUDENTS/INTERNS/WORKERS

[Add Student/Intern/Worker](#)

[Back to Organization](#)

<input type="text" value="Name"/>	<input type="text" value="Site"/>	<input type="text" value="Year"/>	<input type="button" value="Search"/>
Name	Site	Created On	Actions
Test Student	Main	Fri, Mar 27, 2020 10:05 PM	<input type="button" value="Details"/>

Step 2. Click "Measurable Skills Change Report"

- This is the individual's profile page.
- The measurable skills change report allows you to look at how the student/intern/worker's abilities have changed over time.
- To start, click "Measurable Skills Change Report" on the left-side of the screen.

Student/Intern Assessments

[Email Student/Intern/Worker Assessment Request](#)

[Complete Student/Intern/Worker Assessment now](#)

[Download Student/Intern/Worker Assessment PDF](#)

Reports

[Student/Intern/Worker Report](#)

[Measurable Skills Change Report](#)

[Job/Internship Matching Report](#)

[Rater Agreement Report](#)

Basic Information

Site:

Primary Area of Disability:

Birth Year:

Race:

Gender:

Currently Employed:

Currently Seeking Employment:

Desired Employment Setting:

Hours per week:

Wage per hour:

Student/Intern/Worker Assessments

Step 3. Select Two Time-Points to Compare

- Select at least two assessments to compare.
 - For best results choose two assessments that were completed at different times.
 - You cannot run this report unless you have at least two assessments entered.
- Click "Run" to generate the report.

MEASURABLE SKILLS CHANGE REPORT

[Back to Student/Intern/Worker](#)

Student/Intern/Worker Assessments To Include

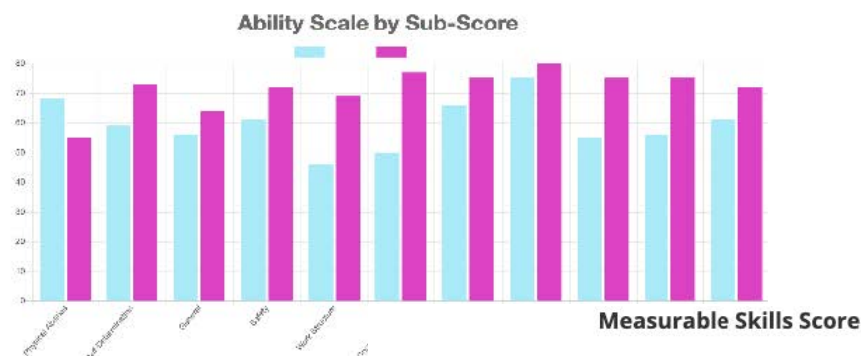
- ☐ Wed, Oct 26, 2022 2:35 PM by
- ☒ Wed, Oct 26, 2022 2:31 PM by
- ☐ Fri, Oct 7, 2022 6:45 PM by
- ☒ Wed, Oct 5, 2022 4:51 PM by

Run

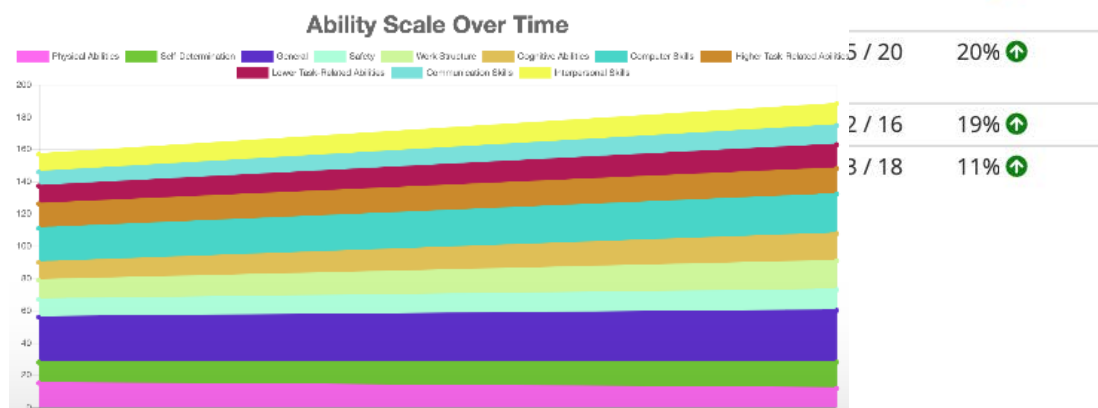
Step 4. View and Share the Measurable Skills Change Report

- The report will generate three graphics:
 - The first shows how the scores for each subscale have changed between the two assessments.
 - The second shows the subscale scores for each assessment, and the percentage difference in the subscale scores between the two assessments.
 - The third shows how the student/intern/worker's abilities have changed over time. You can filter out different subscales by clicking their name from the key above the graph.
- You can share the report by clicking on "Generate Sharing Link". Copy/paste the link to send to others. You can destroy the sharing link at anytime.

Generate Sharing Link



Category				Difference(%)
Physical Abilities	15 / 22	12 / 22		-13% ↓
Self-Determination	13 / 22	16 / 22		14% ↑
General	28 / 50	32 / 50		8% ↑
Safety	11 / 18	13 / 18		11% ↑
Work Structure	12 / 26	18 / 26		23% ↑
Cognitive Abilities	11 / 22	17 / 22		27% ↑
Computer Skills	21 / 32	24 / 32		9% ↑
Higher Task-Related	15 / 20	16 / 20		5% ↑



Rater Agreement Report

Step 1: Find the student and click "Details"

- Find the student/intern/worker you want to complete the report about.
 - You can search for specific individuals by typing in their name, site, and/or year created and clicking the "Search" button.
- More than one person will need to assess the student/intern/worker in order to run the rater agreement report.
- Click "Details" to go to the individual's page and run the report.

VOCFIT TEST TRAINING : STUDENTS/INTERNS/WORKERS

[Add Student/Intern/Worker](#)

[Back to Organization](#)

Name	Site	Year	Search
Name	Site	Created On	Actions
Test Student	Main	Fri, Mar 27, 2020 10:05 PM	Details

Step 2. Click "Rater Agreement Report"

- This is the individual's profile page.
- The rater agreement report allows you to look at how different people have assessed the student/intern/worker's abilities and how they compare.
- To start, click "Rater Agreement Report" on the left-side of the screen.

Student/Intern Assessments

[Email Student/Intern/Worker Assessment Request](#)

[Complete Student/Intern/Worker Assessment now](#)

[Download Student/Intern/Worker Assessment PDF](#)

Reports

[Student/Intern/Worker Report](#)

[Measurable Skills Change Report](#)

[Job/Internship Matching Report](#)

[Rater Agreement Report](#)

Basic Information

Site:

Primary Area of Disability:

Birth Year:

Race:

Gender:

Currently Employed:

Currently Seeking Employment:

Desired Employment Setting:

Hours per week:

Wage per hour:

Student/Intern/Worker Assessments

Step 3. Select Two Raters to Compare

- Make sure to check reports run by two different raters (i.e. teachers/trainers/coaches/etc.) that you would like to compare.
- You will not be able to run a report unless you have two raters selected. The purpose of this data is to compare how each rater assessed the student's/intern's/worker's skills and abilities.
- Click "Run" once these are checked.

RUN RATER AGREEMENT REPORT

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Student/Intern/Worker Assessments To Include

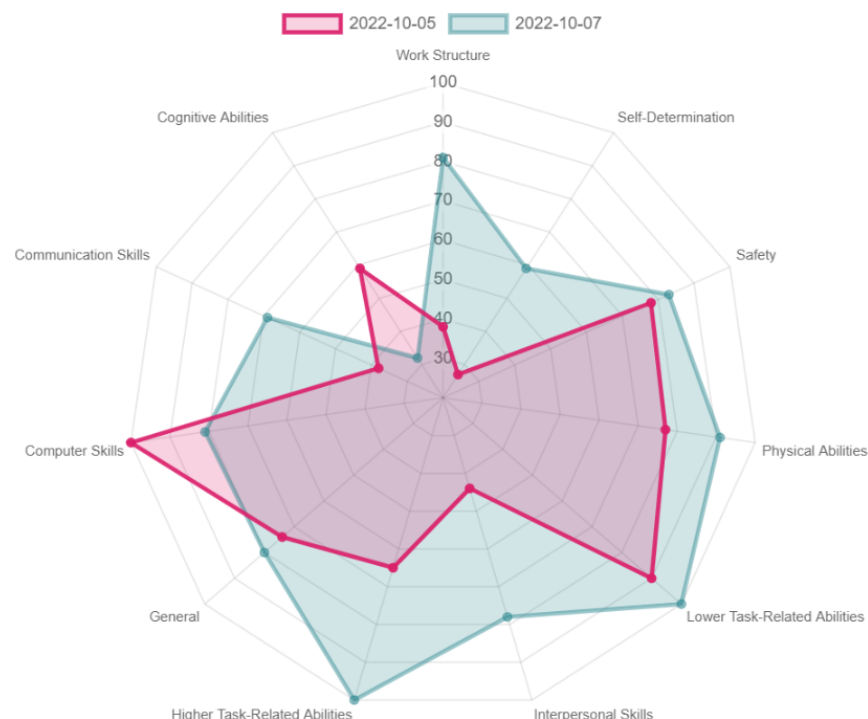
- ☐ Wed, Oct 26, 2022 2:35 PM by
- ☐ Wed, Oct 26, 2022 2:31 PM by
- ☒ Fri, Oct 7, 2022 6:45 PM by M
- ☒ Wed, Oct 5, 2022 4:51 PM by G

Run

Step 4. View and Share the Rater Agreement Report

- This report will generate two graphics.
 - The first graphic shows how each rater assessed the individual for each subscale, where overlapping colors represent agreement about the individual's abilities.
 - The second graphic shows the agreement percentage between the two raters for each subscale.
- The percentages in the graphics represent the individual's abilities, where 100% would indicate high ability for all items in the subscale and 0% would indicate low ability for all items in the subscale.
- You can share the report by clicking on "Generate Sharing Link". Copy/paste the link to send to others. You can destroy the sharing link at anytime.

Rater Comparison



Agreement By Category

Category	2022-10-05 by Grace Stuewe	2022-10-07 by Margaret Gibson	Percent Agreement
Work Structure	38%	81%	23%
Self-Determination	27%	59%	36%
Safety	78%	83%	44%
Physical Abilities	77%	91%	73%
Lower Task-Related Abilities	90%	100%	80%
Interpersonal Skills	44%	78%	33%
Higher Task-Related Abilities	65%	100%	40%
General	74%	80%	56%
Computer Skills	100%	81%	69%
Communication Skills	38%	69%	38%
Cognitive Abilities	59%	32%	45%

Job Matching Reports (JMR)

Step 1. Fill in Information and Click “Next”

- After clicking "Run New JMR" from your Dashboard, you will see this page.
 - The JMR allows you to compare an individual's abilities to the job's demands. You will need to complete a student/intern/worker assessment and a job/internship assessment (or use jobs from the Discovery Job Bank [DJB]) to run a JMR.
- Select the student/intern/worker you would like to run the JMR about, and which assessment you would like to use to represent their abilities.
- Choose which jobs you would like to run the JMR about, this can include just jobs that you have added and assessed, just DJB jobs, or both.
- Select “Next” to continue.

RUN JOB MATCHING REPORT

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Student/Intern/Worker

Student/Intern/Worker Assessment to use as a basis

Use Discovery Job Bank Jobs?

Next

Step 2. Select Which Jobs to Include in the JMR

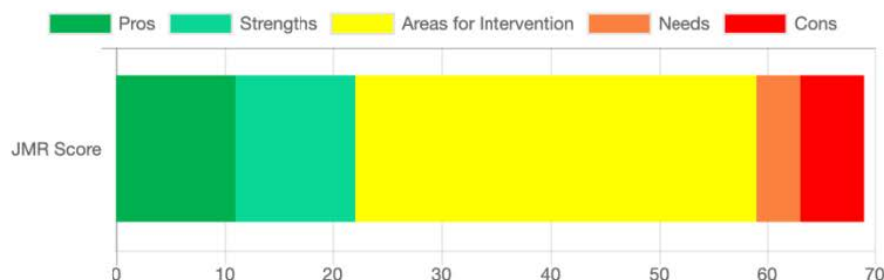
- All potential jobs will populate on this page.
 - If more than one assessment was completed for the job, you should select which assessment you want to use.
 - Click the box that says "Include in JMR" to add the job to the final report.
 - You may select as many internships/job as you want.
- The graph shown under each job title is the Vocational Fingerprint, more information is provided on the next page.
- You can toggle the green button on the left-side of the screen to show or hide DJB jobs.
- Scroll to the bottom of the page and select "Generate JMR" to continue to the final report.

[Back to Organization](#)

☒ Show DJB Jobs

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

DJB: DJB - Singer



Internship/Job Assessment to use:

☐ Include in JMR

Step 3. View and Share the JMR

- This is the final JMR.
- The Vocational Fingerprint summarizes how well the individual's abilities fit with the internship/job's demands.
 - Pros represent a good match with high job demand and high worker ability, cons represent a challenging match with high job demand but low worker ability.
 - You can hover over or click on the Vocational Fingerprint for a detailed list of which abilities/demands are considered pros, strengths, areas for intervention, needs, or cons.
- You can download a PDF of the JMR, and select which jobs you would like included in the PDF.
- You can share the report by clicking on "Generate Sharing Link". Copy/paste the link to send to others. You can destroy the sharing link at anytime.

Sharing Options

Generate Sharing Link

PDF Download Filter Options

Use the checkboxes below to filter the jobs that you want to include in the PDF download.

Jobs

- ☒ DJB - Baker
- ☒ DJB - Veterinary Assistant
- ☒ DJB- Automotive and Watercraft Service Attendants
- ☒ DJB- Warehouse Worker

Download PDF

Vocational Fingerprint

Run by

Tue, May 9, 2023 2:47 PM



Step 5. Additional Ways to View the JMR

- The Vocational Fingerprint summary can also be seen as a pie chart.
 - You can click "Show details" to see the full job description.
 - This will also show which abilities/demands are considered pros, strengths, areas of intervention, needs, and cons.

