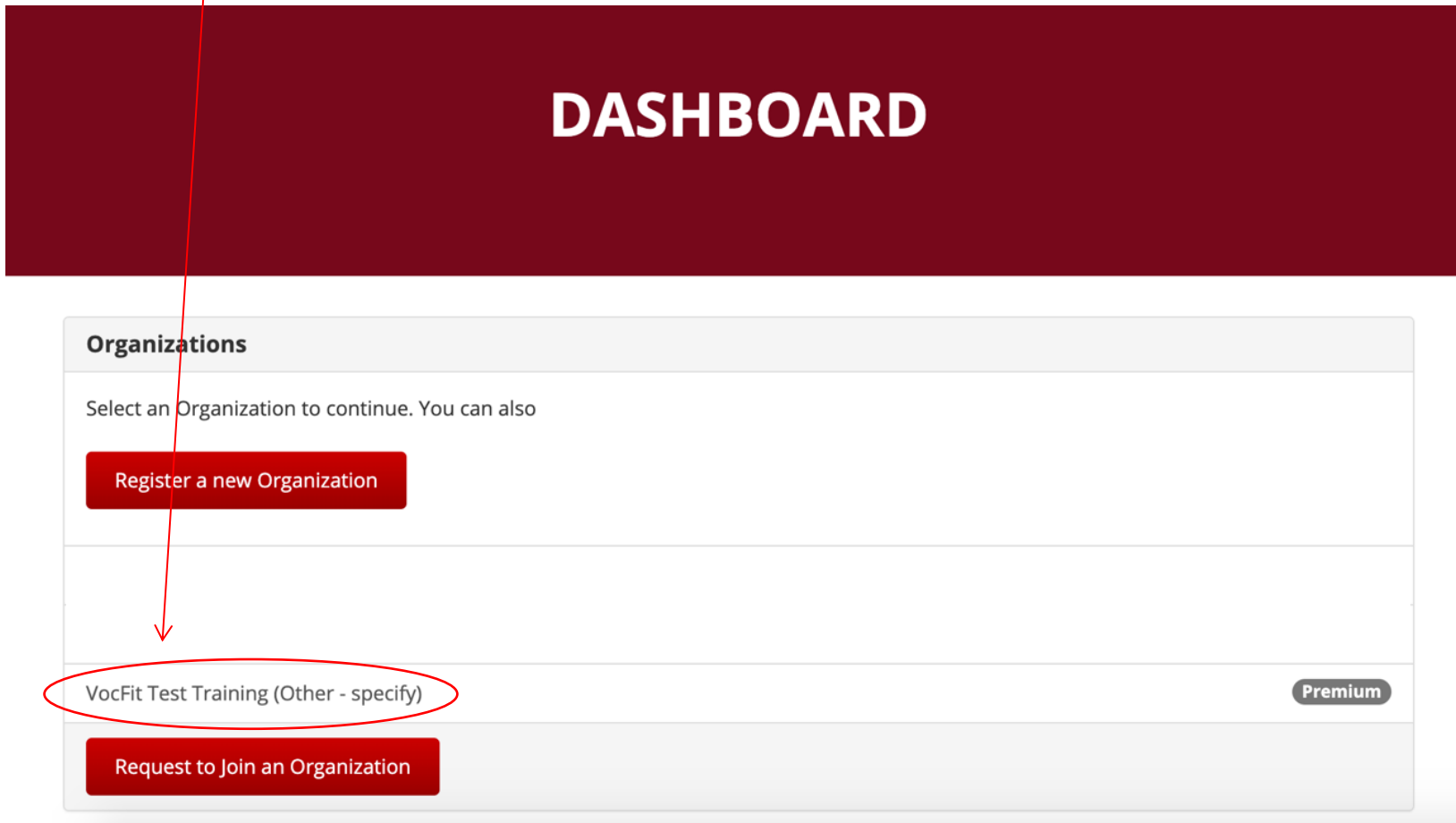


Adding an Internship/Job

VocFit.com

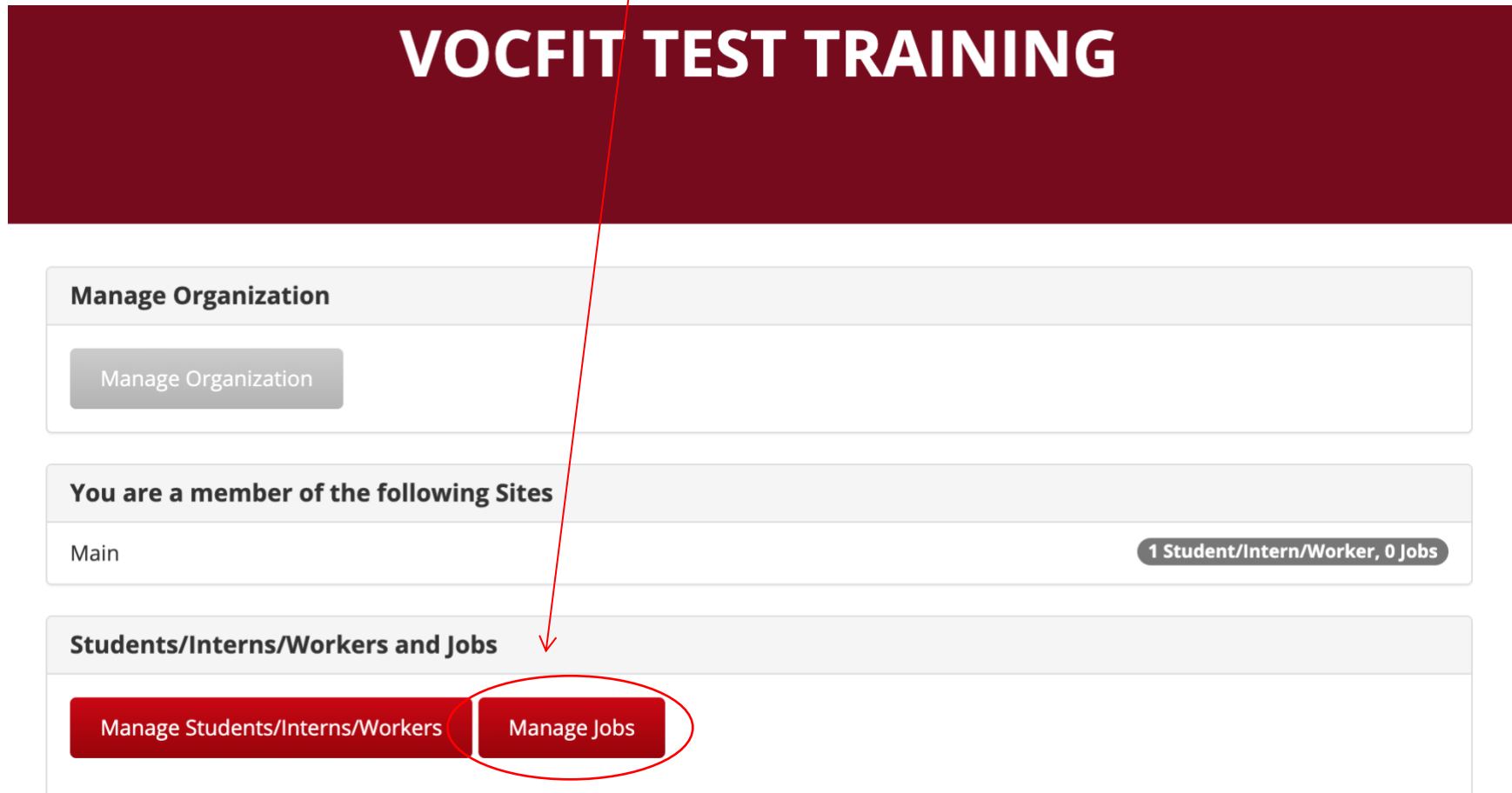
Step 1. Select your Organization from your “Dashboard”

- 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 adding internships/jobs to your organization.
- To input job profiles into your organization select “Manage Jobs” button on the left of the screen.



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**

The screenshot displays a web interface for 'VOCFIT TEST TRAINING'. It features three main sections: 'Manage Organization' with a button, 'You are a member of the following Sites' showing 'Main' with '1 Student/Intern/Worker, 0 Jobs', and 'Students/Interns/Workers and Jobs' with two buttons: 'Manage Students/Interns/Workers' and 'Manage Jobs'. A red arrow points from the 'Manage Jobs' button to the text in the instructions above. The 'Manage Jobs' button is circled in red.

Step 3. Click “Add Internship/Job”

- Select “Add Internship/Job” to add jobs to your organization.
- If you have opted into the “Discovery Job Bank” you will see all of those jobs listed in your list of jobs as “DJB- name of job” (refer to “Adding and Editing Sites in your Organization” or “Discovery Job Bank” module to learn more about this).

VOCFIT TEST TRAINING : JOBS

[Add Internship/Job](#)
[Back to Organization](#)

Name Site Year
Category Show DJB Jobs

Name	Site	Created On	Actions
DJB: DJB-Hotel Front Desk Clerk	Main	Sun, Mar 29, 2020 5:03 PM	<input type="button" value="Details"/>
DJB: DJB- Dishwasher	Main	Sun, Mar 29, 2020 5:03 PM	<input type="button" value="Details"/>
DJB: DJB- Landscaping Worker	Main	Sun, Mar 29, 2020 5:03 PM	<input type="button" value="Details"/>
DJB: DJB- Usher	Main	Sun, Mar 29, 2020 5:03 PM	<input type="button" value="Details"/>

Step 4. Fill out Information and Click “Add”

- Make sure the job is added to the correct site.
- Select a category for this job to be associated with on VocFit.com.
- Select what O*NET category this job is associated with.
- Write in a description of the job.
- In the “Hours Per Week” and “Wage Per Hour”, move the left end of the bar to set the minimum and the right end of the bar to set the maximum.
- Click “Add” at the bottom of the screen when all sections are completed.

[Back to All Jobs](#)

Name of the Job

aka, internship, prevocational experience

Site
Main

Category
Accommodation and Food Services

O*NET-SOC
Chief Executives (11-1011.00)
[You can search for codes and view more details at O*NET OnLine.](#)

Description

Hours Per Week
 0 40

Wage Per Hour
 0 40

Employer is currently hiring for this position
No

Employer currently employs an individual with a disability
No

Employer is open to hiring an individual with a disability for this position
No

Add