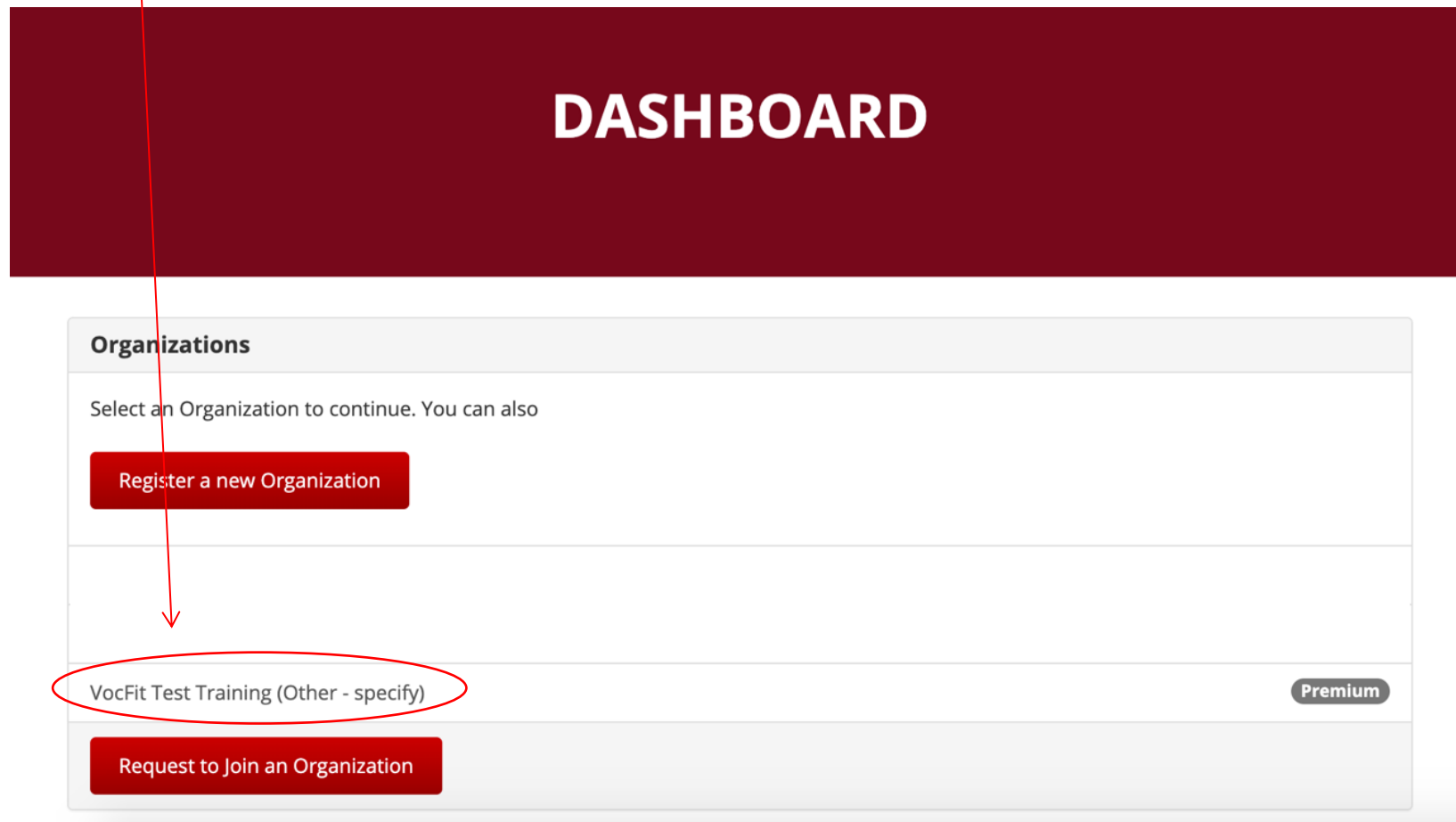


Completing a Student/Intern/Worker Assessment

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 on “Manage Students/Interns/Workers”

- In this tutorial we will be focusing on completing a student/intern/worker assessment.
- To complete a student/intern/worker assessment, select “Manage Students/Interns/Workers” 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

Step 3. Click “Details”

- All created workers will populate in this section.
- If you want to search for a particular worker, you can search for their profile by looking up either their “Name”, “Site”, or “Year” and clicking the “Search” button.
- Once a worker is created (refer to “Adding a Student/Intern/Worker” module), a student/intern/worker assessment must be completed to finish the student/intern/worker profile.
- This assessment is completed by someone who knows the individual’s skill sets and limitations (i.e. caretaker, staff member, vocational rehabilitation team). It evaluates them in the 10 different areas.
- To run a student/intern/worker assessment select “Details”.

VocFit.com
Customized Employment Support

Dashboard Account Admin Logout

Cambiar a español

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 4. Click “Complete Student/Intern/Worker Assessment Now”

- In this webpage, you can complete the student/intern/worker 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 individual in more depth (more information on this tool will be described in “Sending an Email Student/Intern/Worker Assessment Request”).
- You can also edit a student’s/intern’s/worker’s profile or remove a student/intern/worker on this page.
- If you are the individual filling out the assessment, select “Complete Student/Intern/Worker Assessment Now”.

TEST STUDENT

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](#)

Student/Intern Management

- [Edit Student/Intern/Worker](#)
- [Remove Student/Intern/Worker](#)

Basic Information

Site: Main
Primary Area of Disability: Autism
Birth Year: 1998
Race: White
Gender: Male
Currently Employed: No
Currently Seeking Employment: Yes
Desired Employment Setting: Food Service
Hours per week: 0.00 to 20.50
Wage per hour: \$11.00 to \$40.00

Student/Intern/Worker Assessments

Email	Date Requested	Status	Actions
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Step 5. Fill out information and Click “Next”

- Respond appropriately and click “Next”.

STUDENT/INTERN/WORKER ASSESSMENT: TEST STUDENT

Is this data about a real student/intern/worker?

No

Next

- Then, fill out YOUR information in all of the following fields and select “Next” when finished.

STUDENT/INTERN/WORKER ASSESSMENT: TEST STUDENT

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. Fill out information and Click “Next” Until Prompted to “Submit”

- Based on the student’s/intern’s/worker’s abilities, 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.

STUDENT/INTERN/WORKER ASSESSMENT: TEST STUDENT

Physical Abilities

To what degree does the Student/Intern/Worker demonstrate the ability to:

	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