



**Career Planning Readiness  
Self Assessment**



**Major and Career Exploration**



**Action Planning, Decision Making**

# **FOCUS 2**

**An Online  
Career,  
Major  
& Education  
Planning  
System**

# HIGH PRIORITIES: CHOOSING YOUR MAJOR, GETTING AN EDUCATION & MAKING INFORMED CAREER DECISIONS

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# Reality: 60% of Entering Freshmen...

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**NO  
CAREER  
GOALS**

**NO  
MAJOR  
(Deciding)**

**NO  
PLAN**



“I Have To Declare A  
Major?”



# What is Career & Education Planning?

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Orientation, Self Knowledge  
Discovery, Exploration,  
Decision Making,  
Action, Adaptation

## **A continuous, lifelong process**

of exploration and planning of career and educational goals compatible *with your interests, values, talents, personality and aspirations.*

# Research Findings: Benefits of Career Planning



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Facilitates more **appropriate goal setting**, academic **decision making**, and **course selection** which heightens commitment, and the **probability of retention**.

*John Gardner (1998, 2003) Nationally known for his work on improving the college freshman experience and raising student retention rates.*

**Increased motivation, improved academic achievement, increased retention, and less time to graduate.**

*(Gillie, S. & Gillie-Isenhour, M., 2005)*

**Timely college degree attainment influenced by the interests / major congruence of students.**

*(Allen, J. & Robbins, S., 2010)*

# Career Myths

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- ❑ There is only one perfect job/career for you.
- ❑ Your major will guide you to your career.
- ❑ Your career choices are lifelong decisions.
- ❑ Liberal arts, humanities and sciences are not marketable majors.
- ❑ Your career decisions should be based on the current job market.



# Understanding yourself is the first step of career & educational planning

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**Step 1:** Identify your interests, personality, values, skills and lifestyle preferences

**Step 2:** Explore occupations and major areas of study compatible with your personal attributes.



# Your Life Plan



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As you plan your career you should consider the big picture...your life plan. Your career decisions will dramatically impact your lifestyle.

<b>Where you live</b>	<b>Your income</b>	<b>Time at home</b>
<b>Your work hours</b>	<b>Your travels</b>	<b>Job security</b>
<b>Your work associates</b>	<b>Your choice of friends</b>	<b>Your leisure time</b>



# It is your future. Take charge.

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**You** are responsible for making your education and career decisions, managing your career and controlling your destiny.

**Your career** will affect your future lifestyle and feelings of fulfillment as well as where & how you live, your financial security, your leisure time activities, etc.

# Understand the World of Work

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Today's rapidly changing world:

- new occupations are emerging, others are disappearing
- existing jobs are demanding higher levels of skills



# Plan for the Present and Future

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Be ready for change with career goals, strategies and options based on your interests, personality, values and skills.

With a plan, you will be equipped to manage your career and take advantage of changes in the economy and job market rather than becoming a victim of change.



# Plan your career

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## Be Proactive

Career Planning is an ongoing process throughout all your life stages.

## Fine Tune

Be forward-looking with your planning, develop new skills and be prepared to make changes as needed.

# Start the Process

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**Use FOCUS 2**  
Make informed decisions



# What is FOCUS 2?

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FOCUS 2 is an online, interactive, self-guided career, major and education planning system.



# Why use FOCUS 2?

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- Are you unsure of your major?
- Are you unaware of the majors offered at your college and related occupations?
- Are you wondering what to do with your major?
- Are you unsure of which careers best suit you?
- Would you like to develop a career plan that works for you?
- Are you ready to make informed career decisions?



# FOCUS 2 Can Help You:

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- ▣ Select a major based on your interests and aspirations
- ▣ Discover occupations matching your personal preferences and attributes
- ▣ Map out your career plans, present and future
- ▣ Make informed career decisions



# Use FOCUS 2 as an ongoing resource throughout your academic years and as an alumnus.

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“I am completely unsure about my major and career and how to begin the career planning process.”

“I have some ideas about my major and career but I need to learn more about the tools and resources.”

“I am ready to make informed decisions about my education and career.”



# FOCUS 2 Decision Making Model

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Ready

- **Career Planning Readiness:** Orientation to FOCUS 2 & the Career Planning Process

Assess

- **Assessment** of Interests, Personality, Skills, Values, Needs

Explore

- **Explore Options:** Identify and explore Majors & Occupations matching personal attributes

Decide

- **Decision Making:** Select Major & explore Career Paths
- **Action Plan:** Map out steps to achieve goals

## Getting Started with FOCUS 2


# Create your FOCUS 2 account

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The access code can be obtained from your career counselor or advisor.

Please fill out the form below to create your new account.  
When you are finished, click the "Continue" button.  
Fields that are required are in bold.

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**Your Access Code:** 

**First Name:**

**Last Name:**


**Email:**

**Confirm Your Email:**

**Create a User Name:** 

**Create a Password:**

**Confirm Your Password:**

**Graduation Year:**  

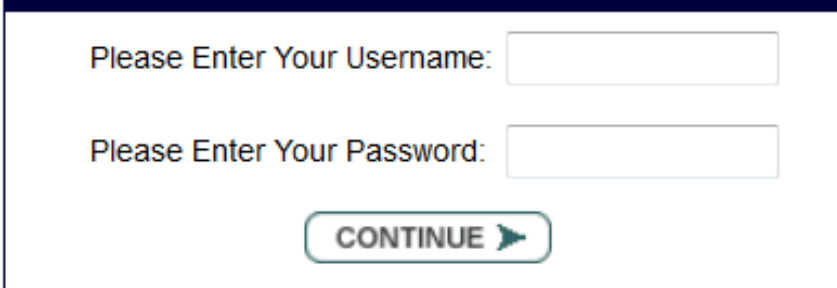
# Use FOCUS 2 anytime, anywhere.

## Online, Available 24/7 on any PC, Mac, Ipad

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FOCUS 2  
saves all your  
results.

Log in  
anytime, as  
often as you  
wish.



Please Enter Your Username:

Please Enter Your Password:

**CONTINUE** ➤

If you have forgotten your username or password, [click here](#).

**If you forget your username  
or password, FOCUS 2 will  
email it to you.**

The user  
name and  
password are  
**CaSe**  
**sEnSiTive!!!**

# Using FOCUS 2

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## THE FOCUS 2 Main Menu

The Main Menu is divided into 6 sections that **mirror the career planning process.**

## FOCUS 2 Main Menu Features and Functions

	<i>Main Menu Features</i>	<i>Functions</i>
	<p><b><u>Career Readiness</u></b>                      Career and Educational Goals                      Academic Strengths                      Your Accomplishments                      Your Career Planning Status                      Your Personal Development Needs</p>	<p><b><u>A Great Starting Point:</u></b></p> <ul style="list-style-type: none"> <li>Assess your involvement in activities that support career &amp; education decision-making.</li> <li>Identify your academic strengths and personal development needs.</li> </ul>
	<p><b><u>Self Assessment:</u></b>                      Work Interests Assessment                      Personality Assessment                      Skills Assessment                      Values Assessment                      Leisure Interests Assessment  <i>Narrow and Refine Your Results:                      See Your Top Career Choices</i></p>	<p><b><u>Five Valid and Reliable Self Assessments:</u></b></p> <ul style="list-style-type: none"> <li>Identify and explore occupations &amp; majors matching your assessment results.</li> <li>Save your preferred occupations &amp; majors along with your comments &amp; rankings.</li> <li>Narrow down your results by combining multiple assessment results.</li> </ul>
	<p><b><u>Explore the Possibilities</u></b>                      Search by Name                      Search by Industry                      What can I do with a major in...?                      Compare Two Occupations Side by Side</p>	<p><b><u>Explore Any Occupation</u></b></p> <ul style="list-style-type: none"> <li>Explore occupations by name or industry</li> <li>Use <i>What Can I Do with a Major In...?</i> to identify majors at your college that match your interests and learn about associated occupations.</li> </ul>
	<p><b><u>Create a Plan to Achieve Your Objectives</u></b>                      Your Action Plan                      Review and print your Action Plan</p>	<p><b><u>Your Action Plan</u></b></p> <ul style="list-style-type: none"> <li>Map out education plans and steps you will take to achieve your career goals.</li> <li>Plan for internships, volunteer work, study abroad.</li> <li>Build a network of contacts.</li> </ul>
	<p><b><u>Your Career Portfolio</u></b>                      Review &amp; update saved occupations                      Review &amp; update your saved majors                      Review and print your portfolio</p>	<p><b><u>Your Career Portfolio</u></b></p> <ul style="list-style-type: none"> <li>A summary of your assessment results with your preferred occupations &amp; majors.</li> <li>Advice: Save 10 occupations &amp; 2-3 majors.</li> </ul>
	<p><b><u>Recommended Tools and Websites</u></b>                      (Upcoming Events)                      Job Board &amp; Internship Opportunities                      Website Links</p>	<p><b><u>Links To Important Websites</u></b></p> <ul style="list-style-type: none"> <li>Search for jobs: national, state, or local levels and by specialty.</li> <li>Connect to websites recommended by your career counselors and advisors.</li> </ul>

**FOCUS 2**  
 is user  
 friendly  
 and will  
 guide you  
 through the  
 career &  
 education  
 planning  
 process.





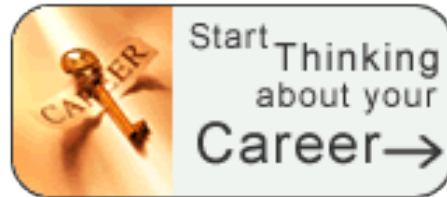
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The following slides will introduce you to the FOCUS 2 Main Menu and the functions of each section of the menu.

# Career Readiness

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**Your Career Planning Status** highlights activities that support informed decision making.



## A Great Starting Point

### **CAREER READINESS**

**Career and Educational Goals**

**Academic Strengths**

**Your Accomplishments**

**Your Career Planning Status**

**Your Personal Development Needs**

# Self Assessment

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**Save 10  
preferred  
occupations  
& 2-3  
majors**



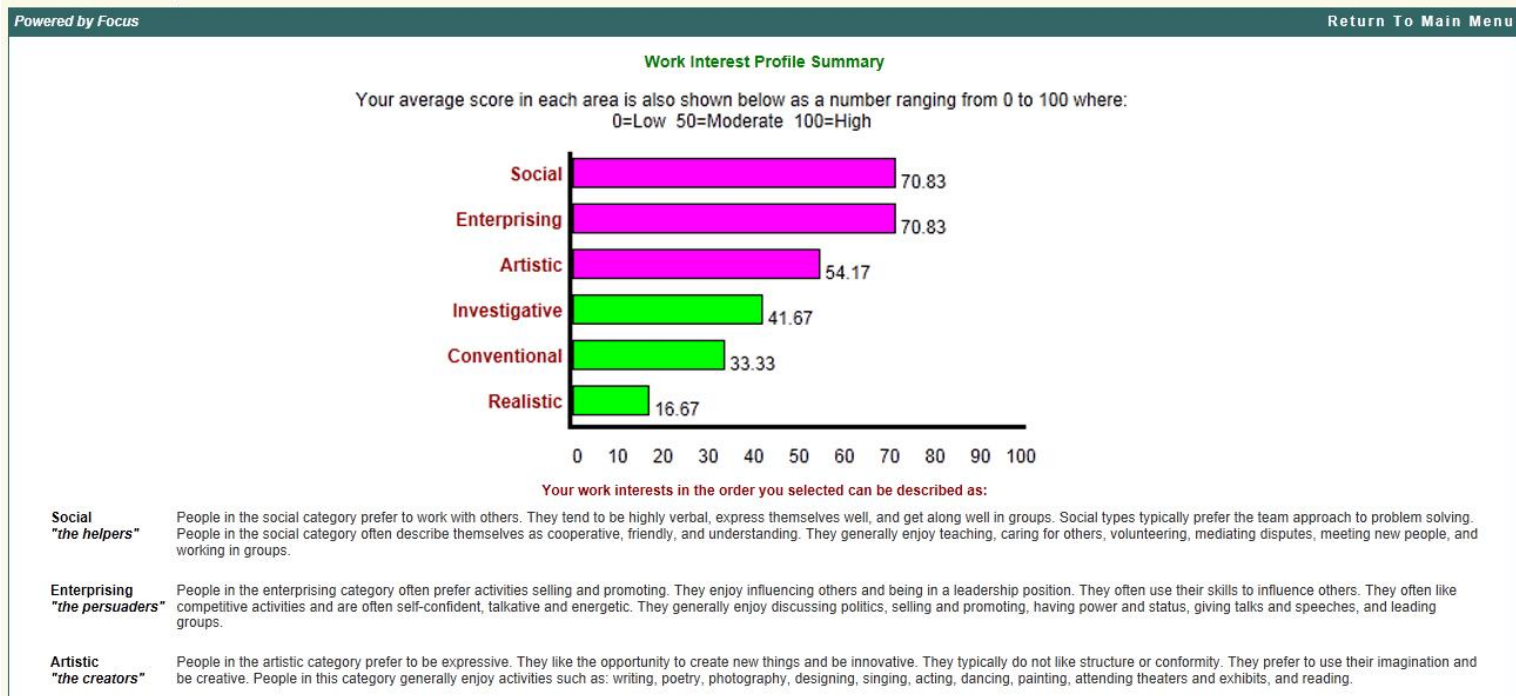
## **SELF ASSESSMENT:**

**Work Interest Assessment**  
**Leisure Interest Assessment**  
**Skills Assessment**  
**Personality Assessment**  
**Values Assessment**

**Narrow and Refine Your Results:**  
**See Your Top Career Choices**

# Sample Interest Profile

Your top 3 interests make up your Holland Code (Interest Profile).



Your interest profile is matched to:

1. Occupations with similar interest profiles
2. Supporting majors at your college

**Careers That Match Your Work Interests**

 You can write a personalized message to your students! Such as "Be sure to save your favorite occupations as you review them."

 Review Saved Occupations
 Green Jobs
 Bright Outlook
 Printer Friendly

<b>OCUPATIONS</b>	GREEN JOBS	BRIGHT OUTLOOK	NATIONAL AVERAGE SALARY	<b>MAJORS</b>
 Aeronautical & Aerospace Engineer			\$96,270.00	Aerospace, Aeronautical and Astronautical Engineering Mechanical Engineering Mathematics Physics
Aerospace Engineering Technician			\$59,280.00	Aerospace, Aeronautical and Astronautical Engineering Mathematics Physics
Agricultural Engineer			\$74,640.00	Chemical Engineering Mechanical Engineering Biochemistry Geology/Earth Science
Agricultural Sciences Professor			\$80,790.00	Biology
 Agronomist			\$65,180.00	Biology Biochemistry Chemistry
Anesthesiologist (MD)			\$211,750.00	Biology Biochemistry Chemistry Pre-Medicine Studies

Save your favorite occupations and majors

# Explore Your Assessment Results

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How does degree level impact the opportunities available in a career field?

Vary the degree level to play the “What if?” game.

The screenshot shows a web interface for career assessment results. A red circle highlights a filter section titled "Additional Headers" with the sub-header "Only Display Occupations That Would Require A ...". The filter options are:

- No Preference
- Vocational or Technical Institute Certificate
- Associate or 2 Year Degree
- Bachelor Degree
- Advanced Degree

There is an "Update Display" button and a "Clear Preferences" link with a note: "To clear your current selections and display careers at all education levels, [click here](#)."

Below the filter is a section titled "Careers That Match Your Work Interests" with a "Write a message to the students" button and "Review Saved Occupations" and "Printer Friendly" icons.

SAVED	SORT BY OCCUPATION NAME	SORT BY NATIONAL AVERAGE SALARY	MAJORS AT A SAMPLE COLLEGE
	Computer Network Engineer	\$76,560.00	Computer Science Computer Engineering Electrical Engineering
	Computer Programmer	\$74,690.00	Computer Science Computer Engineering Mathematics
	Computer Software Technician	\$74,690.00	Computer Science Computer Engineering
	Environmental Compliance Inspector	\$55,100.00	Law Geology/Earth Science
	Environmental Technician	\$45,730.00	Biochemistry Chemistry
	Fish Hatchery Specialist	\$60,670.00	Biology
	Forest and Conservation Technician	\$36,370.00	Chemistry
	Hazardous Waste Management Analyst	\$67,360.00	Biology Biochemistry Geology/Earth Science Physics
	Industrial Air Pollution Analyst	\$45,730.00	Chemical Engineering Chemistry

# Exploring Majors?

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Examine the supporting majors offered at this college

 Review Saved Occupations

 Printer Friendly



SAVED	SORT BY OCCUPATION NAME	SORT BY NATIONAL AVERAGE SALARY	MAJORS
	Computer Network Engineer	\$76,560.00	Computer Science Computer Engineering Electrical Engineering
	Computer Programmer	\$74,690.00	Computer Science Computer Engineering Mathematics
	Computer Software Technician	\$74,690.00	Computer Science Computer Engineering
	Environmental Compliance Inspector	\$55,100.00	Law Geology/Earth Science
	Environmental Technician	\$45,730.00	Biochemistry Chemistry
	Fish Hatchery Specialist	\$60,670.00	Biology
	Forest and Conservation Technician	\$36,370.00	Chemistry
	Hazardous Waste Management Analyst	\$67,360.00	Biology Biochemistry Geology/Earth Science Physics
	Industrial Air Pollution Analyst	\$45,730.00	Chemical Engineering Chemistry



# Click on any occupation to learn more

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## MENU

**Overview**

**Job Duties**

**Skills**

**Values**

**Outlook**

**Earnings**

**Advancement**

**Interest Profile**

**Working Conditions**

**Contact Info**

**Areas of Study**

## Overview

### Archeologist

Archeologists research the materials and records of past cultures, countries, tribes, and early prehistoric man in order to reconstruct and understand their origin and development. They excavate, analyze, classify and interpret artifacts and weapons to identify trends.

Graduates with a master's degree in archeology can qualify for a teaching position in two-year colleges, while a Ph.D. is usually the minimum requirement for most teaching positions in 4-year colleges. Training in statistics is essential for those who wish to find research positions in government agencies or in social science research institutes.



Play Video



Save this  
occupation

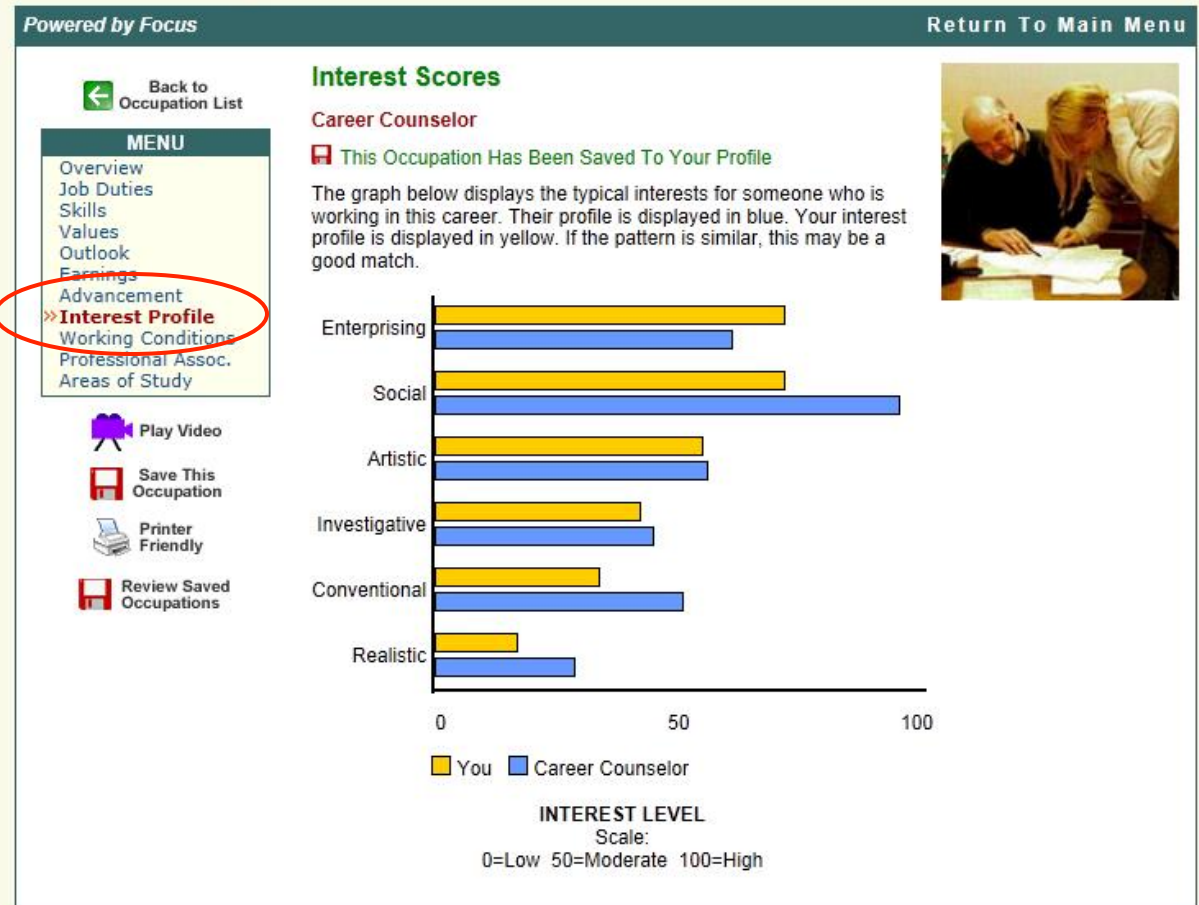


Printer Friendly

# Compare your interest profile to the interest profile for the occupation

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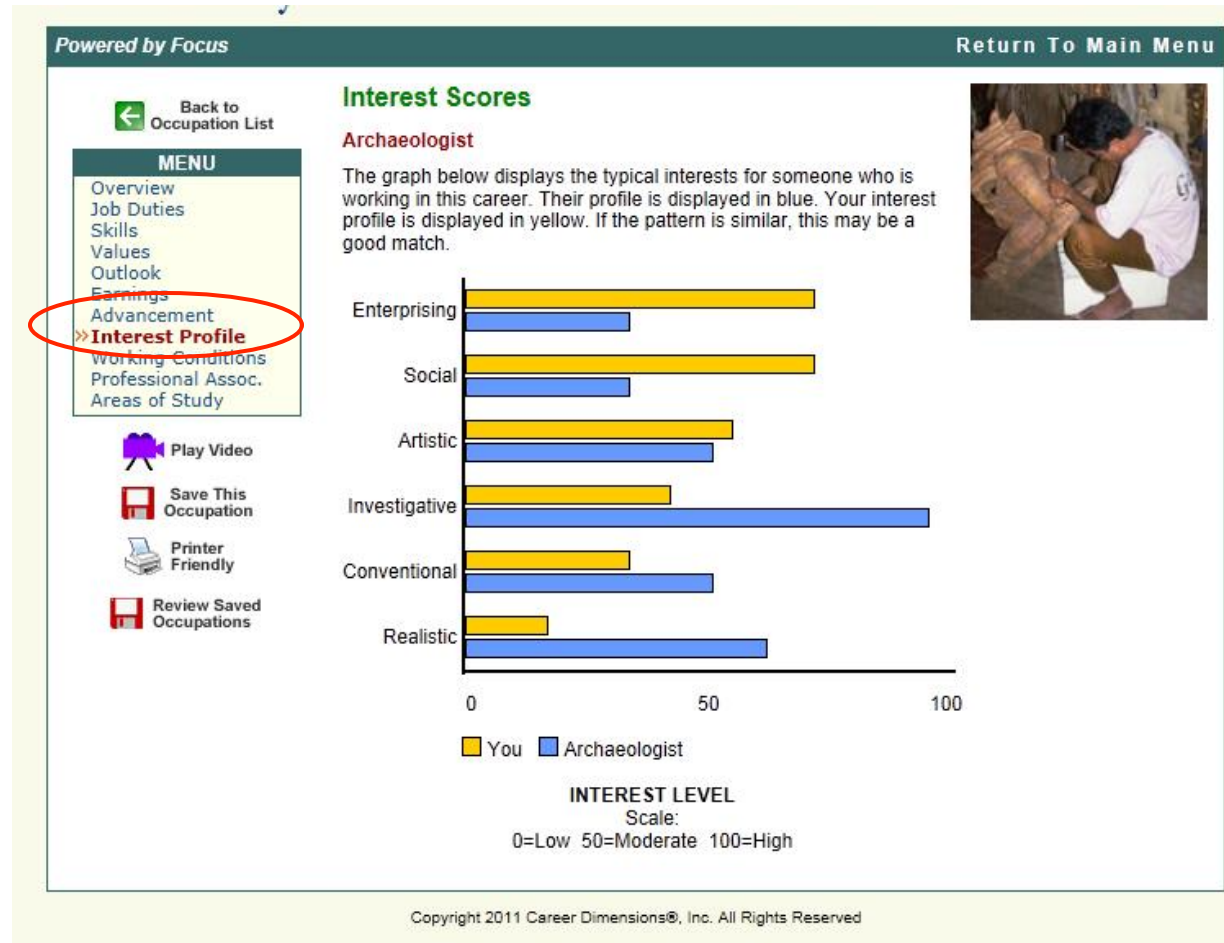
Example of a good match



# How well do your interests match the interest profile (Holland Code) for the occupation?

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Example of a poor match




# Connect to Professional Associations

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Powered by Focus

Return To Main Menu

 Back to Occupation List


## MENU

Overview  
Job Duties  
Skills  
Values  
Outlook  
Earnings  
Advancement  
Interest Profile  
Working Conditions  
**>> Professional Assoc.**  
Areas of Study

 Play Video

 Save This Occupation

 Printer Friendly

 Review Saved Occupations

## Contacts

### Career Counselor

 This Occupation Has Been Saved To Your Profile

- American Counseling Association, 5999 Stevenson Avenue, Alexandria, VA 22304  
Website: <http://www.counseling.org/>
- National Career Development Association, 305 N. Beech Circle, Broken Arrow, OK 74012  
Website: <http://www.ncda.org/>
- American College Personnel Association, One DuPont Circle, NW, Suite 300, Washington, D.C. 20036-1110  
Website: <http://www.myacpa.org/>
- National Association of Colleges & Employers, 62 Highland Avenue, Bethlehem, PA 18017-9928  
Website: <http://www.naceweb.org/>



# Narrow Your Self Assessment Results

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“See your Top Career Choices” displays your top choices by combining your assessment results.



Click on [See Your Top Career Choices](#) to narrow your results.

## **SELF ASSESSMENT:**

**Work Interest Assessment**

**Leisure Interest Assessment**

**Skills Assessment**

**Personality Assessment**

**Values Assessment**

**Narrow and Refine Your Results:**

**See Your Top Career Choices**



# Explore the Possibilities

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Use the  
tools in  
**FOCUS 2**  
as an  
ongoing  
resource.



## **EXPLORE THE POSSIBILITIES**

**Search by Name**

**Search by Industry**

**What can I do with a major in...?**

**Compare Two Occupations Side by Side**

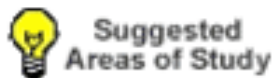


# Choosing your major?

## Use “What Can I Do with a Major In...?”

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**FOCUS 2**  
identifies  
majors  
that match  
your  
interests



Your Interests → Suggested Majors

### Areas of Study at A Sample College



Save your favorite majors!



Saved  
Areas of Study



Suggested  
Areas of Study

#### Key to Abbreviations

BACH Bachelors Degree

MASTER Masters Degree

DOC Doctoral Degree

*m.* = Offered as a Minor

[Sort Majors by Degree](#)

#### Saved Suggested Programs of Study



Accounting (BACH, MASTER)



Aerospace, Aeronautical and Astronautical Engineering (BACH, MASTER, DOC)

African Studies (BACH, *m.*)

American Studies (BACH, *m.*)



Anthropology (BACH, *m.*)

Arabic Language and Literature (BACH)



Architecture (BACH, MASTER)

Art History, Criticism and Conservation (BACH, MASTER, *m.*)

# Choosing your major?

## Use “What Can I Do with a Major In...?”

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Are the occupations associated with a major appealing to you?

### What You Can Do With A Degree In Geology/Earth Science

#### Geology/Earth Science

A program that focuses on the scientific study of the earth; the forces acting upon it; and the behavior of the solids, liquids and gases comprising it. Includes instruction in historical geology, geomorphology, and sedimentology, the chemistry of rocks and soils, stratigraphy, mineralogy, petrology, geostatistics, volcanology, glaciology, geophysical principles, and applications to research and industrial problems.



Displayed below are some career ideas for this major. Some may require additional education. To explore an occupation in your list, please make a selection from below.

If you would like to select a different major, [click here](#).



SAVED	OCCUPATION NAME	NATIONAL AVERAGE SALARY	GREEN JOBS	BRIGHT OUTLOOK
	Agricultural Engineer	\$74,640.00		
	Architect	\$78,880.00		
	Astronomer	\$102,740.00		
	Cartographer (Map Scientist)	\$59,340.00		
	Environmental Compliance Inspector	\$55,100.00		
	Environmental Engineer	\$80,750.00		
	Environmental Planner	\$65,010.00		



# Action Plan

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Build your  
network of  
contacts

Plan for  
Internships,  
Study  
Abroad,  
Volunteering



**Create an Action Plan**

**Build Your Action Plan**

**Review & Print Your Action Plan**



# Your Career Portfolio

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FOCUS 2  
saves all  
your results,  
questions &  
preferences  
in Your  
Career  
Portfolio



## **YOUR CAREER PORTFOLIO**

**Review & Update Your Saved Careers**

**Review & Update Your Saved Majors**

**Review & Print Your Portfolio**



# Follow up

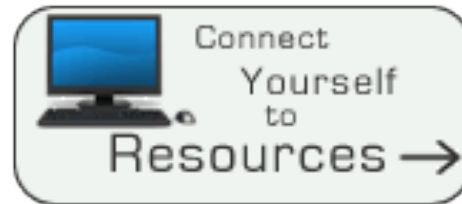
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- ▣ Discuss your results with your career counselor/ adviser
- ▣ Understand how your interests, skills, personality type and values will be an asset to you in the world of work

# Recommended Tools and Websites

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Explore job postings nationally, by state, employer type, specialty - green jobs, international, etc.



## **RECOMMENDED TOOLS AND WEBSITES**

**Upcoming Events**

**Job Boards and Internship Opportunities**

**Links to Helpful Websites**



**Don't gamble  
with your future.**



**Make informed career decisions.**

**Use FOCUS 2**

## **In what stage of your education should you use FOCUS 2?**

**FOCUS 2 can be used in different ways throughout all stages of your education according to your personal needs.**

### ***While in College:***

Explore majors at your college that support your assessment results

Explore career options

Make decisions

### ***Graduating or Alumni:***

Explore career options

Plan for additional education and training

Make career plans

## **Where and when can you use FOCUS 2?**

Anywhere, anytime, 24/7

Contact your college's FOCUS 2 administrator for the **Access Code** to register.

## **Where should you start on the main menu and can you use FOCUS 2 more than once?**

Start with any feature on the Main Menu you wish to use. The lay out of the main menu mirrors the career planning process. Repeat any feature. Use FOCUS 2 as often as you wish.

## **Will FOCUS 2 save your Self-Assessment profile results and are your results confidential?**

Yes, FOCUS 2 will save all your results under your confidential user name and password. Only you and your career advisor have access to your results.



## **Are printouts of your results available?**

Yes, you can print your results by selecting [Review and Print My Portfolio](#) on the Main Menu.

## **Can you change your account details such as your password, email address etc.?**

Yes, log in and go to the FOCUS 2 Main Menu. Click on [“Update My Account”](#) located in the upper right hand corner of the page and make your changes.

Remember, career planning involves thinking about which educational and occupational paths will provide you with satisfaction and fulfillment in all aspects of your life, not only in the present, but in the future.



## FOCUS 2: YOUR CAREER PLANNING RESOURCE