FOCUS 2

ONLINE CAREER AND COLLEGE MAJOR PLANNING

FOR COLLEGE STUDENTS AND ALUMNI
Career Myths

- 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.
Make informed career decisions.

Use FOCUS 2.
What is FOCUS 2?

- Self guided Career and Education Planning
- Will help you
  - Select the right major
  - Map out your career plans, present and future
  - Make informed career decisions
- Online, Available 24/7 on any PC or Mac
Who should use FOCUS 2?

- Are you unsure of which careers best suit you?
- Are you unsure of your major?
- Are you aware of the majors offered at this college and the occupations they could lead to?
- Would you like to develop a career plan that works for you?
- Are you wondering what to do with your major?
- Are you ready to make informed career decisions?
Use FOCUS 2, Self manage your career.

Who is responsible for managing your career?

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

How will your career affect your life?

- Your career will affect your future lifestyle and feelings of self fulfillment as well as where & how you live, your financial security, your leisure time activities, etc.
The FOCUS 2 Career Planning Process

Evaluate Yourself: FOCUS 2 Self Assessments
Interests, Values, Personality, Skills, Leisure Activities, Career Readiness

Options: Your Assessment Results
Matched to Occupations and Supporting Majors at this College

Explore and Make Decisions
Analyze, Compare and Narrow Down, Make Choices, Map out Goals and Take Action
FOCUS 2 Main Menu

**Career Readiness**
Career and Educational Goals
Academic Strengths
Your Accomplishments
Your Career Planning Status
Your Personal Development Needs

**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**
Search by Name
Search by Industry
What can I do with a major in...?
Compare Two Occupations Side by Side

**Your Personal Portfolio**
Review & Update Your Saved Careers
Review & Update Your Saved Majors
Review & Print Your Portfolio

**Recommended Tools and Websites**
Upcoming Events
Job Board and Internship Opportunities
Links

Login and begin. FOCUS 2 is user friendly and will guide you through the career & education planning process.
Create your FOCUS 2 account.

Self register on your College Website.

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

Sample self-registration page

LOG IN For New USERS

CREATE A NEW USER ACCOUNT

All fields are required

Enter the access code
Group
Enter your e-mail address
Name
Create a user name:
Create a password:
Confirm your password:

Submit  Reset  Cancel
Use FOCUS 2 anytime, anywhere.

FOCUS 2 saves all your results.
Log back into your account anytime, as often as you wish.

LOG-IN For Returning Users

RET回NING USER LOGIN

User name
Password
Log-in

The user name and password are Case sensitive!!!

If you forget your username or password, FOCUS 2 will email it back to you.
“Your Career Planning Status” highlights activities that support informed decision making.

- **Career Readiness**
  - Career and Educational Goals
  - Academic Strengths
  - Your Accomplishments
  - Your Career Planning Status
  - Your Personal Development Needs
“See your Top Career Choices” displays the top occupations and majors at this college matching your combined assessment 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
YOUR SELF-ASSESSMENT RESULTS ARE MATCHED TO:
1. OCCUPATIONS
2. SUPPORTING MAJORS AT THIS COLLEGE

<table>
<thead>
<tr>
<th>Saved</th>
<th>Sort by Occupation Name</th>
<th>Sort by Mean Salary</th>
<th>Supporting Majors at this College</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Biology Professor</td>
<td>$77,690.00</td>
<td>Science Teacher Education Biology / Life Science</td>
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<tr>
<td>🟢</td>
<td>Biopsychologist</td>
<td>$74,250.00</td>
<td>Biology / Life Science Mathematics Mathematics Psychology</td>
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<td>Cardiologist (MD)</td>
<td>$138,910.00</td>
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<tr>
<td>🟢</td>
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<td></td>
<td>Clinical Psychologist</td>
<td>$63,960.00</td>
<td>Psychology Social Work</td>
</tr>
</tbody>
</table>

Save your favorite occupations and majors.
Explore and save the occupations that appeal to you.

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.
“What can I do with a major in...” displays the majors offered at this college and occupations a major can lead to.
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
Recommended Tools and Websites

Job Boards and Internship Opportunities

Recommended Tools and Websites

Upcoming Events
Job Boards and Internship Opportunities
Links to Helpful Websites
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.

1st or 2nd year student:
- 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
FAQ

Where and when can you use FOCUS 2?
Anywhere, anytime, 24/7.
Contact Career Services Center for the Access Code to self register.

Where do I start and can I use FOCUS 2 more than once?
Start with any feature on the Main Menu.
Repeat any feature.
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.
FAQ

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, go to the FOCUS 2 Main Menu and click on “Update My Account” located on the upper right side of the page and make your changes.
USE FOCUS 2
MAKE INFORMED CAREER DECISIONS
Remember, career planning involves thinking about which educational and occupational paths will provide you with satisfaction and self-fulfillment in all aspects of your life, not only in the present, but in the future.
Career Development Process*

1. Experimenting through work sampling, volunteering, or employment,
2. Creating awareness of options,
3. Exploring possible career pathways,
4. Reviewing available information,
5. Clarifying interests, values, and skills through assessment,
6. Reflecting upon experiences,
7. Relating education and training options to occupational goals,
8. Consulting with knowledgeable people in the field of interest,
9. Formulating plans for education, training, career entry, and retraining,
10. Making decisions and refining plans,
11. Implementing and adapting plans, and
12. Applying the career development process throughout the lifespan.