FOCUS 2
An Online Career, Major & Education Planning System
HIGH PRIORITIES:
CHOOSING YOUR MAJOR, GETTING AN EDUCATION &
MAKING INFORMED CAREER DECISIONS
Reality: 60% of Entering Freshmen…

“No Career Goals”

“No Major (Deciding)”

“No Plan”

“I Have To Declare A Major?”
What is Career & Education Planning?

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


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

- 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

**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

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

<table>
<thead>
<tr>
<th>Where you live</th>
<th>Your income</th>
<th>Time at home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your work hours</td>
<td>Your travels</td>
<td>Job security</td>
</tr>
<tr>
<td>Your work associates</td>
<td>Your choice of friends</td>
<td>Your leisure time</td>
</tr>
</tbody>
</table>
It is your future. Take charge.

**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

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

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

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

Use FOCUS 2
Make informed decisions
What is FOCUS 2?

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

- 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:

- 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.

“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

**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

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.

- Your Access Code:  
- First Name:  
- Last Name:  
- Email:  
- Confirm Your Email:  
- Create a User Name:  
- Create a Password:  
- Confirm Your Password:  
- Graduation Year:  -- select one --
Use FOCUS 2 anytime, anywhere. Online, Available 24/7 on any PC, Mac, Ipad

FOCUS 2 saves all your results.
Log in anytime, as often as you wish.

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

If you have forgotten your username or password, click here.

The user name and password are CaSe sEnSiTive!!!
The Main Menu is divided into 6 sections that mirror the career planning process.
# FOCUS 2 Main Menu Features and Functions

<table>
<thead>
<tr>
<th>Main Menu Features</th>
<th>Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Career Readiness</strong></td>
<td><strong>A Great Starting Point:</strong></td>
</tr>
<tr>
<td>Career and Educational Goals</td>
<td>• Assess your involvement in activities that support career &amp; education decision-making.</td>
</tr>
<tr>
<td>Academic Strengths</td>
<td>• Identify your academic strengths and personal development needs.</td>
</tr>
<tr>
<td>Your Accomplishments</td>
<td></td>
</tr>
<tr>
<td>Your Career Planning Status</td>
<td></td>
</tr>
<tr>
<td>Your Personal Development Needs</td>
<td></td>
</tr>
<tr>
<td><strong>Self Assessment:</strong></td>
<td><strong>Five Valid and Reliable Self Assessments:</strong></td>
</tr>
<tr>
<td>Work Interests Assessment</td>
<td>• Identify and explore occupations &amp; majors matching your assessment results.</td>
</tr>
<tr>
<td>Personality Assessment</td>
<td>• Save your preferred occupations &amp; majors along with your comments &amp; rankings.</td>
</tr>
<tr>
<td>Skills Assessment</td>
<td>• Narrow down your results by combining multiple assessment results.</td>
</tr>
<tr>
<td>Values Assessment</td>
<td></td>
</tr>
<tr>
<td>Leisure Interests Assessment</td>
<td></td>
</tr>
<tr>
<td>Narrow and Refine Your Results:</td>
<td><strong>Explore Any Occupation</strong></td>
</tr>
<tr>
<td>See Your Top Career Choices</td>
<td>• Explore occupations by name or industry.</td>
</tr>
<tr>
<td><strong>Explore the Possibilities</strong></td>
<td>• Use What Can I Do with a Major in...? to identify majors at your college that match your interests and learn about associated occupations.</td>
</tr>
<tr>
<td>Search by Name</td>
<td></td>
</tr>
<tr>
<td>Search by Industry</td>
<td></td>
</tr>
<tr>
<td>What can I do with a major in...?</td>
<td></td>
</tr>
<tr>
<td>Compare Two Occupations Side by Side</td>
<td></td>
</tr>
<tr>
<td><strong>Create a Plan to Achieve Your Objectives</strong></td>
<td><strong>Your Action Plan</strong></td>
</tr>
<tr>
<td>Your Action Plan</td>
<td>• Map out education plans and steps you will take to achieve your career goals.</td>
</tr>
<tr>
<td>Review and print your Action Plan</td>
<td>• Plan for internships, volunteer work, study abroad.</td>
</tr>
<tr>
<td><strong>Your Career Portfolio</strong></td>
<td>• Build a network of contacts.</td>
</tr>
<tr>
<td>Review &amp; update saved occupations</td>
<td><strong>Your Career Portfolio</strong></td>
</tr>
<tr>
<td>Review &amp; update your saved majors</td>
<td>• A summary of your assessment results with your preferred occupations &amp; majors.</td>
</tr>
<tr>
<td>Review and print your portfolio</td>
<td>• Advice: Save 10 occupations &amp; 2-3 majors.</td>
</tr>
<tr>
<td><strong>Recommended Tools and Websites</strong></td>
<td><strong>Links To Important Websites</strong></td>
</tr>
<tr>
<td>(Upcoming Events)</td>
<td>• Search for jobs: national, state, or local levels and by specialty.</td>
</tr>
<tr>
<td>Job Board &amp; Internship Opportunities</td>
<td>• Connect to websites recommended by your career counselors and advisors.</td>
</tr>
<tr>
<td>Website Links</td>
<td></td>
</tr>
</tbody>
</table>
The following slides will introduce you to the FOCUS 2 Main Menu and the functions of each section of the menu.
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
Self Assessment

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).

- **Social**
  - "the helpers"  
  - People in the social category prefer to work with others. They tend to be highly verbal, express themselves well, and get along well in groups. Social types typically prefer the team approach to problem solving. People in the social category often describe themselves as cooperative, friendly, and understanding. They generally enjoy teaching, caring for others, volunteering, mediating disputes, meeting new people, and working in groups.

- **Enterprising**
  - "the persuaders"  
  - People in the enterprising category often prefer activities selling and promoting. They enjoy influencing others and being in a leadership position. They often use their skills to influence others. They often like competitive activities and are often self-confident, talkative and energetic. They generally enjoy discussing politics, selling and promoting, having power and status, giving talks and speeches, and leading groups.

- **Artistic**
  - "the creators"  
  - People in this category prefer to be expressive. They like the opportunity to create new things and be innovative. They typically do not like structure or conformity. They prefer to use their imagination and be creative. People in this category generally enjoy activities such as: writing, poetry, photography, designing, singing, acting, dancing, painting, attending theaters and exhibits, and reading.
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."

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

Save your favorite occupations and majors
Explore Your Assessment Results

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

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

Examine the supporting majors offered at this college.

<table>
<thead>
<tr>
<th>SAVED</th>
<th>SORT BY OCCUPATION NAME</th>
<th>SORT BY NATIONAL AVERAGE SALARY</th>
<th>MAJORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Network Engineer</td>
<td>$76,560.00</td>
<td></td>
<td>Computer Science, Computer Engineering, Electrical Engineering</td>
</tr>
<tr>
<td>Computer Programmer</td>
<td>$74,690.00</td>
<td></td>
<td>Computer Science, Computer Engineering, Mathematics</td>
</tr>
<tr>
<td>Computer Software Technician</td>
<td>$74,690.00</td>
<td></td>
<td>Computer Science, Computer Engineering</td>
</tr>
<tr>
<td>Environmental Compliance Inspector</td>
<td>$55,100.00</td>
<td></td>
<td>Law, Geology/Earth Science</td>
</tr>
<tr>
<td>Environmental Technician</td>
<td>$45,730.00</td>
<td></td>
<td>Biochemistry, Chemistry</td>
</tr>
<tr>
<td>Fish Hatchery Specialist</td>
<td>$60,670.00</td>
<td></td>
<td>Biology</td>
</tr>
<tr>
<td>Forest and Conservation Technician</td>
<td>$36,370.00</td>
<td></td>
<td>Chemistry</td>
</tr>
<tr>
<td>Hazardous Waste Management Analyst</td>
<td>$67,360.00</td>
<td></td>
<td>Biology, Biochemistry, Geology/Earth Science, Physics</td>
</tr>
<tr>
<td>Industrial Air Pollution Analyst</td>
<td>$45,730.00</td>
<td></td>
<td>Chemical Engineering, Chemistry</td>
</tr>
</tbody>
</table>
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.
Compare your interest profile to the interest profile for the occupation

Example of a good match
How well do your interests match the interest profile (Holland Code) for the occupation?

Example of a poor match
Connect to Professional Associations

- American Counseling Association, 5999 Stevenson Avenue, Alexandria, VA 22304
  Website: [http://www.counseling.org/](http://www.counseling.org/)

- National Career Development Association, 305 N. Beech Circle, Broken Arrow, OK 74012
  Website: [http://www.ncda.org/](http://www.ncda.org/)

- American College Personnel Association, One DuPont Circle, NW, Suite 300, Washington, D.C. 20036-1110
  Website: [http://www.myacpa.org/](http://www.myacpa.org/)

- National Association of Colleges & Employers, 62 Highland Avenue, Bethlehem, PA 18017-9928
  Website: [http://www.naceweb.org/](http://www.naceweb.org/)
Narrow Your Self 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

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...?”

FOCUS 2 identifies majors that match your interests

Your Interests ➔ Suggested Majors

Areas of Study at A Sample College

Save your favorite majors!

Key to Abbreviations:
- BACH: Bachelor's Degree
- MASTER: Master's Degree
- DOC: Doctoral Degree
- "o" = 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...?”

Are the occupations associated with a major appealing to you?
Action Plan

Build your network of contacts
Plan for Internships, Study Abroad, Volunteering

Create an Action Plan
Build Your Action Plan
Review & Print Your Action Plan
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

- 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

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.
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, 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.