

# FOCUS 2

## ONLINE CAREER AND COLLEGE MAJOR PLANNING

*FOR COLLEGE STUDENTS AND ALUMNI*

**Career Dimensions, Inc.**

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# 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.

**Make informed career decisions.**

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**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*



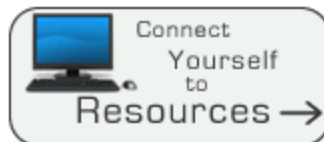
## Explore the Possibilities

- 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.

9

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:

# Use FOCUS 2 anytime, anywhere.

10

FOCUS 2  
saves all  
your  
results.

Log back  
into your  
account  
anytime,  
as often  
as you  
wish.

| LOG-IN For Returning Users            |
|---------------------------------------|
| RETURNING USER LOGIN                  |
| User name<br><input type="text"/>     |
| Password<br><input type="password"/>  |
| <input type="button" value="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.

# Career Readiness

11

“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

12

“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

| <u>Saved</u>  | <u>Sort by<br/>Occupation Name</u> | <u>Sort by<br/>Mean Salary</u> | <u>Supporting Majors<br/>at this College</u>        |
|---|------------------------------------|--------------------------------|---|
|   | <u>Biology Professor</u>           | \$77,690.00                    | Science Teacher Education<br>Biology / Life Science |
|    | <u>Biopsychologist</u>             | \$74,250.00                    | Biology / Life Science<br>Mathematics<br>Psychology |
|   | <u>Cardiologist (MD)</u>           | \$138,910.00                   | Biology / Life Science                              |
|  | <u>Chemistry Professor</u>         | \$65,400.00                    | Science Teacher Education<br>Chemistry              |
|   | <u>Clinical Psychologist</u>       | \$63,960.00                    | Psychology<br>Social Work                           |

Save your favorite occupations and majors.

# Explore and save the occupations that appeal to you.

## 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

# Explore the Possibilities

15

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



## Explore the Possibilities

**Search by Name**

**Search by Industry**

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

**Compare Two Occupations Side by Side**



# Your Career Portfolio

16

**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

17

## [Job Boards and Internship Opportunities](#)

### [Opportunities](#)

links you to job boards. Search nationally, by state, by employer type, by specialty - green jobs, international, etc.



## [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.**

### ***1<sup>st</sup> or 2<sup>nd</sup> 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

## **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.

## **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.