FOCUS 2

ONLINE CAREER AND COLLEGE MAJOR PLANNING

FOR COLLEGE STUDENTS AND ALUMNI
A high priority: Choosing a Major, Thinking about a Career & Getting an Education
Reality: 60% of Entering Freshmen

“I Have To Declare A Major?”
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

If you know about your

- work related interests
- work and life values
- skills
- personality
- lifestyle preferences

You will be able to identify occupations and major areas of study that are 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>
Understand the World of Work

Today's rapidly changing world,
- new career paths are unfolding
- existing jobs are demanding higher levels of skills.

These changes are a result of
- new technology
- the trend towards international business operations.
Plan for the Present and Future

Be ready for change with career goals, strategy 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.
Enjoy your work, Plan your career

Make Adjustments

Periodically you should take a look at yourself and what’s happening in your life, and then make adjustments in your career as needed.

Be Proactive

Career Planning is an ongoing process throughout all your life stages. Be proactive and forward looking with your planning, develop new skills and be prepared to make changes.
Make informed career decisions.

Use FOCUS 2.
What is FOCUS 2?

FOCUS 2 is an online, interactive, self guided career and education planning system.
FOCUS 2 Can Help You:

- Select a major at your college 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
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 your college and the occupations the majors 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.

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 self fulfillment as well as where & how you live, your financial security, your leisure time activities, etc.
FOCUS 2 Meets Varying Levels of Career Planning Needs

“I am completely unsure about my major and career and not sure 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.”
What is Career & Education Planning?

A lifelong process of exploration and planning of your 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)
FOCUS 2 Decision Making Model

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

**Assess**
- **Assessment** of your Interests, Personality, Skills, Values

**Explore**
- **Explore Options**: Identify Majors & Occupations matching your Assessment Results

**Decide**
- **Decision Making**: Majors and Career Path
- **Action Plan**: Map out Goals, Course Plan, Internships
Getting Started with FOCUS 2

Create your FOCUS 2 account.

Self register right from your college’s 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. Online, Available 24/7 on any PC or Mac, Ipad

FOCUS 2 saves all your results.

Log back into your account from your college’s website anytime, as often as you wish.

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

The user name and password are Case Sensitive!!!
The Main Menu is divided into 6 sections which mirror the career planning process.
The 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

**Combine 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

**Create a Plan to Achieve Your Objectives**
- Your Action Plan
- Review and Print Your Action Plan

**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

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

A Great Starting Point:
Assess your involvement in and learn about activities that support career and education decision making.

CAREER READINESS
Career and Educational Goals
Academic Strengths
Your Accomplishments
Your Career Planning Status
Your Personal Development Needs
Self Assessment

Save your preferred occupations & majors along with your comments & rankings

Complete the Self Assessments to find out which occupations & majors / programs at your college match your personal attributes and aspirations.

SELF ASSESSMENT:
Work Interest Assessment
Leisure Interest Assessment
Skills Assessment
Personality Assessment
Values Assessment

Narrow and Refine Your Results:
See Your Top Career Choices
“See your Top Career Choices” displays the top occupations and majors at your college that match your combined 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
YOUR SELF-ASSESSMENT RESULTS ARE MATCHED TO:

1. OCCUPATIONS
2. SUPPORTING MAJORS AT YOUR COLLEGE

Save your favorite occupations and majors.

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<table>
<thead>
<tr>
<th>OCCUPATION NAME</th>
<th>NATIONAL AVERAGE SALARY</th>
<th>MAJORS AT A SAMPLE COLLEGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aeronautical &amp; Aerospace Engineer</td>
<td>$50,270.00</td>
<td>Aerospace, Aeronautical and Astronautical Engineering, Mechanical Engineering, Mathematics, Physics</td>
</tr>
<tr>
<td>Aerospace Engineering Technician</td>
<td>$50,280.00</td>
<td>Aerospace, Aeronautical and Astronautical Engineering, Mathematics, Physics</td>
</tr>
<tr>
<td>Agricultural Engineer</td>
<td>$74,640.00</td>
<td>Chemical Engineering, Mechanical Engineering, Biochemistry, Geology/Earth Science</td>
</tr>
<tr>
<td>Agricultural Sciences Professor</td>
<td>$80,780.00</td>
<td>Biology</td>
</tr>
<tr>
<td>Agronomist</td>
<td>$65,180.00</td>
<td>Biology, Biochemistry, Chemistry</td>
</tr>
<tr>
<td>Anesthesiologist (MD)</td>
<td>$211,780.00</td>
<td>Biology, Biochemistry, Chemistry, Pre-Medicine Studies</td>
</tr>
</tbody>
</table>

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

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Only Display Occupations That Would Require A ...
- No Preference
- Associate or 2 Year Degree
- Bachelor Degree
- Advanced Degree

UPDATE DISPLAY

Clear Preferences
To clear your current selections and display careers at all education levels, click here.
Your Assessment Results

Explore Occupations & Supporting Majors at Your College that match your Assessment Results

Vary the education level to play the “What if?” game.
Click on any occupation that appeals to you to learn more

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.
Explore the Possibilities

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

Use FOCUS 2 as an ongoing resource
Explore and compare occupations by name or by industry

Use What Can I Do with a Major In...? to identify majors at your college that match your interests and learn about the work associated with those majors.

EXPLORE THE POSSIBILITIES
Search by Name
Search by Industry
What can I do with a major in...?
Compare Two Occupations Side by Side
### What Can I Do with a Major In...?

**Interests → Majors**

**Suggests majors at your college that match your interests**

#### Areas of Study at a Sample College

- Save your favorite majors!

#### Key to Abbreviations

- **BACH**: Bachelors Degree
- **MASTER**: Masters Degree
- **DOC**: Doctoral Degree
- **m**: Offered as a Minor

#### Saved Areas 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)
Action Plan

Course Planner
Major and Career Objectives
Plans for Internships, Study Abroad, Volunteer
Contacts

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

Explore job postings for occupations of interest to you by clicking on *Job Boards and Internship Opportunities*

**RECOMMENDED TOOLS AND WEBSITES**
- Upcoming Events
- Job Boards and Internship Opportunities
- Links to Helpful Websites
USE FOCUS 2 AS AN ONGOING RESOURCE

MAKE INFORMED DECISIONS
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\text{st} or 2\text{nd} 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.
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.
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.
FOCUS 2: YOUR CAREER PLANNING RESOURCE