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INTRODUCTION TO FOCUS 2

What is FOCUS 2?

FOCUS 2 is an online interactive, self guided career and education planning system designed to help you make decisions about your future career goals and education plans.

FOCUS 2 will guide you through an interactive process enabling you to:

1. Assess your career planning readiness, work interests, values, skills, personality type and leisure time interests.
2. Broaden your career options and discover occupations matching your personal preferences and attributes.
3. Decide which career fields, majors and training programs are best for you.
4. Plan the career and educational pathway that will support your personal needs and goals.
WHEN SHOULD YOU USE FOCUS 2?

Use FOCUS 2 throughout your college years and also as an alumnus. FOCUS 2 can be used in different ways throughout all stages of your education and career planning according to your needs.

1st and 2nd Year Student:

- Understand the career planning process
- Learn about yourself through self assessments
- Explore majors at your college that match your interests and support your career goals
- Explore career fields and occupations that appeal to you
- Make informed decisions about your major and career
- Develop an action plan

Upper Classman and Alumnus:

- Ongoing career exploration and awareness
- Gain experience
- Make career plans
- Plan for advanced education and training

HOW MUCH TIME DOES IT TAKE TO USE FOCUS 2?

Typically the time spent by students the first time they use FOCUS 2 ranges from 1 to 2 hours. Of course, you can spend as much time as you need. The Career Readiness & Self Assessments modules of FOCUS 2 can usually be completed in approximately 45 minutes. You can log in at any time to spend additional time researching 1,000 occupational choices and viewing career videos. A good strategy after using FOCUS 2 is to think about your results and discuss your ideas with your career counselor and academic adviser. You can continue to use FOCUS 2 as an ongoing resource throughout your academic years and as an alumnus.

THINGS TO KEEP IN MIND

- Use FOCUS 2 online on any PC or MAC computer or IPAD anywhere, anytime.
- FOCUS 2 always saves your results.
- Use FOCUS 2 as often as you wish.
- You can change your mind about earlier choices, repeat a section and explore new options.
- Your results are stored online and are always available to you and your career counselor/adviser.
- Use the system features in any order.
SETTING UP YOUR FOCUS 2 ACCOUNT

HOW TO SET UP YOUR ACCOUNT AND LOG IN TO FOCUS 2

New Users:

Create your account by linking to the FOCUS 2 self registration page at the following URL:
https://www.focuscareer2.com/Portal/Register.cfm?SID=1120

The FOCUS 2 Access Code: mountaineer

Returning Users:

Log in to your FOCUS 2 account at any time with your username and password.

If you forget your user name and password, go to FOCUS 2 log in page and click on the link to have it emailed to you.

A snapshot of the Main Menu of FOCUS 2 appears on the next page. The Main Menu layout mirrors the steps of the career planning process. Most students start at the top of the Main Menu and then work down through the FOCUS 2 tools.
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INTRODUCTION TO THE CAREER PLANNING PROCESS

THE CAREER & EDUCATION PLANNING PROCESS

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WHY CAREER PLANNING IS NECESSARY

In today's rapidly changing world, new career paths are constantly unfolding, traditional ones are being changed and shifts are taking place in occupation skills and educational requirements. These changes are a result of new technology, modifications in organizational design and the trend towards global business operations. With all these changes, you might ask "What is the point of planning ahead by developing a career plan?" It is important to be ready for change with a set of career goals, strategies and options based on your interests, personality, values and skills. Once you have 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.

WHO IS RESPONSIBLE FOR PLANNING AND MANAGING YOUR CAREER?

Planning your career is totally your responsibility. It is up to you to do the planning and take the necessary actions to obtain the education and training that will support your career plans. However, you can get help. For example, your adviser or career counselor can advise you about:

- your career planning strategy
- how to find information you need
- how to get around obstacles
- how to go about planning your current and long-term education and training

Keep in mind, throughout your life, you are the one who must make all the decisions about your career and produce the results that support your goals. It’s up to you to control and navigate your own destiny.
THE IMPORTANCE OF SELF ASSESSMENT

Understanding yourself is a critical aspect of career and educational exploration and planning. The more you know about your career-related interests, values, skills, personality type and preferences, the better equipped you will be to identify the career fields, major areas of study and training programs, and education pathways that are compatible with your personal attributes. The FOCUS 2 system will help you develop an accurate self assessment of your personal qualities:

- **Your Work Interests** are a reflection of the kinds of work-related activities and tasks you most enjoy doing.

- **Your Personality Type** is a description of how you react to certain situations and people and how you make decisions, organize information and solve problems.

- **Your Values** are a description of what is most important to you in life. For example, you might value earning a lot of money, helping other people, being creative and artistic, having a secure and steady job, etc.

- **Your Skills** are a reflection of your talents and the activities you easily learn and perform well.

- **Your Leisure Time Interests** are a reflection of the kinds of leisure-related activities you most enjoy doing.

THE BIG PICTURE: YOUR LIFE PLAN

It is a good idea to plan your career based on the big picture, that is, your life plan. Ask yourself, “What kind of life do I want to lead?” As you can imagine, your career decisions will dramatically impact your lifestyle. Your occupation will influence your

- income

- work hours

- travel

- job security

- colleagues and friends
Questions you need to ask yourself about your life plan are:

- What principles am I committed to as a person? i.e. family, security, prestige, accomplishments.
- What kinds of experiences do I want in my life? i.e. travel, adventure, cultural.
- What personal talents do I want to develop? i.e. music, art, language, communication, intellectual.
- How do I like to spend my leisure time? i.e. community services, recreation and sports, travel.

Finally, you must ask yourself whether the occupational goals and educational avenues you are considering will be supportive of your life plan.

**ROLES YOU PLAY IN YOUR LIFE**

Being a worker will be interconnected with other roles you play in life. Examples of roles that are affected by your career could include being a parent, a community citizen, a student, a recreationist. Your career reaches beyond being a wage earner in your chosen occupation. For example, consider the following scenario: If you were a wage earner, parent, and student then clearly your income must be sufficient to pay for the expenses incurred in these other roles.

Most people are primarily involved with two or three roles at a time. Which roles you are focusing on depends upon your age and life stage. For example, in college, your principle roles may be as student and recreationist. Later in life your principle roles may be as worker and parent. The point is that throughout your life you will play a combination of work, leisure, study, homemaking and citizen roles that are intermixed. Therefore when you make decisions about your career, you should take into consideration the effect of these career decisions on your other areas of your life.

**THE LIFE-CAREER RAINBOW**

Refer to the Life-Career Rainbow Chart below to get a better picture of the kind of roles you may play at various ages and stages of your career and life.

The two outer arcs of the Life-Career Rainbow show you the life stages you may move through during your career and life, and your approximate age in each. The lower arcs of the Life-Career Rainbow show you the different roles you may engage in while in different life stages and ages.
SUMMING IT ALL UP

Here is how to take the ‘Big Picture’ into consideration when making career and education plans:

First, when choosing an occupation, think about which of your options will most likely provide you with self-fulfillment in all your roles, not only in the present, but in the future.

Second, periodically re-examine your career plans, take stock of yourself and what’s happening in your life, and then make adjustments in your career as needed. For example, changes in your career field may require that you learn new skills, or changes in your personal interests or values or social or family situations may affect your career aspirations.

BENEFITS OF HAVING A CAREER PLAN

Once you have established your career goals you will be better able to make choices about your college major and minor areas of study and the courses you should take. Your career goals will also enable you to make decisions about personal developmental activities while in college such as internships, volunteer work and summer jobs. Research has shown that there are many significant advantages and benefits of having career plans. College students with career plans:

• Are less likely to make costly changes in their college education plans and are more likely to graduate on time.

• Are more confident and satisfied with their choice of an occupation and major area of study.

• Achieve higher college grades because their decisions about their educational path are compatible with and based on their personal interests, values and abilities.
• Earn higher incomes in their entry jobs

While in college, it’s a good idea to map out an action plan that leads you to your goals. The plan can serve as a reference that you and your advisers can monitor and adjust as needed.

SEEKING EXPERT ADVICE: CAREER COUNSELING

In conjunction with using FOCUS 2, you may want to meet with a career counselor, mentor or adviser.

Be prepared to ask questions concerning:

• Your career-related interests, values, personality and abilities.

• Your present occupational, educational and college/training goals and plans.

• Responsibilities or obstacles that are interfering with your career and college/training decision-making.

• Your life plan, life style desires and strategies to achieve your goals.

Your career adviser can give you ideas and information to help you:

• Verify the rationale of your career decisions and education plans.

• Help you develop your long-term educational path.

• Pinpoint your personal development needs that will help you to achieve your goals.

• Suggest ways to get around any obstacles that are interfering with your decision-making and planning.

• Formulate strategies and action plans to achieve your career and educational objectives.

Career Planning is a lifelong process of exploration and planning of your career and educational goals compatible with your interests, values, talents, personality and aspirations. It involves thinking about which educational and occupational paths will provide you with satisfaction and fulfillment in all aspects of your life, present and future.
Following the use of FOCUS 2, it can be beneficial to review and discuss your FOCUS 2 results with your career counselor. The following module will help you to understand and use your results.

Be sure you have saved your preferred occupations and majors. By eliminating or saving occupations and majors you are making decisions. Narrative descriptions of your attributes are included in the assessment results and summarized in your career portfolio. The summaries of your attributes can be helpful to you while writing resumes, cover letters and preparing for interviews. You should have a good understanding of your career-related attributes and how they will be an asset to you in your work.

Refer to your FOCUS 2 Career Portfolio as you complete the following exercises.

CAREER READINESS

Career and Education Goals

How do your education goals support your career goals?
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

ACADEMIC STRENGTHS

Consider your academic strengths when selecting your major.
What is your action plan to take advantage of your academic strengths and address any academic weaknesses that could be important in your education plans and future career?

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_____________________________________________________________________________________________
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YOUR ACCOMPLISHMENTS

What aspects about a previous job did you like or dislike?

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Use **Compare Any Two Occupations** on the FOCUS 2 Main Menu to compare and contrast a past occupation to an occupation of interest to you.

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CAREER PLANNING STATUS ASSESSMENT

The FOCUS 2 Your Career Planning Status module measured your level of involvement in activities that support self awareness, career exploration and your satisfaction with your career planning. Your results are displayed graphically and verbally. A sample is displayed below.

Sample Career Planning Status Results

- **Self Assessment** *(pink)* It is important that you are actively involved in self-assessment because it is the first and most important step in career planning.

- **Career Exploration** *(green)* It is important that you are actively involved in career exploration because it will help you to discover and understand career options to make your career plans.

- **Career Planning Satisfaction** *(blue)* Your score in Career Planning Satisfaction reflects how ready you are to engage in career planning activities. Obstacles that could interfere with your ability to plan could be financial, family responsibilities, lack of information, etc.

What support services are available to you at your college to assist you with career planning readiness?
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_____________________________________________________________________________________________

What action steps will you take to increase your scores in your career planning status assessment?
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_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

YOUR PERSONAL DEVELOPMENT NEEDS

An important aspect of the career planning process is to identify and address your personal development needs to help you become college and career ready.

What action steps will you take to take advantage of your strengths and to address your personal development needs?
_____________________________________________________________________________________________
_____________________________________________________________________________________________
What support services are available to you at your college to assist you with your personal development needs?

SELF ASSESSMENT

Five self assessments are available to you in FOCUS 2.

**Work Interest Assessment:** The FOCUS 2 work interest assessment identifies and matches your work interests to occupations and supporting majors at your college. The bar graph displayed in your results shows the strength of each of your work interests.

The assessment of work interests is the focal point of the career planning process. This assessment measures your self-reported career interests using a nationally recognized standardized instrument using the RIASEC scales developed by John Holland. In the sample graph below the top 3 work interests are Investigative, Realistic, and Enterprising (IRE). A person’s top 3 work interests make up their Holland Code and can be matched to occupations that have similar Holland Codes. The Holland Code for the sample below is IRE.

**SAMPLE WORK INTEREST PROFILE**

![Sample Work Interest Profile](image)

The average score for each work interest is also shown as a number ranging from 0 to 100 where

- 0 = Low Interest
- 50 = Moderate Interest
- 100 = High Interest
The descriptions below the bar graph summarize your work interests. Describe the characteristics of your top three work interests and the types of work activities that typically appeal to people with these work interests.

**Top Work Interest (description and type of work found appealing)**

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_____________________________________________________________________________________________
_____________________________________________________________________________________________
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_____________________________________________________________________________________________

**Second Work Interest (description and type of work found appealing)**

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_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

**Third Work Interest (description and type of work found appealing)**

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_____________________________________________________________________________________________
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_____________________________________________________________________________________________
_____________________________________________________________________________________________

**Personality Assessment**

The FOCUS 2 personality assessment utilizes the Jung theory of personality and the research insights provided by the Myers-Briggs Type Indicator. The assessment measures how a person likes to focus his/her attention, prefers to acquire information, act on information, view the world, and make decisions. Your personality type is matched to occupations and supporting majors at your college.

Describe the characteristics of your personality and the types of work activities that typically appeal to your personality type.

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
Skills Assessment

A skill is defined as the ability to perform an activity proficiently. A skill can be acquired through education, work experience and job training or can be the result of natural ability. Your skills are matched to occupations and the majors at your college that will support the occupations.

Describe your top three skills and the types of work that use these skills.

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_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Values Assessment

An assessment of your values enables you to focus on what is important to you in work and in life. Your values are matched to occupations that you may find satisfying, based on the similarity between your work values (such as achievement, autonomy, and conditions of work) and the work values associated with various occupations.

Describe your top three work values and the types of work that encompass your work values.

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Leisure Interest Assessment

The leisure interest assessment identifies your top leisure interests and matches them to occupations and supporting majors at your college.

Describe your top three leisure preferences and how they relate to occupations.

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

YOUR SAVED OCCUPATIONS:

Review your saved occupations in your career portfolio. It is helpful to save your preferred occupations as you review them. By saving or rejecting occupations you are making decisions. You can explore any occupation by
clicking on its name. As you explore an occupation of interest to you examine its job duties, employment outlook, advancement opportunities, earnings, areas of study, etc. You can link to professional associations for that occupation and view short video clips. Ongoing exploration of occupations using the FOCUS 2 system will help you to make informed decisions about your career and education.

Sample Occupation

Using FOCUS 2 to Explore Occupations:

- Explore the occupations and majors presented in your self assessment results. Click on any of the occupations or majors in your results to gain more information.

- Narrow your results by clicking on Narrow and Refine Your Results: See Your Top Choices on the FOCUS 2 main menu.

Following completion of each assessment and in Narrow and Refine Your Results, you are presented with lists of Occupations and supporting Majors at your college that match your assessment results.

- Click on Search by Name to explore over 1,000 occupations

- Click on Search by Industry to explore occupations associated with any industry area.

- Click on What Can I Do with a Major In...? to learn about majors offered at your college and occupations associated with those majors. To explore majors not offered at your college and learn about specialization areas, scroll down on the page to explore a list of all majors available in the USA.
• Click on Compare Two Occupations Side by Side to compare any two occupations.

• Click on Job Boards and Internship Opportunities to explore the current job market (listed under Recommended Tools and Websites on the FOCUS 2 Main Menu).

List 5-10 of your favorite occupations that you have saved:

- ______________________________________
- ______________________________________
- ______________________________________
- ______________________________________
- ______________________________________
- ______________________________________
- ______________________________________
- ______________________________________

Y____ or N____ Are your preferred occupations in alignment with your assessment results?

Y____ or N____ Are your work interests similar to work interests assigned to your favorite occupations? Note: To answer this question, log in to your FOCUS 2 account, click on the occupation of interest and then click on Interest Profile. Compare your Holland Code to the Holland Code for the occupation.

What questions / comments do you have about the occupations(s) you find appealing?

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
Do your preferred occupations support your work interests, personality preferences, skills and values? Why are these occupations a good fit for you?

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

YOUR SAVED MAJORS

You should save your preferred majors as you review them. By doing so you are narrowing your choices and approaching a decision.

Using FOCUS 2 to Explore Majors:

- Examine the majors that support the occupations presented in your self assessment results.
- Click on *What Can I Do with a Major In...?* to view *Suggested Majors* that match your interests. Click on any major and examine the types of occupations associated with that major.

List 2-3 majors that you find appealing:

  - __________________________________________
  - __________________________________________
  - __________________________________________

Y___ or N____ Do you enjoy studying the subject matter of your preferred majors?

Y___ or N____ Do you fine the occupations associated with your preferred majors appealing?

Y___ or N____ Do your preferred majors match the majors displayed in your self assessment results?

Y___ or N____ Do your preferred majors support your career goals and favorite occupations?

What questions / comments do you have about the major(s) you are considering?

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Do your preferred majors support your personality preferences, career interests, skills and values? Why is this major a good fit for you?

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
HELP FROM COUNSELORS:
COPING WITH OBSTACLES AND CONCERNS

Occasionally, you may foresee obstacles that could interfere with your career and education plans. You should discuss your concerns with a career counselor or an adviser.

Write an “X” next to any Areas You Need Help With:

_____ Deciding on a major and career field
_____ Taking the next steps to implement your career plan
_____ Making plans for further education/ training
_____ Other (explain below)
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Write an “X” next to the items that apply to you:

_____ I need more details about occupations, majors, education requirements, etc.

_____ My self assessment work interests scores are low or are not very different from each other.

_____ The lists of occupations that match my self assessments are too limited.

_____ I have too many occupations that appeal to me. I need help narrowing down my choices.

_____ I think the courses in my preferred major might be too difficult for me.

_____ I need some advice about a personal situation affecting my career decision making.
Other persons have to approve or support my plans.

Financial problems.

Other? (Describe below)
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
CREATE A PLAN TO ACHIEVE YOUR OBJECTIVES

To assure systematic progress toward your goals, it is helpful to have an “Action Plan”. Use the tool Build Your Action Plan on the FOCUS 2 Main Menu to record your education plans and the experiences you will pursue to support your career development. As you build your action plan, reflect on your long-term goals and the immediate steps you will take to achieve your goals. Follow these steps to help you work towards your goals:

• Step 1: Define your goal
• Step 2: List specific action steps
• Step 3: Identify resources that can help you achieve your goal
• Step 4: Set deadlines
• Step 5: Identify any obstacles
• Step 6: Make adaptations as needed

Action Plan to Do List

• Depending on the major(s) you are considering, you may need to complete time-sensitive matters related to courses in your major, further education, certificates, etc. Find out what these deadlines are and include them in your action plan.

• Map out the college courses you will take (and in what sequence) in your preferred major. Be sure to include prerequisite courses. Include approximate dates. List the support services you will utilize at your college to help you make your course plan and address any academic needs.

• Meet with the professors in the department of your preferred major to learn about career and internship opportunities. Ask for their expert advice on how to succeed in your major and preferred career field.

• Read the biographies of the professors in the major field of study that is of interest to you.
• Talk with students majoring in the field of study you are considering to learn about their experiences.

• Find out about opportunities for job shadowing, internships, externships and informational interviewing in a field of interest to you. Take note of important dates.

• Volunteer or take a part-time job to gain experience in a career field of interest to you.

• Conduct informational interviews with local employers to learn about their work field. What positions exist in their company? What credentials do they seek in a candidate being considered for employment?

• Learn about employers in a career field of interest to you.

• Talk with people employed in occupations/career fields that interest you. Find out what they studied in college and what experiences gave them a competitive edge in the work world.

• Attend career fairs, industry panels, and company information sessions.

• Learn how to market yourself. Review your FOCUS 2 Career Portfolio assessment results. What are your strengths? Be able to describe your work interests, personality, skills and values and why your attributes will be an asset to a potential employer.

• Is additional training or graduate school a part of your action plan? If so, when and in what type of program? Seek the advice of a professional / graduate school adviser and research programs online.
Career Readiness Journaling Exercises

- Reflect on how your personal background and experiences have influenced your career aspirations and choice of a major.
- Describe a recent accomplishment in your life or one that you might like to achieve in the future.
- What would you consider to be your greatest achievement in your life so far and why?
- Reflect on your past work, volunteer or internship experiences. What did you learn from these experiences that can help you in your decisions about your future career? What qualities are most important to you in your future work?
- Identify two career planning, personal development and / or academic needs you would like to address based on your results of the FOCUS 2 Career Planning Readiness section.
  - List campus resources, including office location and phone number, that offer assistance in the areas you would like to address.
  - List three strategies for improvement or growth in these areas and how you plan to implement them.
- What steps will you take to improve your self-awareness, your involvement in career exploration and your career planning satisfaction?
- What steps will you take to address your personal development needs?

Self Assessments Journaling Exercises

- Do your self assessments describe you accurately? Were you surprised by any of the results in your use of FOCUS 2?
- How can you use your personal attributes (interests, personality, values, and skills) to your advantage?
- Were you surprised by any of the occupations / career paths that match your self assessments? Do your self assessment results suggest career options that you had not previously considered?
• Do your interests match the interests of your favorite occupation? (click on Interest Profile on the occupation’s menu to view a graphic comparison)

• How will you apply what you have learned from your self assessments to your choice of a major and your career plans?

• Which majors at this college best relate to your interests, personality, values, and skills?

• Do your self assessment results support your choice of a major?

• Do your self assessments support your current career choices?

• How will your self assessment results help you to narrow your career options?

Work Interests Journaling Exercises:

• What did you learn about yourself through your work interests self assessment? How will these new insights be helpful in your career exploration and choice of a major?

• Describe the work activities you would most enjoy in an ideal occupation.

• How well do your work interests fit with your current career aspirations?

Personality Journaling Exercises:

• What did you learn about yourself through your personality self assessment? How will these new insights be helpful in your career exploration and choice of a major?

• Describe the work environment you would most enjoy in an ideal occupation.

• How well does your personality fit with your current career aspirations?

Skills Journaling Exercises:

• What did you learn about yourself through your skills self assessment? How will these insights be helpful in your career exploration and choice of a major?

• How well do your skills fit with your current career aspirations?

Values Journaling Exercises:

• What did you learn about yourself through your values self assessment? How will these insights be helpful in your career exploration?

• Examine a favorite occupation. To what extent will your top 3 values be satisfied by this occupation?

• How well do your values fit with your current career aspirations?

Leisure Interests Journaling Exercises:

• What did you learn about yourself through your leisure interest self assessment? How will these insights be helpful in your career exploration and choice of a major?
• Describe the work you would most enjoy based on your leisure interests.

CAREER EXPLORATION:

• Did you discover any new majors that you would like to explore? Click on *What Can I Do with a Major In...?* to view *Suggested Majors* that match your interests.

• Select an occupation of interest to you and reflect on the following.
  o What would the typical day entail in this occupation?
  o What personal attributes based on your self assessment results do you have that would be an asset to you if you were hired in this occupation?
  o What strengths would be needed to succeed in this occupation?
  o How will your choice of a college major and planned degree level support you in this occupation?
  o What courses and/or work experiences would be helpful or required to succeed in this occupation?
  o What challenges would you face in this occupation?
  o Click on *Job Board and Internship Opportunities* on the main menu of FOCUS 2 to explore the job market for this occupation. What did you learn from this search?
  o What other occupations might this occupation could lead to?

ACTION PLAN JOURNALING EXERCISES

Why is it important to revise your career plans throughout your life?

What is the value of exploring alternative career possibilities?

Reflect on the question, “Why am I enrolled in college?”

How has what you learned about yourself through your self assessments affected your choice of major and career goals?

Review the courses and certifications associated with your preferred major. What student services and faculty advisory services are available to assist you with your academic needs?

Identify an important aspect of the career planning process and describe an action you will take to incorporate it into your career planning.
Informed Decision Making: Continue to use FOCUS 2 as an ongoing resource to help you make informed decisions about your career and education.

- Know that it is your personal responsibility to chart your course. No one else can do it for you.

- Seek the expert advice of career counselors, advisers, instructors, employers to facilitate your progress in the career planning process.

- Understand your FOCUS 2 results. Review your results summarized in Review and Print Your Career Portfolio on your own and/or with your career counselor. Review your FOCUS 2 assessment results when writing your resume, cover letters and planning for interviews. Know why and be able to discuss how your interests, personality type, values and skills are an asset in the work world.

- Continue your career and education exploration using FOCUS 2. Exploration of occupations is a key component of career planning.

- Create an Action Plan to achieve your objectives: Plan your course work, map out your objectives and plan for internships, volunteer work, job shadowing and other activities that will support your career and education decision making.

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

- 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.