

# FOCUS 2 CAREER

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## A CAREER, MAJOR AND EDUCATION PLANNING SYSTEM

Focus 2 Career 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

## FOCUS 2 DECISION MAKING MODEL

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

**Assessment** of Interests, Personality, Skills, Values, Needs

**Explore Options:** Identify and explore Majors & Occupations matching personal attributes

**Decision Making:** Select Major & explore Career Paths

**Action Plan:** Map out steps to achieve goals

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*“Career planning leads to increased motivation, improved academic achievement, increased retention, and less time to graduate.”*

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## STEP 1 - GETTING STARTED

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One of the greatest stressors for some college students is choosing a major. Deciding on your major (and possibly a minor) is a life decision, and one that will definitely impact your plans and opportunities beyond college.

### Create Your Focus 2 Account

Access the assessment site: [bit.ly/unkfocus2](http://bit.ly/unkfocus2). Click where it says “New Users” and create an account using the **access code=lopers**.

### My Career Planning Readiness

This assessment measures your involvement in activities that are part of the career planning process and evaluates your readiness to make informed career decisions.

### My Academic Strengths

Recognizing your academic strengths will bring you one-step closer to pursuing a satisfying area of study and career path. A key part of career planning is finding a career that is a good fit with your personal attributes.

## STEP 2 - SELF-ASSESSMENT

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Self-Assessment is the first and most important step in career planning and is used to identify occupations and major study areas compatible with your personal attributes. You should be involved in examining your interests, values, personality, and skills. It is important that you stay actively involved in self-assessment because finding a satisfying career path begins with knowing yourself.

### Assessment 1 - Work Interest Assessment

The Work Interest Assessment will identify occupations that provide the kinds of work related activities and tasks you most enjoy doing. Your top three work interests can be matched to occupations and majors that will typically appeal to you. The combination of the first letters of your top three work interests is called your Holland Code.

#### Holland Codes:

- ◆ Social-helpers
- ◆ Artistic-creators
- ◆ Investigative-thinkers
- ◆ Realistic-doers
- ◆ Enterprising-persuaders
- ◆ Conventional-organizers

After taking the **Work Interest Assessment**, fill in the table below:

List your <b>top three</b> codes here:	1.	2.	3.
Read the descriptions for each code. Which words/phrases best describe you?			
How do you see these codes being part of your <b>work environment</b> ?			

### Assessment 2 - Personality Assessment

The Personality Assessment will match your personality type to occupations compatible with your personality preferences. Your personality type describes how you react to certain situations/people, make decisions, organize information and go about solving problems.

Read the results of your Personality Assessment, and then respond to the questions below.

How would you <b>describe your personality</b> based on the results?	
How might these <b>traits affect</b> your choice of <b>majors</b> ?	
Which of these <b>traits</b> will you want to <b>use</b> in your <b>career</b> ?	

### Assessment 3 - Leisure Interest Assessment

The Leisure Interest Assessment will identify occupations that provide opportunities and activities compatible with your leisure preferences. The kinds of leisure activities you engage in can be predictive of the kinds of occupations you will find most interesting and enjoyable.

#### Leisure Interest Categories:

- ◆ Sharing-helpers      ◆ Aesthetic-creators      ◆ Inquiring-thinkers
- ◆ Reality-doers      ◆ Eager-persuaders      ◆ Correct-organizers

According to Focus 2, your <b>top three</b> leisure interests are:	1.	2.	3.
Read the descriptions for each of the categories. Which terms describe you?			
What leisure activities do you choose to participate in which reflect these results?			

### Assessment 4 - Values Assessment

The Values Assessment will identify occupations that are compatible with your work values. Your work values are job-related beliefs and ideas that are important to you.

List the <b>three values</b> you selected as being important in your career.	1.	2.	3.
Why did you select <b>each one</b> ?			

### Assessment 5 - Skills Assessment

The Skills Assessment will identify occupations that match your skills profile. Skills can be learned or be the result of natural abilities and talents for doing certain tasks. It is important to explore occupations that you have the ability to do or plan to become more proficient in.

List the <b>skills</b> you selected as being your <b>top three</b> skills.	1.	2.	3.
Why did you select <b>each one</b> ?			

## STEP 3 - EXPLORE OCCUPATIONS & MAJORS MATCHING YOUR ASSESSMENTS RESULTS



By clicking on **Combine Assessments**, you narrow down your occupation choices by combining your assessment results to identify occupations that occur in multiple assessments. **Select all 5 assessments** and click continue.

You must then click the to drop down the list of occupations.



You will see the **1)** name of the Occupation, **2)** Supporting Majors at UNK, **3)** Salary and **4)** which assessments the occupation appeared in.

1	2	3	4
OCCUPATION	SUPPORTING MAJORS(AT UNIVERSITY OF NEBRASKA-AT KEARNEY)	SALARY	WORK VALUES PERSONALITY SKILLS LEISURE
Academic Advisor	Curriculum and Instruction Educational Administration / Leadership Elementary and Middle School Administration Secondary School Administration Counselor Education - School Counseling and Guidance Services College Student Counseling and Personnel Services	\$55,030.00	

Icon Legend		
	<b>Bright Outlook</b>	<b>Bright Outlook Occupations</b> are projected to experience rapid increases in employment with large numbers of job openings over the next several years or are new and emerging occupations in high growth industries.
	<b>Green Job</b>	A <b>green job</b> can be any occupation that is affected by activities such as conserving energy, developing alternative energy, reducing pollution, or recycling.
	<b>Saved</b>	A major or occupation you have <b>saved</b> .

### What occupations interest you?

List the top <b>three occupations</b> that you would like to explore further.	1.	2.	3.
<b>UNK Majors</b> that Match each occupation.			

Save the occupations that interest you.

You can **save an occupation** to your portfolio by clicking on the occupation and then selecting **Save This Occupation**. You will then be prompted to tell Why you like it, what your favorite traits are about the occupation and to rate the occupation. By clicking on the occupation, you can do additional reading and research about it