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

“"I Have To Declare A Major?""
A lifelong process of exploration and planning of your career and educational goals compatible with your interests, values, talents, personality and aspirations.

What is Career & Education Planning?

Orientation, Self Knowledge Discovery, Exploration, Decision Making, Adaptation
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

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>
It is your future. 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.
Understand the World of Work

Today's rapidly changing world:
- new career paths are emerging
- existing jobs are demanding higher levels of skills
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.
Plan your career

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 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?
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
FOCUS 2 should be used as an ongoing resource throughout your academic years and as an alumnus.

“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.”
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 NOVA’s Career Services website.

Access code = NOVA

VCCS e-mail account required.

<table>
<thead>
<tr>
<th>LOG IN For New USERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CREATE A NEW USER ACCOUNT</td>
</tr>
<tr>
<td>All fields are required</td>
</tr>
<tr>
<td>Enter the access code</td>
</tr>
<tr>
<td>Group</td>
</tr>
<tr>
<td>Enter your e-mail address</td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Create a user name:</td>
</tr>
<tr>
<td>Create a password:</td>
</tr>
<tr>
<td>Confirm your password:</td>
</tr>
</tbody>
</table>

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 anytime, as often as you wish.

The user name and password are Case Sensitive!!!

If you forget your username or password, FOCUS 2 will email it back to you.
The Main Menu is divided into 6 sections that 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.
A Great Starting Point:
Identify your academic strengths and 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
Identify and save 10 preferred occupations & 2-3 majors

Complete the Self Assessments to find out which occupations 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
Work Interest Profile Summary

Your average score in each area is also shown below as a number ranging from 0 to 100 where:
0=Low  50= Moderate  100= High

Social: 70.83
Enterprising: 70.83
Artistic: 54.17
Investigative: 41.87
Conventional: 33.33
Realistic: 16.67

Your work interests in the order you selected can be described as:

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 the artistic 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 SELF-ASSESSMENT RESULTS ARE MATCHED TO:

* OCCUPATIONS

Save your favorite occupations and majors.

<table>
<thead>
<tr>
<th>OCCUPATION NAME</th>
<th>GREEN JOBS</th>
<th>BRIGHT OUTLOOK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aesthetician (Skin Care)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Architect</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art Restorer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cinematographer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial Designer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Costume Attendant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Craft Artist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dancer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Explore Your Assessment Results

How will your degree level impact the opportunities available to you in your future career field?

Vary the degree 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.
Compare your interest profile to that of someone currently working in this career.

Here is an example of an interest profile where the student does match well with the profession.
Compare your interest profile to that of someone currently working in this career.

Here is an example of an interest profile where the student does not match well with the profession.
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.mvacpa.org/](http://www.mvacpa.org/)

- National Association of Colleges & Employers, 62 Highland Avenue, Bethlehem, PA 18017-9928
  Website: [http://www.naceweb.org/](http://www.naceweb.org/)
“See your Top Career Choices” displays the top occupations 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
“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

FOCUS 2 identifies majors 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

Sort Majors by Degree

<table>
<thead>
<tr>
<th>Saved</th>
<th>Suggested</th>
<th>Programs of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>✨</td>
<td></td>
<td>Accounting (BACH, MASTER)</td>
</tr>
<tr>
<td>🌟</td>
<td></td>
<td>Aerospace, Aeronautical and Astronautical Engineering</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(BACH, MASTER, DOC)</td>
</tr>
<tr>
<td>🐒</td>
<td></td>
<td>African Studies (BACH, m.)</td>
</tr>
<tr>
<td>🌟</td>
<td></td>
<td>American Studies (BACH, m.)</td>
</tr>
<tr>
<td>🌟</td>
<td></td>
<td>Anthropology (BACH, m)</td>
</tr>
<tr>
<td>🌟</td>
<td></td>
<td>Arabic Language and Literature (BACH)</td>
</tr>
<tr>
<td>🌟</td>
<td></td>
<td>Architecture (BACH, MASTER)</td>
</tr>
<tr>
<td>🌟</td>
<td></td>
<td>Art History, Criticism and Conservation (BACH, MASTER, m.)</td>
</tr>
</tbody>
</table>
What Can I Do with a Major In...? Still Deciding?

Are the occupations associated with a major appealing to you?

<table>
<thead>
<tr>
<th>Occupation Name</th>
<th>National Average Salary</th>
<th>Green Jobs</th>
<th>Bright Outlook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural Engineer</td>
<td>$74,840.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Architect</td>
<td>$78,880.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Astronomer</td>
<td>$102,740.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cartographer (Map Scientist)</td>
<td>$59,340.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Compliance Inspector</td>
<td>$55,100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Engineer</td>
<td>$80,750.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Planner</td>
<td>$56,040.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Action Plan

- Build your network of contacts
- Major and Career Objectives
- Plans for Internships, Study Abroad, Volunteer

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
Your assessment results & preferred occupations / majors are saved in your FOCUS 2 portfolio

- Discuss your results with your career counselor/ academic adviser
- Use the assessment results to help articulate your interests, values, personality type and career preferences
- Be ready to explain why your interests, skills, personality type and values will be an asset in the world of work
- Prepare your elevator pitch
Explore job postings & connect to other resources.

Explore job postings by using the Job Search feature on the American Job Center & NOVA WORKS websites.

RECOMMENDED TOOLS AND WEBSITES
Upcoming Events
Employment 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.

**New student:**
- Explore majors at your college that support your assessment results
- Explore career options
- Make decisions

**Continuing:**
- Explore career options
- Plan for additional education and training
- Make Career Plans
FAQ

Where and when can you use FOCUS 2?
Anywhere, anytime, 24/7.
Access code = NOVA

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, your career advisor and possibly your instructor (if assessments are completed as a course requirement) 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