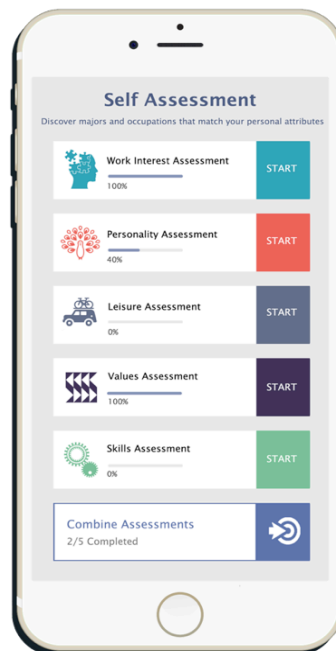


## Career & Education Planning Workbook



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[www.focus2career.com](http://www.focus2career.com)

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# INTRODUCTION TO FOCUS 2 CAREER

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## What is FOCUS 2 CAREER?

FOCUS 2 CAREER 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 CAREER will guide you through an interactive process that will:

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. Discover and explore career fields, majors and training programs are best for you.
4. Plan a career and educational pathway that will support your personal needs and goals.



## **WHEN SHOULD YOU USE FOCUS 2 CAREER?**

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

### **Career Planning for 1<sup>st</sup> and 2<sup>nd</sup> Year Students:**

- Understand the career planning process
- Learn about yourself through self assessments by using FOCUS 2 CAREER
- Take exploratory classes to learn about the majors at your college that match your interests and support your career goals
- Explore career fields and occupations that appeal to you
- Consult with your career counselors, academic advisors, mentors
- Learn about and plan for activities that will support your decision making and career development (internships, externships, volunteer opportunities, part time jobs, study abroad, etc.)

### **Career Planning Upper Classman and Alumni Students:**

- Continued career exploration and awareness, use FOCUS 2 CAREER as an ongoing resource
- Support your career development through internships, volunteering, cooperative learning, leadership roles, etc.
- Consult with your career counselors, academic advisors, mentors
- Make career plans, develop your resume and cover letters, network, develop a rapport with faculty in your major, plan for letters of recommendation, develop interviewing skills, conduct informational interviews, etc.
- Plan for advanced education and training, entrance tests, certifications, etc.
- Make informed decisions about your major and career

## **HOW MUCH TIME WILL IT TAKE ME TO USE FOCUS 2 CAREER?**

Typically, the time spent by students the first time they use FOCUS 2 CAREER ranges from 1-2 hours. Of course, you can spend as much time as you need. My Career Planning Readiness & Self Assessments of FOCUS 2 CAREER can usually be completed in approximately 30-45 minutes. FOCUS 2 CAREER has up to date, detailed information about over 1,000 different occupation choices and majors. A good strategy is to use FOCUS 2 CAREER, then think about your results and discuss your ideas with your career counselor and academic adviser and then return to use FOCUS 2 CAREER as an ongoing resource. You can use FOCUS 2 CAREER throughout your academic years and as an alumnus.

# SETTING UP YOUR FOCUS 2 CAREER ACCOUNT

## HOW TO SET UP YOUR ACCOUNT AND LOG BACK INTO FOCUS 2 CAREER

### **New Users:**

Create your account by linking to your college's FOCUS 2 CAREER self registration page.

Your college's Access Code: \_\_\_\_\_

### **Returning Users:**

You can log back into your FOCUS 2 CAREER account with your username and password at any time.


If you forget your user name and/or password, go to the FOCUS 2 CAREER login page and click on the link that says *"If you have forgotten your username or password, click here"*.

## THINGS TO KEEP IN MIND

- Use FOCUS 2 CAREER on any device, including all computers, phones, tables, etc. (No apps to load).
- FOCUS 2 CAREER always saves your results.
- Use FOCUS 2 CAREER 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 various features of FOCUS 2 in any order.
- Be sure to save the occupations and majors that most appeal to you.
- Seek the expert advice of your career counselor to enhance your career planning.

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

# Focus<sup>TM</sup> 2 CAREER

Student Dashboard	Description
<p style="text-align: center;"><b>Welcome!</b> Let's get started developing your personalized career and education plans!</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>My Career Planning Readiness</p> <p><a href="#">START</a></p> </div> <div style="text-align: center;">  <p>My Academic Strengths</p> <p><a href="#">START OVER</a> <a href="#">REVIEW</a> <a href="#">RESULTS</a></p> </div> </div>	<p style="text-align: center;"><b>A Great Starting Point</b></p> <p style="text-align: center;">An orientation to the career planning process.</p>
<p style="text-align: center;"><b>Self Assessment</b> Discover majors and occupations that match your personal attributes</p> <div style="display: grid; grid-template-columns: repeat(2, 1fr); gap: 10px;"> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Work Interest Assessment</b></p> <p>100%</p> <p><a href="#">RESULTS</a> <a href="#">REVIEW</a> <a href="#">START OVER</a></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Values Assessment</b></p> <p>0%</p> <p><a href="#">START</a></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Personality Assessment</b></p> <p>0%</p> <p><a href="#">START</a></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Skills Assessment</b></p> <p>100%</p> <p><a href="#">RESULTS</a> <a href="#">REVIEW</a> <a href="#">START OVER</a></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Leisure Assessment</b></p> <p>0%</p> <p><a href="#">START</a></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Combine Assessments</b></p> <p>3/5 Completed</p> <p><a href="#">↻</a></p> </div> </div>	<p style="text-align: center;"><b>Valid &amp; Reliable Self Assessments</b></p> <p>Assessment results identify occupations and majors at your college matching your personal attributes. Explore your options!</p>
<p style="text-align: center;"><b>Explore the Possibilities</b> Use these tools for ongoing career and education exploration</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%;"> <p><a href="#">What can I do with a major in ... at University of Vermont? ◊</a></p> <p><a href="#">Explore Any Area of Study ◊</a></p> <p><a href="#">Explore any Occupation ◊</a></p> <p><a href="#">Explore Occupations by Job Family ◊</a></p> <p><a href="#">Compare 2 Occupations Side by Side ◊</a></p> </div>	<p style="text-align: center;"><b>Additional Major &amp; Career Exploration</b></p> <p>Explore suggested majors and navigate career options to make informed decisions.</p>
<p style="text-align: center;"><b>Take Action</b> Create a road map of your academic and career development activities</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%;"> <p><a href="#">My Education</a> <a href="#">➔</a> <a href="#">My Professional Development</a> <a href="#">➔</a></p> </div>	<p style="text-align: center;"><b>Academic &amp; Career Plan</b></p> <p>Develop a road map to plan for your future.</p>
<p style="text-align: center;"><b>Diane McCrudden's Career and Education Planning Results</b> A summary of your assessment results and saved preferences</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;">  <p>My Saved Occupations</p> </div> <div style="text-align: center;">  <p>My Saved Majors</p> </div> <div style="text-align: center;">  <p>Review and Print My Portfolio</p> </div> </div>	<p style="text-align: center;"><b>FOCUS 2 Career Portfolio</b></p> <p>Summary of your results with your individual comments &amp; top choices.</p>
<p style="text-align: center;"><b>Recommended Tools &amp; Websites</b></p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; width: 30%; text-align: center;"> <p>Upcoming Events at University of Vermont</p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 30%; text-align: center;"> <p>Job Boards and Internship Opportunities</p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 30%; text-align: center;"> <p>Links to Resources</p> </div> </div> <p style="font-size: small; text-align: center; margin-top: 10px;">Focus<sup>TM</sup> 2 Copyright 2016 Career Dimensions®, Inc. All Rights Reserved</p>	<p style="text-align: center;"><b>Resources &amp; Links</b></p> <p>Visit these websites.</p>

# INTRODUCTION TO THE CAREER PLANNING PROCESS

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## THE CAREER & EDUCATION PLANNING PROCESS

Frank J. Minor, Ph.D.

Associate Professor, Emeritus, Saint Anselm College, NH

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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?" The point is to be ready for change with a set of career goals, strategy 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 you must 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 CAREER 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 go about solving problems.
- **Your Values** are a description of what is most important to you in your 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 types of things 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



- leisure time
- where you live

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, etc.
- What kinds of experiences do I want in my life? I.e. travel, adventure, cultural, etc.
- What personal talents do I want to develop? I.e. music, art, language, communication, intellectual, etc.
- How do I like to spend my leisure time? I.e. community services, recreation and sports, travel, etc.

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



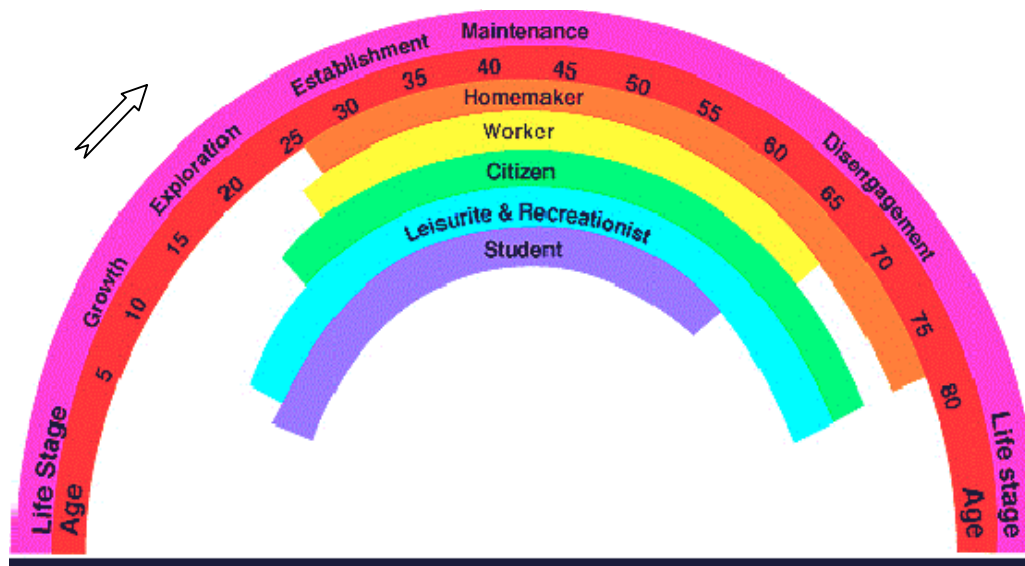
### **ROLES YOU PLAY IN YOUR LIFE**

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, an easy way to see how your choice of an occupation affects your future roles is to consider the following scenario. If you were to be a wage earner, parent, and student then clearly your occupational 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.



## The Life - Career Rainbow

Source: Super, D. E. & Minor, F. J., (1987) *Career Development Planning in Organizations*. In B. Bass & P. Drenth (Eds.) *Advances in Organizational Psychology, International Review* (pp. 83-98) Sage Press, Beverly Hills, CA  
Reproduced by permission of Sage Publications, Inc.

### 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 dust off 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, etc.

### 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 education path are compatible with and are 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 CAREER, you may want to meet with a career counselor, mentor or adviser.

Be prepared to summarize and 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 strategy 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 pathway.
- Pinpoint your personal development needs that are important for 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.

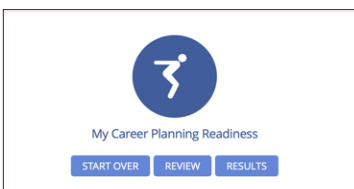
**Career Planning is a lifelong process of exploration and planning of your career and educational goals compatible with your interests, values, talents, personality and aspirations. It involves thinking about which educational and occupational paths will provide you with satisfaction and fulfillment in all aspects of your life, present and future.**

# UNDERSTANDING YOUR FOCUS 2 CAREER PORTFOLIO RESULTS

After you use FOCUS 2 CAREER, it can be beneficial to review and discuss your FOCUS 2 CAREER results with your career counselor. The following module will help you to understand and use your results.

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

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



## MY CAREER PLANNING READINESS ASSESSMENT

The **My Career Planning Readiness** assessment measures 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.

- **Self Assessment (Self)** It is important that you are actively involved in self-assessment because it is the most important and the first step in career planning.
- **Career Exploration (Exploration)** It is important that you are actively involved in career exploration because it will help you to discover and understand career options.
- **Career Planning Satisfaction (Planning)** Your 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, etc. If your **Planning** score is low it would be wise for you to seek help from a career counselor to help you resolve your planning concerns.

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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### ACADEMIC STRENGTHS

What is your action plan to take advantage of your academic strengths and address any academic weaknesses that could impact your education plans and future career?

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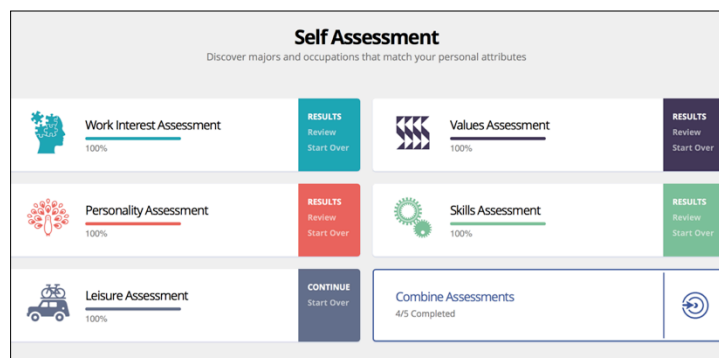
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### SELF-ASSESSMENT

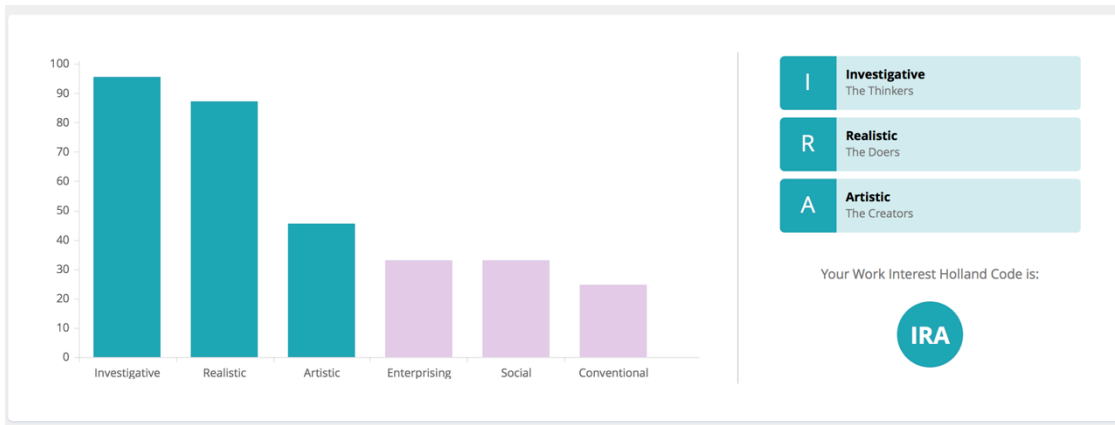
Several Self Assessments are available to you in FOCUS 2 CAREER. The results of each self assessment includes occupations and supporting majors at your college that match your personal attributes. Self Assessment is an important, first step in selecting a major, choosing an occupation, planning your career and doing a job search. Pay attention to the descriptions of your personal attributes in each of your self assessments. Being able to articulate and discuss your work interests, values, personality type and skills to a potential employer is an important part of a fruitful job search.



**Work Interest Assessment:** The FOCUS 2 CAREER 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.

Historically, the assessment of work interests has been the focal point of the career planning process. The work interest 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 **I**nvestigate, **R**ealistic, and **A**rtistic (IRA). A person's top 3 work interests make up their Holland Code and can be matched to occupations that have similar Holland Codes.

## SAMPLE WORK INTEREST PROFILE



The Holland Code for this sample is **IRA** (Investigative, Realistic, and Artistic)

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 each of the Holland Code work interests

**Investigative: "The Thinkers"**

People in the investigative category often have a strong desire to understand cause and effect, and solve puzzles and problems. They often work in jobs that are scientific in nature. Their work often involves the analysis of data, using formulas, graphs and numbers. Investigative types typically prefer to work independently, and with minimum supervision. People in this category generally enjoy using computers, solving math problems, interpreting formulas, and thinking abstractly.

**Realistic: "The Doers"**

People in the realistic category often prefer to work with objects and things. They are likely to enjoy creating things with their hands and using tools and machines. Some prefer large, powerful machines like tractors, while others prefer precision machinery such as X-ray or electronic equipment. People in this category generally enjoy being physically active, repairing equipment, rebuilding cars, fixing electrical things, solving mechanical problems, playing sports, working outdoors, and using their hands.

**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.

**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.

**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.

**Conventional: "The Organizers"**

People in the conventional category often prefer orderly, systematic work. Work tasks often include keeping records, and organizing written and numerical materials according to a plan. They like to see things run efficiently and smoothly, which means they will pay attention to administrative details. They generally enjoy keeping accurate records, organizing, working with numbers, and using a computer.

What is your Holland Code? \_\_\_\_\_

Describe the characteristics of your Holland Code type (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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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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**Personality Assessment**

The FOCUS 2 CAREER personality assessment utilizes the Jung theory of personality and the research insights surrounding the use of the Myers-Briggs Type Indicator. The assessment measures how a person likes to focus his/her attention, prefers to acquire information, handle information, look at 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.

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**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 a 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 your 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.

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**Leisure Interest Assessment**

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

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

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**COMBINING ASSESSMENTS TO NARROW DOWN YOUR RESULTS:**

Combine your assessment results to create a list of best-fit occupations.

**Activity:** Identify and Explore Occupations that Occur in Multiple Assessments

Complete several of the FOCUS 2 assessments. Click on Combining Assessments and select the assessments that you wish to combine. Print the occupation list that is generated by combining the assessments of your choice and examine the list.

- **Circle** the occupations that immediately appeal to you
- **Underline** the occupations that surprise you but sound interesting
- **Put an X** through the occupations that do not appeal to you.

Examine the details of the occupations that you have circled and underlined.

What did you learn from this exercise?

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List your favorite occupations.

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**EXPLORE THE POSSIBILITIES:**

FOCUS 2 CAREER offers a variety of tools to help you explore occupations and majors:

- Use **What Can I Do with a Major In...?** to learn about the majors offered at your college and the occupations associated with those majors. Save any majors that appeal to you.
- **Explore Any Area of Study:** Click on any area of study to learn about the specialization areas associated any major area of study
- **Explore Any Occupation:** Explore over 1,000 occupations
- **Explore Occupations By Job Family:** Explore occupations associated with any industry area.
- Use **Compare Any Two Occupations** on the FOCUS 2 CAREER dashboard to compare and contrast 2 occupations.

**YOUR SAVED OCCUPATIONS:**

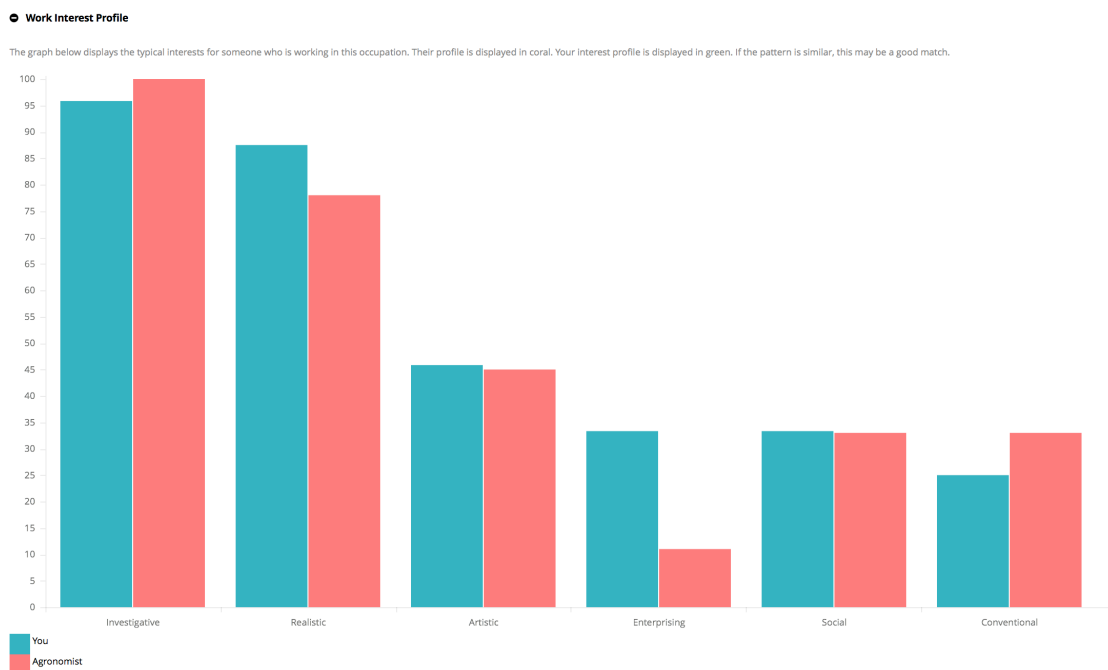
Ongoing exploration of occupations using the FOCUS 2 CAREER system will help you to make informed decisions about your career and education. Review your saved occupations in your career portfolio. Be sure to examine the job duties, employment outlook, advancement opportunities, earnings, areas of study and required credentials, etc. associated with an occupation of interest to you. You can link to professional associations that people in that field are members.

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 a good match with the work interests of your favorite occupations? (To answer this question, click on an occupation name and examine the occupation’s Interest Profile. If you have completed the Work Interest Assessment, the graph will compare your Holland Code to the Holland Code for the occupation.



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

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

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**YOUR SAVED MAJORS**

Review your saved majors in your career portfolio. Click on Make Top Choice to identify the major that is most appealing to you.

List your top choice major and 2-3 other majors that you find appealing:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Y\_\_\_ or N\_\_\_ Do you find the subject matter of your preferred majors appealing?

Y\_\_\_ or N\_\_\_ Do you find 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?

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

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# HELP FROM COUNSELORS: COPING WITH OBSTACLES AND CONCERNS



Occasionally, you may foresee some possible barriers that could interfere with your ability to plan your career or you may have some concerns about your current 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 (please elaborate)

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Place 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 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 people have to approve or support my plans.

\_\_\_\_\_ I am experiencing financial problems.

\_\_\_\_\_ Other? (Describe below)

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# CREATE A PLAN TO ACHIEVE YOUR OBJECTIVES

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To assure systematic progress toward your goals, it is helpful to have an “Action Plan”. Complete the TAKE ACTION on the FOCUS 2 CAREER Dashboard to record your education plans, professional development plans and experiences you will pursue to support your career development. As you build your career development plan, you will want to reflect upon your long term goals and the immediate steps you will take in the short term 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 obstacles
- Step 6: Adapt 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 course work in your major, further education, certificates, etc. Find out what these deadlines are and plan ahead.
- Map out the courses you will take (and in what sequence) during your years at college in your preferred major. Be sure to include prerequisite courses as well. Include approximate dates and the support services you will utilize at your college to help you with your course plan and address any academic needs.

- Meet with the professors who teach courses in your preferred major to learn about career and internship opportunities. Seek their expert advice to learn how to succeed in your major and preferred career field.
- Talk with students majoring in the field of study you are considering to learn from their experiences.
- Read the biographies of the professors who teach courses in the major field of study that is of interest to you.
- Find out about job shadowing, internships, externships and informational interviewing opportunities in a field of interest to you. Take note of the opportunities available and important dates.
- Conduct informational interviews with local employers to learn about their field of work. What positions exist in their company? What credentials do they seek in a candidate being considered for employment?
- 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 discuss why your attributes will be an asset to a potential employer.
- 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 world of work.
- Volunteer or take a part-time job to gain experience in a career area of interest to you.
- Is additional training or graduate school a part of your long-term education plans? If so, what are your plans? Seek the advice of a professional / graduate school adviser to review your plans.

# JOURNALING EXERCISES

## Career Planning Readiness Journaling Exercises

- Reflect upon 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 upon 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 and career?
- What steps will you take to improve your overall career planning readiness? (self-awareness, involvement in career exploration and career planning satisfaction)

## Self Assessments Journaling Exercises

- 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 your 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 career choices?
- Did your self assessment results suggest career options that you had not previously considered?
- 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 interest self assessment? How will these insights be helpful in your career exploration and choice of a major?
- Describe the types of 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 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 type of work you would most enjoy based on your leisure interests.

### **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.

# CONCLUSION



**Informed Decision Making: Continue to use FOCUS 2 CAREER 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, and employers to facilitate your progress in the career planning process.
- Understand your FOCUS 2 CAREER results. Review your results (summarized in your [Career and Education Results](#)) on your own and/or with your career counselor. Review your FOCUS 2 CAREER 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 world of work.
- Continue your career and education exploration using FOCUS 2 CAREER. 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, strategy 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.