Focus 2 Career

A Career, Major, and Education Planning System
What is Career & Education Planning?

A continuous, lifelong process of exploration and planning of career and educational goals compatible with your interests, values, talents, personality and aspirations.
Reality: 60% of Entering Freshmen...

“I Have To Declare A Major?”

- NO CAREER GOALS
- NO MAJOR (Deciding)
- NO PLAN
Interest Assessment—Major Congruence (selection) has a direct effect on timely degree completion at post secondary institutional settings. (Allen, J. & Robbins, S., 2010)

Career planning facilitates more appropriate goal setting, academic decision making, and course selection which heightens commitment, and the probability of retention. John Gardner (1998, 2003) Nationally known for his work on improving the college freshman experience and raising student retention rates.

Career planning leads to increased motivation, improved academic achievement, increased retention, and less time to graduate. (Gillie, S. & Gillie-Isenhour, M., 2005)
Understanding *yourself* is the first step of career & educational planning

**Step 1:** Identify your interests, personality, values, skills and lifestyle preferences

**Step 2:** Explore occupations and major areas of study compatible with your personal attributes.
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.
## 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/Family</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. Take charge.

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 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 occupations are emerging, others are disappearing
- existing jobs are demanding higher levels of skills
Plan Your Career

Be Proactive
Career Planning is an ongoing process throughout all your life stages.

Fine Tune
Be forward-looking with planning, developing new skills. Be prepared to make changes as needed.

With a career plan, you will be equipped to manage your career and take advantage of changes in the economy and job market.
Start the Process

Use FOCUS 2 CAREER
Make informed decisions
What is FOCUS 2 CAREER?

FOCUS 2 CAREER is an online, interactive, self-guided career, major and education planning system.

It is responsive - Working on all devices!
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
Why use FOCUS 2?

- Are you unsure of your major?
- Are you unaware of the majors offered at your college and related occupations?
- Are you wondering what to do with your major?
- Are you unsure of which careers best suit you?
- Would you like to develop a career plan that works for you?
- Are you ready to make informed career decisions?
Use FOCUS 2 as an ongoing resource throughout your academic years and as an alumnus.

“I am completely unsure about my major and career and 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 Interests, Personality, Skills, Values, Needs

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

**Decide**
- **Decision Making:** Select Major & explore Career Paths
- **Action Plan:** Map out steps to achieve goals
Getting Started

Create your FOCUS 2 Account

Login

Create an Account

Terms and Conditions
The following slides will introduce you to the FOCUS 2 Dash Board and the functions of each section.
Student Dashboard

Welcome!
Let's get started developing your personal and career development plan.

Self Assessment
Discover majors and occupations that match your personal attributes.
- Work Interest Assessment
- Values Assessment
- Personality Assessment
- Skills Assessment
- Abilities Assessment
- Explore Assessments
- Third party

Explore the Possibilities
Use this page to explore majors, careers, and related industries.
- What can I do with a major in... at University of Vermont?
- Explore Any Area of Study
- Explore Any Occupation
- Explore Occupations by job family
- Compare 2 Occupations List by Lists

Take Action
Create a road map of your academic and career development activities.
- My Education
- My Professional Development

Diane McCruden's Career and Education Planning Results
A summary of your assessment results and area preferences.
- My Saved Occupations
- My Saved Majors
- Review and Print My Portfolio

Recommended Tools & Websites
- Upcoming Events at University of Vermont
- Job Boards and Internship Opportunities
- Online Resources

www.focus2career.com
Career Planning Readiness

My Career Planning Readiness

To what extent are you...

<table>
<thead>
<tr>
<th>Little or No Extent</th>
<th>Some Extent</th>
<th>Moderate Extent</th>
<th>Considerable Extent</th>
<th>A Great Extent</th>
</tr>
</thead>
<tbody>
<tr>
<td>... planning your career and education based on your aspirations and preferences?</td>
<td>★★★★★</td>
<td>★★★★</td>
<td>★★★</td>
<td>★★</td>
</tr>
<tr>
<td>... satisfied with the amount of financial support available for your education expenses?</td>
<td>★★★★</td>
<td>★★★</td>
<td>★★</td>
<td>★</td>
</tr>
<tr>
<td>... taking courses in a variety of subjects to decide which fields are most interesting to you?</td>
<td>★★★★★</td>
<td>★★★★</td>
<td>★★</td>
<td>★</td>
</tr>
<tr>
<td>... confident that you can make good decisions about your occupational goals without advice from others?</td>
<td>★★★★★</td>
<td>★★★★</td>
<td>★</td>
<td>★</td>
</tr>
<tr>
<td>... focusing on occupations that you know will be satisfying, interesting and personally rewarding to you?</td>
<td>★★★★★</td>
<td>★★★★</td>
<td>★</td>
<td>★</td>
</tr>
<tr>
<td>... getting involved in volunteer work, internships or summer jobs in fields that appeal to you?</td>
<td>★★★★★</td>
<td>★★★★</td>
<td>★</td>
<td>★</td>
</tr>
</tbody>
</table>

Measure your involvement in activities that are part of the career planning process and evaluate your readiness to make informed career decisions.
What are your Academic Strengths?

Recognizing your academic strengths will bring you one step closer to pursuing a satisfying area of study and career path.
Your assessment results will identify occupations and majors at your college matching your personal attributes. Be sure to save your favorites!
Examples of Questions you will Answer in the Assessments

Work Interest Assessment

To what degree would you enjoy...

- designing graphic art images and illustrations for advertising media?
- researching how fatigue affects airplane pilots’ reaction time and judgment?
- leading and motivating a sales team’s marketing activities?
- working in a national park to preserve its forests, wildlife and natural features?
- analyzing and evaluating a company’s financial statements?
- designing theatre stage sets, lighting and special effects for plays or TV shows?

Leisure Interest Assessment

In your spare time, would you enjoy...

- participating in athletic activities e.g. soccer, baseball, tennis, etc?
- organizing business or financial records for an organization?
- promoting a good cause for a community or an organization?
- doing voluntary mentoring, teaching or helping others who need help?
- using the internet to compare prices and quality of products?
- visiting science fairs, museums, aquariums, zoos, etc?

Personality Assessment

For each question, choose the response you most agree with most.

- What type of organization would you like to work for?
  One where:
  - Members work together as a cooperative team.
  - Each member can act independently of other members.

- How do you explain to people that they did something wrong?
  - I tend to be clear, precise and firm.
  - I tend to be diplomatic to avoid hard feelings.

- Do you prefer to work on projects that have:
  - Broad objectives and flexible work methods.
  - Specific objectives and precise work methods.

- When it comes to making decisions, do you tend to?
  - Make decisions quickly and easily.
  - Defer decisions until you feel you have enough information.

Values Assessment

Select your top three values from the choices below.

- Action
- Teamwork
- Responsibility
- Loyalty
- Honesty
- Integrity
- Benevolence
- Open-mindedness
- Social intelligence
- Dependability
- Vigor
- Creativity
- Authority
- Self-control
- Openness
- Experience
- Happiness
- Inventiveness
- Physical Energy
- Curiosity
- Conscience
- Drive
- Persimmon
- Prestige
- Eleemosynary
- Influence
- Physical Things
- Risk Taking
- Stability
- Tact
- Working Outdoors
- Work

Continue...
Sample Reports

Your Results

The first three work interest areas shown on the graph and described below are most important to you.

Investigative: "The Thinkers"
People in the investigative category often have a strong desire to understand cause and effect, and solve puzzles and problems. They enjoy working with data and numbers. Investigative types typically prefer to work independently, and with minimum supervision. People in this category generally are:

- Enthusiastic
- Intellectual
- Perceptive
- Critical
- Systematic
- Practical

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 working with machines. Realistic types typically prefer to work independently, and with minimum supervision. People in this category generally are:

- Practical
- Grounded
- Practical
- Independent
-动手能力强

Artistic: "The Creators"
People in the artistic category often prefer to work with ideas and concepts. They are likely to enjoy creating things with their hands and working with machines. Artistic types typically prefer to work independently, and with minimum supervision. People in this category generally are:

- Creative
- Expressive
- Imaginative
- Expressive

Your Personality Type

- Your approach to solving problems is to explore new ways of doing things rather than looking at the current methods of handling the problems.
- You welcome opportunities to be creative.
- You focus your attention on ideas, knowledge, and complex problems and enjoy thinking about intellectual issues and problems.
- You are flexible and you find it easy to adapt to changing situations.
- You organize ideas and knowledge and use logic and an analytic approach when solving a problem.

Choosing Your Career:
People with your personality type are attracted to occupations that offer the opportunity to explore new ideas in challenging areas. Examples of such occupations are found in fields such as physical and life sciences, engineering, mathematics, information systems, technology, and occupations which involve research such as psychology and education.
<table>
<thead>
<tr>
<th>Occupation</th>
<th>Supporting Majors/Programs at Saint Edward's University</th>
<th>National Median Salary</th>
<th>Job Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>AERONAUTICAL &amp; AEROSPACE ENGINEER</td>
<td>Mathematics</td>
<td>$96,270.00</td>
<td>Architecture &amp; Engineering</td>
</tr>
<tr>
<td>AGRONOMIST</td>
<td>Biology/Biological Sciences</td>
<td>$65,180.00</td>
<td>Life, Physical, &amp; Social Science</td>
</tr>
<tr>
<td></td>
<td>Biochemistry</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chemistry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARCHAEOLOGIST</td>
<td>Latin American Studies</td>
<td>$57,230.00</td>
<td>Life, Physical, &amp; Social Science</td>
</tr>
<tr>
<td></td>
<td>Anthropology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HORTICULTURIST</td>
<td>Biology/Biological Sciences</td>
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</tr>
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</table>
Filter Your Assessment Results

Vary the degree level to play the “What if?” game.

How does degree level impact the opportunities available in a career field? Sort by various options.
Exploring Occupations

Aeronautical & Aerospace Engineer

Occupation Overview

Aeronautical engineers design and test aircraft vehicles & military space weapons & missiles for commercial airplane manufacturers, military aerospace research laboratories. They experiment new designs to enhance performance and cost. A bachelor's degree from an accredited engineering program is the typical requirement for entry positions. Some employers require a master's degree. A require registration for engineering positions, affect life, health or property of the public. Requires generally requires a bachelor's degree, four year working experience and passing a state examination.

Skills

- Designing
- Engineering
- Mathematics
- Quality Control
- Science

Job Tasks

- Confer with test pilots, customer executives & research engineers to identify specific needs and performance characteristics for future aircraft. Design aircraft structural components such as fuselage, wings, rib assemblies, landing gear, etc. and make decisions of pilot control systems needed.
- Decide and plan the engine propulsion design based upon the aircraft power requirements. They decide on construction materials in order to withstand stresses. Request prototype versions of new designs for testing in laboratories prior to flight. Use computers to simulate the effects of flight on new designs.

Work Interest Profile

The graph below displays the typical profile. Their profile is displayed pattern similar, this may be a good match.

Values

- Creativity: Create new ideas, programs or designs.
- Income: Having a level of income that is consistent with their life goals.
- Independence: Being able to decide on their own.
- Physical Things: Having the ability to work with physical things.
- Tangible Results: Doing something where you can see the results.

Work Conditions

- Accuracy: Accuracy or being exact in this work is important.
- Authority to Make Decisions: A worker in this job has the authority to make decisions.
- E-Mail: A large amount of time will be spent using E-Mail.
- Face to Face Communication: This job requires having face to face communications.
- Sitting: A significant amount of time is spent sitting.
- Structured: The tasks to be performed are structured.
- Teamwork: You will be working with others.

Education Requirements

- Bachelor's or Master's Degree

Outlook

Employment in this field is projected to decline by 2% or more from 2014 to 2024, the average growth rate for all occupations over the same time period projected to be 5% to 7%.

Earnings

People established in their career generally earn between $74,600 and $116,140. Exceptional performers can earn in excess of $137,730. These figures are based on data collected from the US Department of Labor.

Advancement

At large companies, new graduates usually work under the supervision of expert engineers. As they gain experience, they are given more difficult projects and ideas to develop their designs. They may move from product manufacturing to project engineering or management positions. As a project engineer, they usually supervise other engineers and team to develop their designs. Those with less experience may move up to supervise a team of engineers and technicians. Engineers may move into management quickly by getting a master's degree in aerospace engineering or business administration.

Professional Association

Aerospace Industries Association: 1230 E St., NWK, Washington, DC 20005
Website: http://www.aiaa.org
American Institute of Aeronautics and Astronautics, Inc., Suite 500, 1801 Alexander Blvd., VA 20191-4344
Website: http://www.aiaa.org
### Exploring Majors

Examine the supporting majors offered at this college.

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</tr>
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**Mathematics**

A general program that focuses on the analysis of quantities, magnitudes, forms, and their relationships, using symbolic logic and language. Includes instruction in algebra, calculus, functional analysis, geometry, number theory, logic, topology and other mathematical specializations.
Combine Your Self Assessment Results to Narrow down occupations

Combine Assessment Results to Create a List of Best Fit Occupations

Select the Assessments You Would Like to Combine

Filter Results

1 Occupation appears in 4 of the Assessments you have Completed.

- **Aerospace & Aerospace Engineer**
  - Supporting Major(s) at Saint Edward's University: Mathematics
  - Salary: $96,279.00
  - Work: ✔️
  - Values: ✔️
  - Personality: 🚫
  - Skills: 💪

1 Additional Occupation appears in 4 of the Assessments you have Completed.

22 Occupations appear in 3 of the Assessments you have Completed.

- **Agricultural Engineer**
  - Supporting Major(s) at Saint Edward's University: Biochemistry
  - Salary: $74,640.00
  - Work: ✔️
  - Values: ✔️
  - Personality: 🚫
  - Skills: 💪

- **Aquarium Curator**
  - Supporting Major(s) at Saint Edward's University: Biology/Biological Sciences
  - Salary: $52,330.00
  - Work: ✔️
  - Values: ✔️
  - Personality: 🚫
  - Skills: 💪
Additional Major & Occupation Exploration

Use all of the tools in FOCUS 2 as an ongoing resource.

Explore the Possibilities
Use these tools for ongoing career and education exploration

- What can I do with a major in ... at Saint Edward's University?
- Explore any Area of Study
- Explore any Occupation
- Explore Occupations by Job Family
- Compare 2 Occupations Side by Side
Use “What Can I Do with a Major In...offered at your college?”

<table>
<thead>
<tr>
<th>PROGRAMS OF STUDY</th>
<th>SAVED</th>
<th>SUGGESTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td></td>
<td>🧠</td>
</tr>
<tr>
<td>African-American/Black Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agriculture</td>
<td></td>
<td>🧠</td>
</tr>
<tr>
<td>Agronomy and Crop Science</td>
<td></td>
<td>🧠</td>
</tr>
<tr>
<td>Ancient/Classical Greek Language and Literature</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Animal Sciences</td>
<td></td>
<td>🧠</td>
</tr>
<tr>
<td>Anthropology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applied Economics</td>
<td></td>
<td>🧠</td>
</tr>
<tr>
<td>Art History, Criticism and Conservation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art Teacher Education</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FOCUS 2 identifies majors that match your interests
Choosing your major?
Use “What Can I Do with a Major In...?”

Agronomy and Crop Science
A program that focuses on the chemical, physical, and biological relationships of crops and the soils nurturing them. Includes instruction in the growth and behavior of agricultural crops, the development of new plant varieties, and the scientific management of soils and nutrients for maximum plant nutrition, health, and productivity.

<table>
<thead>
<tr>
<th>OCCUPATION</th>
<th>NATIONAL MEDIAN SALARY</th>
<th>GREEN JOB</th>
<th>BRIGHT OUTLOOK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural Sciences Professor</td>
<td>$80,790.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Agronomist</td>
<td>$65,180.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Botanist</td>
<td>$65,180.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Crop Workers Supervisor</td>
<td>$43,720.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Farm Management Advisor</td>
<td>$46,370.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Farmers and Ranchers</td>
<td>$42,710.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Food &amp; Drug Inspector</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food Science Technicians</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Are the occupations associated with a major appealing to you?
Action Planning: Prepare a road map of your academic and career development activities.
Your FOCUS 2 Results

Diane Smith1's Career and Education Planning Results
A summary of your assessment results and saved preferences

My Saved Occupations
My Saved Majors
Review and Print My Portfolio

FOCUS 2 saves all your results, comments, & preferences in Your Portfolio
Make Some Decisions About Your Favorite Occupations and Majors

This list displays the occupations you have saved.

<table>
<thead>
<tr>
<th>OCCUPATION</th>
<th>YOUR RATING</th>
<th>MAJORS AT THIS COLLEGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aeronautical &amp; Aerospace Engineer</td>
<td></td>
<td>Mathematics</td>
</tr>
<tr>
<td><strong>Comments</strong>: This seems like a good fit for me</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Factors that appeal to you: Outlook, Interest Profile, Areas of Study</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OCCUPATION</th>
<th>YOUR RATING</th>
<th>MAJORS AT THIS COLLEGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agronomist</td>
<td></td>
<td>Biochemistry, Biology/Biological Sciences</td>
</tr>
<tr>
<td><strong>Comments</strong>: Very cool field</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Factors that appeal to you: Job Duties, Outlook, Earnings, Interest Profile</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OCCUPATION</th>
<th>YOUR RATING</th>
<th>MAJORS AT THIS COLLEGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biomedical Engineer</td>
<td></td>
<td>Biology/Biological Sciences</td>
</tr>
<tr>
<td><strong>Factors that appeal to you: Outlook, Earnings, Interest Profile</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAJOR</th>
<th>YOUR RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology/Biological Sciences</td>
<td></td>
</tr>
<tr>
<td><strong>Top Choice</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAJOR</th>
<th>YOUR RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kinesiology and Exercise Science</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAJOR</th>
<th>YOUR RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td></td>
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Build Your FOCUS 2 Portfolio

Diane Smith1’s Career and Education Planning Results
A summary of your assessment results and saved preferences

- My Saved Occupations
- My Saved Majors
- Review and Print My Portfolio

An organized summary of your FOCUS 2 results

From this page you can create a customized printable report. Items that are grayed out have not been completed and therefore cannot be included. Please select the items you would like to include and click the Build My Portfolio button.

SELECT ALL

- My Career Planning Readiness
- My Personality Assessment
- My Saved Occupations

- My Academic Strengths
- My Skills Assessment
- My Saved Majors

- My Work Interest Assessment
- My Values Assessment

- My Leisure Interest Assessment
- My Action Plan

BUILD MY PORTFOLIO
# Recommended Tools and Websites

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<td>Job Boards and Internship Opportunities</td>
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See upcoming events at your college.

Explore job postings nationally, by state, green jobs, etc.

Visit suggested websites.
FAQ

How and when can you use FOCUS 2?
Anywhere, Any device: Phones, tablets, computers. Contact your college’s FOCUS 2 administrator for the Access Code to register.

Where should you start on the dash board and can you use FOCUS 2 more than once?
Start with any feature you wish to use. Repeat any assessment. Use FOCUS 2 as often as you wish.
Will FOCUS 2 save your Self-Assessment results and are your results confidential?
Yes, FOCUS 2 will save all your results under your confidential user name and password. Only you and your career counselor/advisor have access to your results.

Can you change your account details such as your password, email address etc.? Yes, log in and go to the FOCUS 2 dashboard. Click on “My Account”
Remember, career planning involves thinking about which educational and occupational paths will provide you with satisfaction and fulfillment in all aspects of your life, not only in the present, but in the future.
FOCUS 2: YOUR CAREER PLANNING RESOURCE