



FOCUS2 Users Guide

Register for FOCUS 2:

1. Go to the Career Services Website at www.vmi.edu/careerservices
2. Click on the “Cadets” link on the left side of the webpage
3. Click on the “Online Career Resources” link.
4. Click on the “FOCUS 2” link.
5. Click on the “Register” button below the log in area.
 - Use the access code **keydet** to register.
 - Use your VMI email address as your email and your username.

Log into FOCUS 2:

1. Go to the Career Services Website at www.vmi.edu/careerservices
2. Click on the “Cadets” link on the left side of the webpage
3. Click on the “Online Career Resources” link.
4. Click on the “FOCUS 2” link.
5. Use your username and password to log into your account.



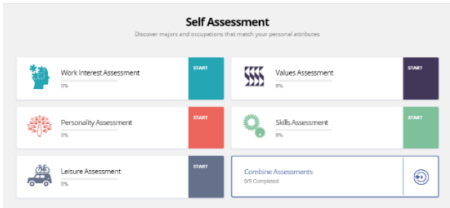





Underclassmen	Upperclassmen
(Rats, 4th, and 3rd class cadets) <ul style="list-style-type: none">• Learn about and understand the career planning process• Learn about your preferences and interests through self-assessments• Explore how your college major and interests fit with your career goals• Develop an action plan with measurable steps to begin planning for the future• Make informed decisions about your future career plans.	(2nd and 1st class cadets) <ul style="list-style-type: none">• Continue the career exploration and awareness process• Develop an action plan and test out different career options through informational interviews and internships• Develop career plans based on your self-assessments• Plan for advanced training and educational opportunities (including graduate school)• Make informed decisions about your major and career


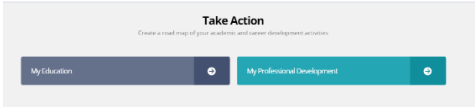
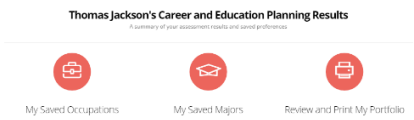
Things to Keep in Mind

- FOCUS 2 is accessible on your phone, tablet, or computer.
- FOCUS 2 always saves your results.
- Use FOCUS 2 as often as you wish.
- You can change your mind about earlier choices, repeat a section and explore new options.
- Your results are stored online and are always available to you.
- Use the FOCUS 2 features in any order.
- Remember to save the majors and occupations that appeal to you as you review them.

Main Menu Features of FOCUS 2:

FOCUS 2 is divided into six menu areas: My Career Planning Readiness, My Academic Strengths, Self-Assessment, Explore the Possibilities, Take Action, and Career and Education Planning Results.

Look for this icon:	Ways this section can help you...
<p>My Career Planning Readiness</p>  <p>My Career Planning Readiness</p> <p>START</p>	<p>This section will allow you to evaluate your readiness in regards to self-understanding, career exploration, and career planning. This section can help you decide your first steps to take toward career planning and exploration</p>
<p>My Academic Strengths</p>  <p>My Academic Strengths</p> <p>START</p>	<p>In this section, you can evaluate your performance in a given subject area. After you complete the evaluation, you will receive a breakdown of the areas that you do: Very Well, Alright, Don't Do Well, and Areas where you haven't had experience or coursework. This is a great assessment to start with if you are considering a change in your academic major.</p>
<p>Self-Assessments</p> 	<p>There are 5 assessments in the self-assessments area. For the most complete results, choose the Combine Assessments button to take all 5 assessments together.</p>
<p>Work Interest Assessment</p>  <p>Work Interest Assessment</p> <p>0%</p> <p>START</p>	<p>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.</p>
<p>Personality Assessment</p>  <p>Personality Assessment</p> <p>0%</p> <p>START</p>	<p>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.</p>
<p>Leisure Interest Assessment</p>  <p>Leisure Assessment</p> <p>0%</p> <p>START</p>	<p>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.</p>
<p>Values Assessment</p>  <p>Values Assessment</p> <p>0%</p> <p>START</p>	<p>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.</p>
<p>Skills Assessment</p>  <p>Skills Assessment</p> <p>0%</p> <p>START</p>	<p>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 on becoming more proficient in.</p>

Look for this icon:	Ways this section can help you...
<p>Explore the Possibilities</p> 	<p>In this section, you can:</p> <ul style="list-style-type: none"> - Learn about potential career opportunities based on academic major. - Explore careers based on areas of study. - Explore occupations to learn about different responsibilities, educational requirements, outlook, earnings, advancement opportunities, and professional associations/resources. - Explore Occupations by Job Family allows you to view occupations grouped by family area. - Explore 2 occupations side by side allows you to choose to occupations and compare responsibilities, educational requirements, outlook, and additional categories.
<p>Take Action</p> 	<p>My Education – Use this area to collect information about your academic major, coursework, study abroad, awards, publications, and presentations.</p> <p>My Professional Development – Use this area to collect your experiences in one place. You can include previous internships, work experiences, volunteer and community service experiences, your network of contacts, professional association affiliations, and your internship and job search documents.</p>
<p>Career and Educational Planning Results</p> 	<p>This section provides a summary of your results using Focus 2. You can view your saved majors, occupations, and review your portfolio.</p>