



FOCUS 2

Career and Education Planning System Workbook/User Guide

Career Dimensions, Inc.

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Adapted by



The
Career Center
linking futures

12/2014

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THE FOCUS 2 CAREER AND EDUCATION PLANNING SYSTEM

What is FOCUS 2?

FOCUS 2 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 will guide you through an interactive process to:

1. Assess your career planning readiness, work values, interests, skills, personality preferences and leisure time interests.
2. Discover occupations that match your personal preferences and attributes to broaden your career options.
3. Narrow down which career fields, majors and training programs are best for you.
4. Plan for relevant experiences during your college years such as internships, study abroad, work experience, volunteering, and building a network of contacts.
5. Plan the career and educational pathway(s) that will support your personal needs and goals.



WHEN SHOULD YOU USE FOCUS 2?

Use FOCUS 2 throughout your college years and after you graduate. FOCUS 2 can be used in different ways throughout all stages of your education and career planning according to your needs including, but not limited to helping you:

- Understanding the career planning process
- Learning about yourself through self-assessments
- Exploring majors at Florida State University that match your interests and support your career goals
- Discovering and exploring career fields and occupations that appeal to you
- Developing an action plan to engage in career building activities
- Planning for advanced education and training
- Assisting you to make informed decisions about your major and career

THINGS TO KEEP IN MIND

- Use FOCUS 2 online on any PC or MAC computer or tablet anywhere, anytime.
- FOCUS 2 always saves your results.
- Use the FOCUS 2 tools in any order and 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/advisor.

SETTING UP YOUR FOCUS 2 ACCOUNT

HOW TO SET UP YOUR ACCOUNT AND LOG INTO FOCUS 2

New Users:

Create your account by linking to your Florida State University's FOCUS 2 self-registration page from the following URL: <https://www.career.fsu.edu/focus> . Click the "Register" button and fill out the registration form that appears. **Access Code:** *Contact the Career Center for the Access Code*

Create an Account

FLORIDA STATE UNIVERSITY | The Career Center *linking futures*

The Career Center at Florida State University Contact Information

PERSONAL DETAILS

* Required

YOUR ACCESS CODE *

FIRST NAME * LAST NAME *

EMAIL CONFIRM EMAIL

Returning Users:

Log back into your FOCUS 2 account at any time. The FOCUS 2 login page for Florida State University can be accessed from the following URL: <https://www.career.fsu.edu/focus>

If you forget your user name and/or password, click the link on the FOCUS 2 login page to have this information automatically emailed to you.

Login

FLORIDA STATE UNIVERSITY | The Career Center *linking futures*

The Career Center at Florida State University Contact Information

FOCUS 2 CAREER - A Career, Major and Education Planning System

USER NAME

PASSWORD


Forgot password?

LOGIN

Don't have an account?
Create your own personal account now

REGISTER

Terms and Conditions

The layout of the FOCUS 2 **Home Page** is designed to walk you through the first steps of your career planning process. Most students start at the top of the page and work their way down, but you may want to visit some of the “**Recommended Tools and Websites**” at any stage in your process. You can return to the home page at any time using the  icon. A table of FOCUS 2 features with associated functions is pictured below:

Focus2 Features:



Career Planning and Readiness/Academic Strengths

Complete activities in this section to help you begin thinking about career planning and which academic subjects you feel are your strongest.



Self Assessment

Take these assessments to gain self-knowledge and match personal attributes to education/occupation options. There are five assessments and all reports/summaries can be downloaded and printed:

- Work Interest Inventory
- Personality Assessment
- Leisure Assessment
- Values Assessment
- Skills Assessment



Explore the Possibilities

Once you have taken the assessments, you can view occupations and programs of study that compliment your results. To compare two occupations, click on “*Compare 2 Side by Side.*” Search for program of study information or occupation information by:

- FSU major
- Any major (general name, not FSU-specific)
- Occupation Name
- Job Family



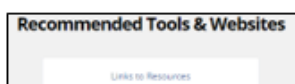
Take Action

Complete activities in this section help you organize your past, current, and desired experiential learning activities related to your educational/career goals.



Career and Education Planning Results

Review your saved majors and occupations. You can also print reports from all activities and assessments with lists of your saved occupations and majors by clicking on “*Review and Print My Portfolio*”



Recommended Tools & Websites

Use the links listed in this section to continue exploring options and to utilize Career Center and Florida State University resources in support of your career planning process

INTRODUCTION

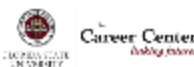
THE CAREER & EDUCATION PLANNING PROCESS

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Associate Professor, Career Dimensions, Inc., Copyright © 2014

Emeritus, Saint Anselm College, NH

Revised 12/2014 by

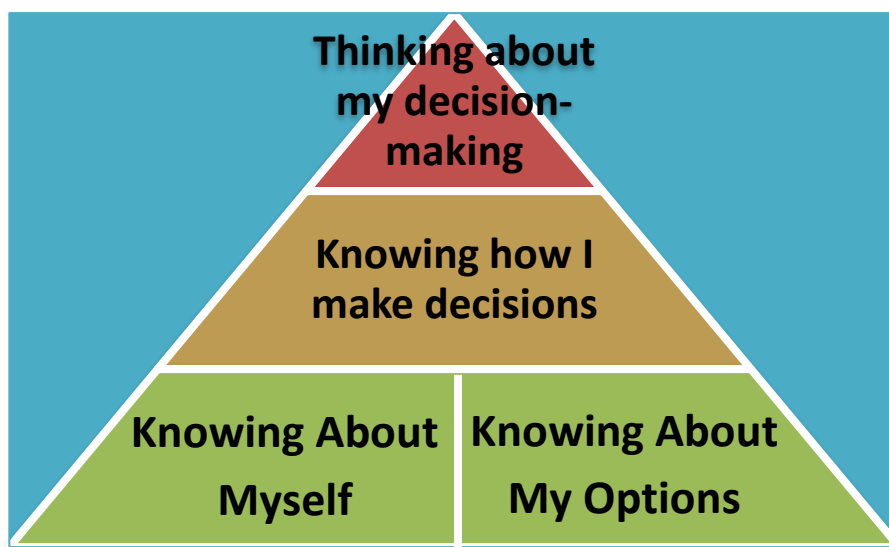


WHY CAREER PLANNING IS IMPORTANT

The modern world of work is an arena of rapid change. Transformation and progress is occurring in all sectors, new occupational opportunities are consistently being developed, and shifts in required occupational skills and education continue to evolve. These changes are a result of new technology, modifications in organizational design and the trend toward globalized business operations. In the midst of this changing world, individuals also change, transform, and grow through experience and opportunity which can result in the emergence of multiple major career decisions over the course of a lifetime. Intentional career planning and decision-making can make this process more manageable, even enjoyable, as you navigate your personal career journey.

MAKING CAREER DECISIONS

Career planning can be viewed as an on-going, cyclical process of decision-making, action planning, and execution. When facing a major career decision such as choosing a major, educational program, or occupation, it can be helpful to have a guiding process or method of making these kinds of decisions. Several objectives are involved in career decision-making. The relationships between these objectives are represented on the diagram below:



Adapted for use from the “Choosing A Major or Occupation” Career Guide, The Career Center at Florida State University (2014)

The foundational layer of career decision-making involves both generating self-knowledge and options knowledge as depicted in the diagram on the previous page. The FOCUS 2 system is a helpful tool that can assist you in gaining both self and options knowledge to aid your career decision-making process. In addition to the FOCUS 2 system, The Career Center at FSU has a variety of assessments that may be helpful to you as you engage in career planning. For more information on these assessments or with any other questions regarding services offered at the Career Center, please call (850) 644-6431 or visit our website at www.career.fsu.edu.

Knowing about myself

Understanding yourself is a critical aspect of career and educational exploration and planning. The more you know about your career-related values, interests, and skills, the better equipped you will be to identify the occupations, major areas of study, training programs, and education pathways that are compatible with your personal attributes. The FOCUS 2 system will help you develop an accurate self-assessment of your personal qualities:

- **Your Values** are a description of what you feel is most important in 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 Work Interests** are a reflection of the kinds of work-related activities and tasks you most enjoy doing.
- **Your Leisure Time Interests** are a reflection of the kinds of leisure-related activities you most enjoy doing.
- **Your Skills** are a reflection of your talents and the activities you feel you perform well.
- **Your Personality Type** is a description of your preferences regarding how you get energy, take in information, make decisions, and orient to the world around you.

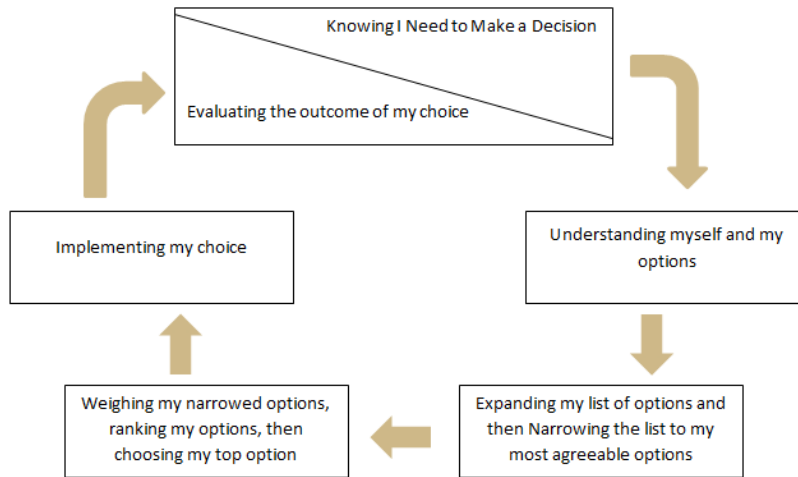


Knowing about my options

In addition to understanding your personal constellation of values, interests, and skills, it is important to obtain an accurate picture of what options exist for you in your career decision. Whether it is exploring academic programs of study (majors), occupations, or another career-decision making experience, knowing the details of your options will help you to make more intentional and informed choices. FOCUS 2 provides in-depth information regarding academic programs and occupations to assist you as you research potential options.

Knowing how I make decisions/ Thinking about my decision making

Once you have as strong sense of self-knowledge and a clear understanding of options, the next step is to begin taking action toward making and executing your decision. You may have a method of decision-making that has worked for you in the past that you can now apply toward making a career decision. However, if you have found making decisions challenging or have not experienced satisfaction in your past decision-making, consider the following model of decision making as a guide:



Adapted from the “Choosing A Major or Occupation” Career Guide

The Career Center at Florida State University (2014)

If you feel that you would like further assistance in exploring career decision-making or feel that you would benefit from personalized assistance in addressing obstacles or barriers you feel you are facing in career decision-making, please come to the Career Center and speak to a Career Advisor. Information about Career Advising and other services offered at the Career Center can be found at: www.career.fsu.edu.

SEEKING ADVICE: CAREER ADVISING AND COUNSELING

In conjunction with using FOCUS 2, you may want to meet with a career advisor by visiting The Career Center.

Prior to your visit, you may want to consider:

- Your career-related values, interests, and skills.
- Your present occupational, educational and college/training goals and plans.
- Responsibilities or obstacles that may be interfering with your career and college/training decision-making.
- Your life plan, life style desires and strategies to achieve your goals.

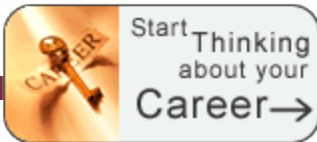


Your career advisor can provide ideas and information to help you:

- Explore your values, interests, and skills
- Explore, develop, and/or verify the rationale of your career decisions and education plans.
- Help you develop a plan for long-term career or educational goals.
- Pinpoint personal development needs that will help you to achieve your goals.
- Suggest ways to address 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 values, interests, and skills. Career planning involves thinking about which educational and occupational paths will provide you with satisfaction and fulfillment in all aspects of your life, present and future.

ACTIVITIES TO HELP YOU START THINKING ABOUT CAREER PLANNING



The first section of the FOCUS2 system includes activities that will help you being organizing your thoughts and goals related career planning.

Activity 1: My Career Planning and Readiness

Use the star ratings to select to what extent you are doing the activity in each statement. The **key** for star ratings is located at the top of the “**My Career Planning Readiness**” page. A sample of the results from this activity can be found on the next page of this user guide.

My Career Planning Readiness

To what extent are you ...

★ Little or No Extent ★★ Some Extent ★★★ Moderate Extent ★★★★ Considerable Extent ★★★★★ A Great Extent

... making your career decisions based on an assessment of your talents, values, interests and personality? ★★★★★	... keeping aware of trends in the job market? ★★★★★
... talking to people who are employed in career fields that interest you? ★★★★★	... considering how your career choices will affect your future life style, e.g. how you live and where you live? ★★★★★
... able to make your career decisions without concerns about obligations to other persons or parties? ★★★★★	... finding out what type of employers/organizations offer jobs in the occupations that appeal to you? ★★★★★

CONTINUE

Activity 2: Academic Strengths

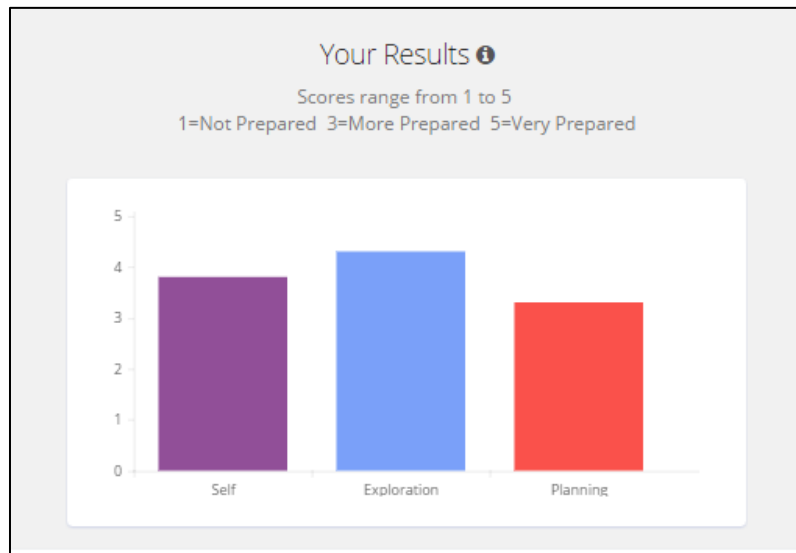
Select the answer that best describes how you feel about your abilities in each subject. As you go on to assess your options, be mindful of which options cater to these strengths.

My Academic Strengths

Identify your academic strengths

Art (Fine, Visual, Studio, Design) <input type="radio"/> I never look this subject <input type="radio"/> I don't do well <input type="radio"/> I do alright <input type="radio"/> I do very well	Business (Management, Marketing, Economics) <input type="radio"/> I never look this subject <input type="radio"/> I don't do well <input type="radio"/> I do alright <input type="radio"/> I do very well
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Sample Career Planning Status Report



- **Self-Assessment (purple)** It is important that you are actively involved in self-assessment (your values, interests, and skills) because it is one of the foundational steps in career planning and decision making.
- **Career Exploration (blue)** It is important that you are actively involved in career exploration because it will help you to gain option-knowledge to move your career decision-making process forward. Exploration of occupations is a key component of career planning.
- **Career Planning Satisfaction (red)** Your score in Career Planning Satisfaction reflects how confident you are in your readiness to begin engaging in career planning activities. Obstacles that may be barriers to your perceived readiness to plan could be financial issues, family responsibilities, lack of information, etc. If you find you are experiencing difficulties in career planning due to any of these or other issues, please meet with a Career Advisor.

What actions might you take to become more engaged in self-assessment and career exploration?

1. *Visit The Career Center!*
- 2.
- 3.
- 4.
- 5.

ACTIVITIES TO HELP YOU LEARN ABOUT YOURSELF AND GENERATE OPTIONS



Activity 1: Assess Yourself

Under “**Self Assessment**,” you will find five online self-assessments that you can take to learn more about your values, interests, skills, and preferences. Click on each assessment and follow the directions on the page.

Activity 2: Organize Your Assessment Results*

Similar to the “**Career Planning Status**,” each assessment will also return a **summary report** that explains your results. Use your assessment results to fill in the information below:

Top three **Work Interests (Holland Code):**

- 1.
- 2.
- 3.

Top three **Skills:**

- 1.
- 2.
- 3.

Top three **Values:**

- 1.
- 2.
- 3.

Top three **Leisure Interests:**

- 1.
- 2.
- 3.

Three words to describe that describe your **Personality Type** might be (in your words):

Activity 3: Reflect on Your Assessment Results*

- What patterns or themes do you see in your collective results?
- What might these results tell you about the kind of majors/occupations you might enjoy?
- What types of extra-curricular/leisure activities might you enjoy based on this information?
- What do you think these results indicate about the kinds of work environments you might prefer?

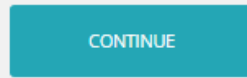
**Need help organizing and synthesizing the information from your assessments? Visit The Career Center and talk to a Career Advisor! For information regarding career advising and counseling, visit www.career.fsu.edu.*

ACTIVITIES TO HELP YOU EXPLORE OCCUPATIONS/ MAJORS OF INTEREST IN FOCUS 2



Activity 1: Explore Options Generated by Assessment Results

At the bottom of each assessment summary report screen, there is a **“Continue”** button. Click the button and a new screen will appear with a list of occupations that match your results for that assessment.



You can limit or expand the occupations/majors list on-screen according to level of education required by clicking the **“Filter Results”** button and checking or un-checking the boxes at the top of the screen and clicking **“Update.”** Click on any occupation **title** in the list to view details of that occupation. Click on any title under **“Majors at Florida State University”** to view a description of the program of study.

Refine occupations list by education level by checking/un-checking.

Majors at FSU related to these occupations

The screenshot shows a web interface for filtering results. At the top, there is a 'Filter Results' button and an 'ICON LEGEND' link. Below this, there is a section titled 'SELECT EDUCATION LEVEL FOR OCCUPATIONS:' with three checkboxes: 'Associate Or 2 Year Degree' (checked), 'Bachelor Degree' (checked), and 'Advanced Degree' (unchecked). Below this is a 'SORT BY:' section with a dropdown menu set to 'Alphabetical' and 'Cancel' and 'Update' buttons. The main content area is titled 'Occupations Matching Your Results' and contains a table with the following data:

OCCUPATION	SUPPORTING MAJORS/PROGRAMS AT FLORIDA STATE UNIVERSITY	NATIONAL MEDIAN SALARY	JOB FAMILY
AQUARIUM CURATOR	Biology/Biological Sciences Marine Biology	\$52,330.00	Education & Training
ARCHITECT	Geology/Earth Science Physics Interior Design Fine and Studio Arts	\$78,880.00	Architecture & Engineering

After clicking an occupation title, a new screen will appear with a description and details of that occupation. To view the details for each occupation, click on any item (i.e. “Job Tasks”) from the menu and the information will drop down. As you view the details of each occupation, ask yourself: “How do the details of this occupation match with my assessment results?”

The screenshot shows the 'Occupation Details' page for 'Aquarium Curator'. The page is divided into several sections. At the top, there is a header 'Occupation Details' and the title 'Aquarium Curator'. Below this is the 'Occupation Overview' section, which includes a globe icon and a paragraph of text describing the role. To the right of the text are three buttons: 'back to occupations', 'save this occupation', and 'print'. Below the overview is a 'Show All' and 'Hide All' toggle. The 'Job Tasks' section is expanded, showing a list of tasks. A callout box on the left says 'Click to view /collapse details' with an arrow pointing to the 'Job Tasks' section. Another arrow points to the 'save this occupation' button.

You can **save** any occupation to your FOCUS 2 portfolio by clicking the **“Save this occupation”** button. You will then be prompted to make some notes about what appeals to you about the occupation. This will help you to remember your choices and narrow your options when comparing top selections later. To review your saved occupations, you can view your **FOCUS 2 Portfolio** by visiting that section on the **home page**.

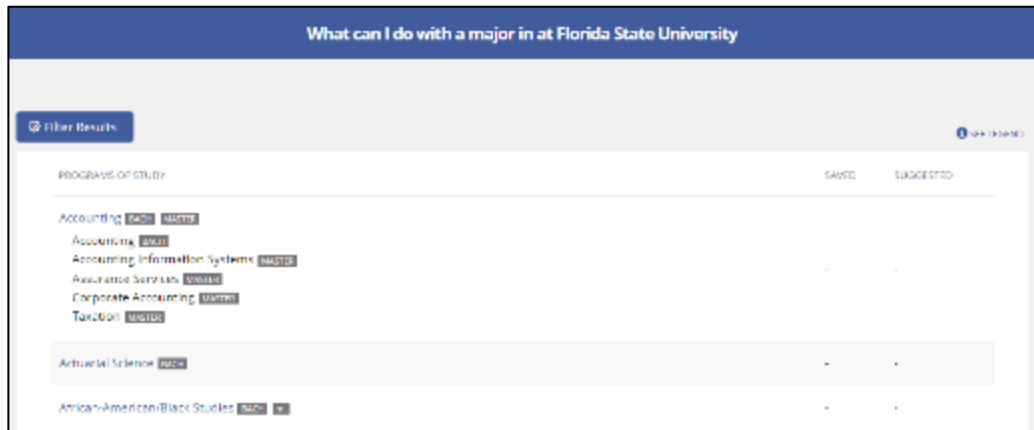
Activity 2: Explore Options Using the “Explore the Possibilities” Section of the Home Page

Locate the **“Explore the Possibilities”** Section of the FOCUS 2 Main Menu. In this section, you can search occupations by name, industry, or major of study. You also have the option to explore majors at Florida State University.



The screenshot shows the 'Explore the Possibilities' section of the FOCUS 2 Main Menu. It features a title 'Explore the Possibilities' and a subtitle 'Use these tools for ongoing career and education exploration'. Below the subtitle are five blue buttons with white text: 'What can I do with a major in ... at Florida State University?', 'Explore any Area of Study', 'Explore any Occupation', 'Explore Occupations by Job Family', and 'Compare 2 Occupations Side by Side'.

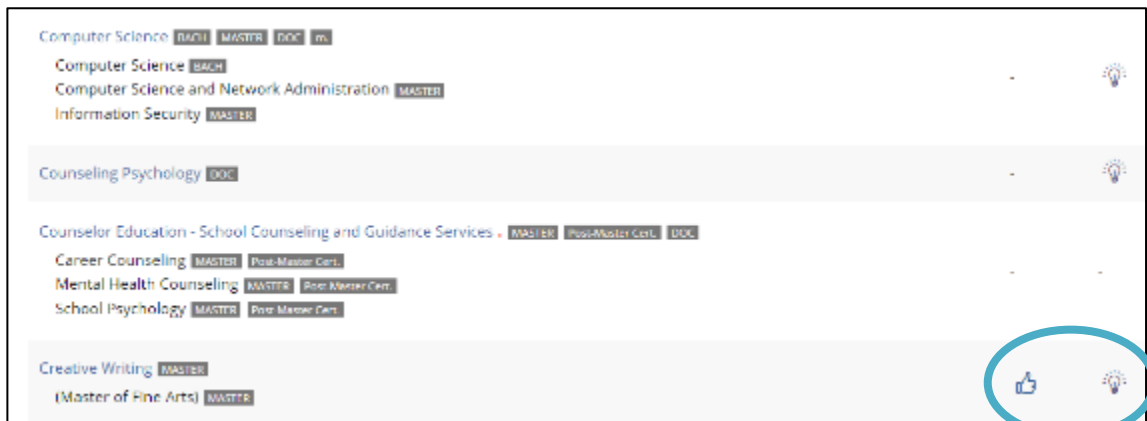
Explore Options by FSU Major

To explore majors at FSU, click on “What can I do with a major in...at Florida State.” A list of FSU programs of study will be returned to you on the next page that opens.



The list of majors includes both general programs of study (also sometimes called a “major”) and additional programs (if applicable) offered at FSU with respective degree levels. Not all FSU majors and minors may be listed, but you can view a complete list at <http://admissions.fsu.edu/majors/>. As with occupations, you can click on the **program title** to view a program description.

FOCUS 2 will indicate your **suggested areas of study** based on your assessment results with the  icon. You can save majors just like you can save occupations. Once saved, the  icon will appear on the majors list next to the program title and the program of study will show up in your **FOCUS 2 Career Portfolio**.



Explore Occupations by Title

Click on the “Explore Any Occupation” box to explore occupations by title. Search for an occupation of interest by typing the title or a key word in the **search box**. You can also click on the **letters** at the top to jump to the occupation titles beginning with that letter. To view occupation details, click on the title of that occupation.

Enter key word here to search

Click arrow to see a drop-down menu and sort by occupation title, green jobs, bright outlook, or saved occupations

Click to jump to occupations beginning with that letter

OCCUPATION	SAVED	GREEN JOB	BRIGHT OUTLOOK
Academic Advisor	-	-	-
Accountant	-	-	-
Accounting Clerk	-	-	☀️
Actor/Actress	👍	-	-
Actuary	-	-	☀️

Follow the same process of viewing occupation details as modeled in the “Explore Options Generated by Assessment Results” activity. The ☀️ icon in the “bright outlook” column indicates an occupation that is growing, the 🌱 icon in the “green jobs” column indicates an environmentally friendly occupation.

Explore Options by Industry or Any Major Area of Study

To search occupations by **job family** or **any major of study**, click on the title of your desired search item and then click on either the “+” next to the job family title or major area of study to view associated occupations. Click on the occupational titles in the returned lists to view details.

Explore Occupations by Job Family

- Architecture & Engineering
 - Aeronautical & Aerospace Engineer
 - Aerospace Engineering Technician
 - Agricultural Engineer
 - Airport Engineer
- Arts, Entertainment, Sports, & Media
- Building & Grounds Maintenance
- Business & Financial
- Community & Social Service

Explore Any Major Area of Study That Interests You

- Agriculture and Related Sciences
 - Agribusiness/Agricultural Business Operations
 - Agricultural Business Technology
 - Agricultural Business and Management
 - Agricultural Communication/Journalism
- Architecture
- Area, Ethnic and Gender Studies
- Biological and Biomedical Sciences

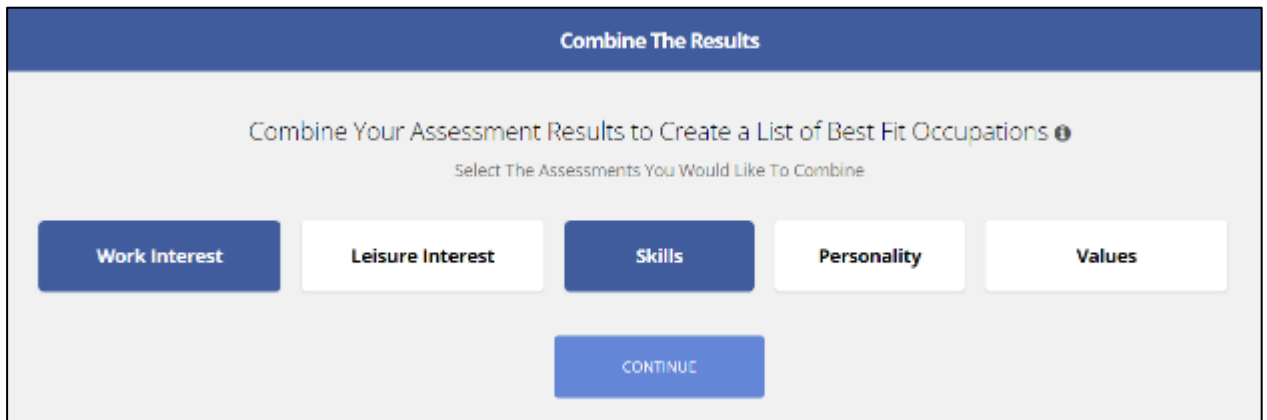
ACTIVITIES TO HELP NARROW YOUR OPTIONS LIST



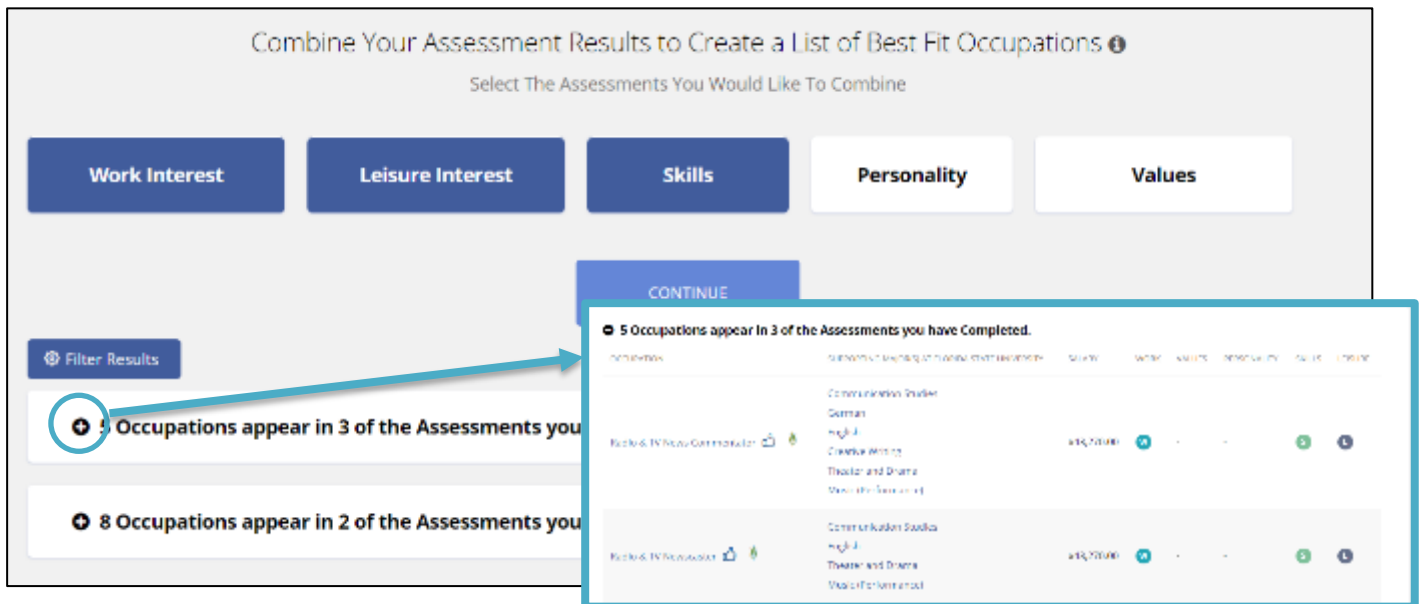
After completing the FOCUS 2 assessments and exploring occupational/educational options, you may have generated a substantial list of potential alternatives. Now, it is time to narrow that list to your top choices. The following activity will help you to narrow down your choices.

Activity 1: Use the “Combine Assessments” tool

Log into your FOCUS 2 account and click on “Combine Assessments” (in the “Self-Assessment” section). Click on which assessment results you would like to combine and then click “Continue.”

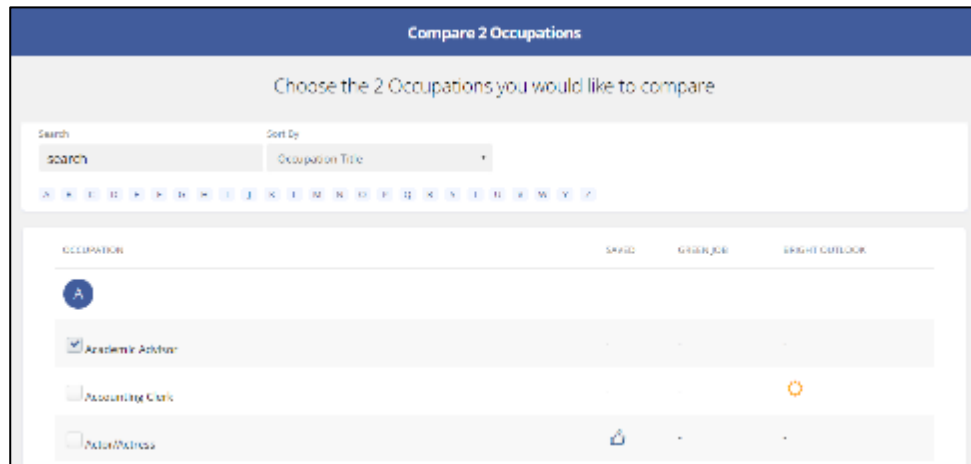


A list of occupations will be returned to you from the greatest number of assessment results matched to those that appeared in the least number. In other words, the first list will be the occupations returned most frequently based on your results. Click the “+” next to the list you would like to view and the occupations list will drop down.

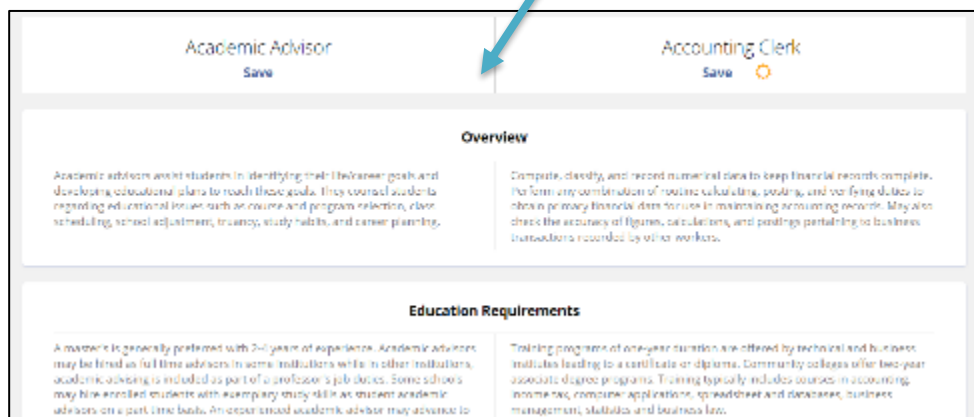
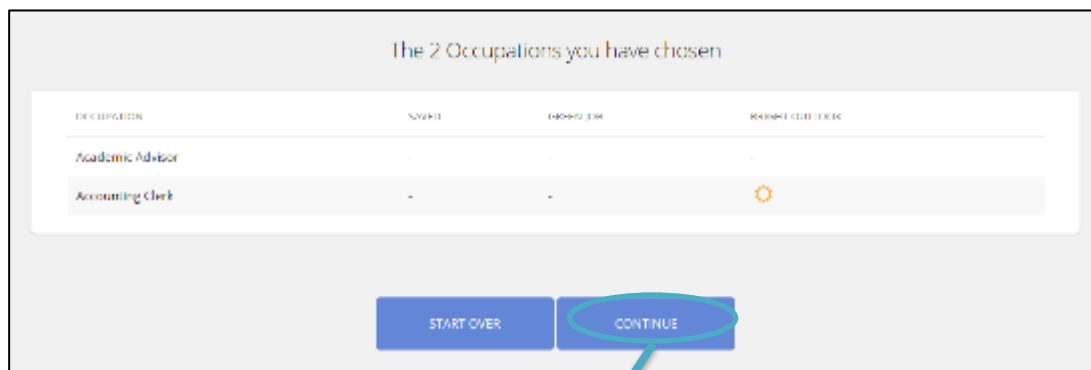


Activity 2: Use the “Compare 2 Occupations Side by Side” Tool

Under “Explore the Possibilities”, click on the “Compare 2 Occupations Side by Side” buttons. On the next screen, check the box next to which two occupations you would like to see.



A new screen will pop up; click the “Continue” button to see results, click “Start Over” to choose two different occupations.



Seeing this visual layout of occupational information may help you to more clearly understand the similarities and differences between occupations.

Activity 3: Continue to Narrow Your Options

You now have a narrowed list of options based on all of your FOCUS 2 assessment results. You can also view your saved occupations and majors in the “**My Portfolio**” feature in the “**Career and Educational Planning Results**” section of the **Home Page**. While exploring your remaining options, consider the following questions to help you decide on your top choices:

Does this option support your work interests, personality preferences, skills and values? Why is the option a good fit for you?

Y___ or N___ Do you do well in classes associated with this option?

Y___ or N___ Do you find the details of this option appealing?

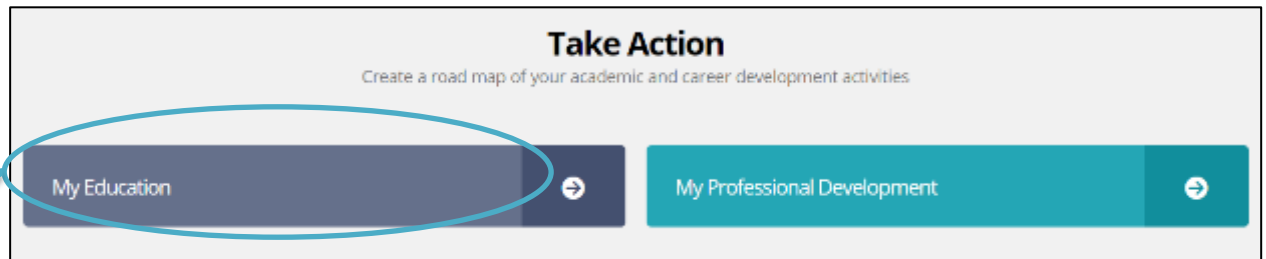
Y___ or N___ Does this option support your long-term career goals?

Additional items to consider when narrowing options:

- What might a typical day entail in this occupation/educational program look and feel like?
- What personal attributes based on your self-assessment results do you have that would be an asset to you if you were hired in this occupation or chosen for this program?
- What strengths would be needed to succeed in this occupation or program of study?
- Do your educational experiences align with your occupational goals?
- What challenges would you face in this occupation?
- What other career opportunities might this option lead to?

What questions / comments do you have about the option you are examining?

Activity 4: Use the “Take Action” Section to Document and Plan Education/Professional Experiences



Click on either the “**My Education**” or “**My Professional Development**” buttons on the **Home Page**. Use the spaces provided to document any of your past, present, or future experiences in education, work, leadership, or service. You can list any awards you have received, study abroad experience, campus involvement, etc. This is excellent preparation for developing professional application materials like resumes and cover letters for future jobs or graduate school application.

Click “**Add**” to add an experience

Take Action
Create a road map of your academic and career development activities

My Education
Enter information about your education.

My Area of Study: Past, Current and Future

MAJOR AREA OF STUDY	TYPE OF DEGREE	INSTITUTION	MONTH	YEAR LEARNED
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ADD

My Study Abroad

PROGRAM	INSTITUTION	START	END
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

DESCRIPTION

REMOVE
ADD

You may want to list your experiences in reverse chronological order (most recent at the top to least recent at the bottom) and include any special skills you gained through these experiences so that you can easily transfer these to a resume or CV. Think about what you liked, disliked, or found interesting about these experiences. As you consider future options, how might what you learned from these experiences guide you as you make career decisions?

If you find it difficult to narrow your options and make decisions regarding your career planning, please visit the Career Center and speak to a Career Advisor.

CREATE AN ACTION PLAN AND CONNECT TO RESOURCES



To assure systematic progress toward your goals, it can be helpful to have an action plan. Below is a template to help you create your **Individual Action Plan**. As you fill in the spaces, keep these tips in mind:

- Define your goal and be specific!
- Create action steps that are measurable and realistic
- Identify specific resources that can help you achieve your goal
- Set specific deadlines and follow through
- Identify any obstacles that might get in your way and devise a strategy to address them
- Evaluate your progress and adjust your plan as needed

Individual Action Plan

Career Goal 1: _____

Career Goal 2: _____

Career Goal 3: _____

Action Item	Resources to Help Execute this Action	Due Date	Priority

Individual Action Plan Action Items - Examples

- Consult with a Career Advisor regarding career decision-making.
- Visit the FSU Undergraduate Academic Program Guide online to learn more about major maps and courses associated with each major
- Meet with an academic advisor to discuss program application requirements and appropriate courses for my goals
- Research occupations using FSU Career Library print resources
- Participate in an information interview with an individual who has experience in my major/occupation of interest.
- Find out about opportunities for jobs, internships, co-ops, or other experiential learning opportunities in my field of interest.



Resources at FSU that might help you Execute Action Plan Items

- The Career Center (Library, Advising, Counseling and more!) – www.career.fsu.edu – (850) 644-6431
- Advising First (Academic Advising and College Life Coaching) – www.advisingfirst.fsu.edu
- SeminoleLink (FSU Job/Internship/Co-Op database) – <https://fsu-csm.symplicity.com/students/?>
- ProfessionNole (FSU Community and Alumni database) - <http://career.fsu.edu/professionole/students.cfm>
- The Graduate School at FSU (Explore Graduate School Options) – www.gradschool.fsu.edu
- O*net online (Occupational Information Website) – www.onetonline.org
- Occupational Outlook Handbook Online(Occupational Information Website) – www.bls.gov/oo
- FSU Undergraduate Academic Program Guide - <http://www.academic-guide.fsu.edu/>

Additional resources can be located in the “**Recommended Tools and Websites**” section of the FOCUS 2 Home Page. If you require further assistance with your career planning and decision-making, please visit:

The Career Center at Florida State University

The Dunlap Success Center
100 S. Woodward Ave
Tallahassee, Florida, 32306



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