



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.FocusCareer2.com/Portal/Register.cfm?SID=1285>

To obtain the FSU **access code**, please contact the Career Center at 850-644-6431.



The screenshot shows the registration page for FOCUS 2. At the top left is the Florida State University logo and the Career Center logo with the tagline "linking futures". The page title is "The Career Center at Florida State University Contact Information". Below the header, it says "Powered by Focus 2". The main content area has a heading "Please fill out the form below to create your new account. When you are finished, click the 'Continue' button. Fields that are required are in bold." Below this are several input fields: "Your Access Code" (with a question mark icon), "First Name", "Last Name", "Email" (with a question mark icon), "Confirm Your Email", "User Name" (with a question mark icon), "Password", "Confirm Your Password", "Year of Graduation" (a dropdown menu), "Primary Reason for Using FOCUS 2" (a dropdown menu), and "I am a (Choose the answer that best describes you):" (a dropdown menu). At the bottom, there is a small disclaimer and two buttons: "Continue" and "Cancel". A red arrow points to the "Your Access Code" field.

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.FocusCareer2.com/Portal/Login.cfm?SID=1285>

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.



The screenshot shows the login page for FOCUS 2. At the top left is the Florida State University logo and the Career Center logo with the tagline "linking futures". The page title is "The Career Center at Florida State University Contact Information". Below the header, it says "Powered by Focus 2". The main content area has a heading "A self-paced, online career and education planning tool for college students. If you have an existing account, use the form below to login." Below this is a login box with the heading "Login The Career Center at Florida State University". Inside the box are fields for "User Name" and "Password", and a "CONTINUE" button. Below the login box, there is a link: "If you have forgotten your username or password, [click here](#)". At the bottom, there is a "NEW USER? CLICK HERE TO GET STARTED" link and a "Back to: The Career Center at Florida State University Website" link. At the very bottom, there is a small copyright notice: "Copyright 2013 Career Development, Inc. All Rights Reserved."

The layout of the FOCUS 2 Main Menu is designed to walk you through the first steps of your career planning process. Most students start at the top of the Main Menu and work their way down, but you may want to visit some of the “Recommended Tools and Websites” at any stage in your process. A table of the Main Menu Components with associated functions is pictured below:

Main Menu Item	Function
<i>Career Readiness</i>	
 <p data-bbox="342 449 532 569">Start Thinking about your Career →</p>	<p data-bbox="808 457 1295 527">To assist you in organizing your thoughts and career/educational goals</p>
<i>Self- Assessment</i>	
 <p data-bbox="342 674 532 793">Learn Something about Yourself →</p>	<p data-bbox="808 682 1360 751">To help you assess your values, interests, skills, and preferences related to career/educational planning</p>
<i>Explore the Possibilities</i>	
 <p data-bbox="342 959 532 1079">Research any Career →</p>	<p data-bbox="808 907 1458 1152">To help you generate options regarding programs of study, degree pathways, and occupations. You can explore options by FSU major, occupation title, or area of study. Use this information and the information from your assessments/ readiness activities to help you narrow these options down to your top choices. Once narrowed, you may want to rank these options to decide on your top choice.</p>
<i>Create A Plan To Achieve Your Objectives</i>	
 <p data-bbox="342 1262 532 1381">Create An Action Plan →</p>	<p data-bbox="808 1266 1409 1335">To aide you in designing a plan that will enable you take measureable steps in accomplishing your goal (s).</p>
FOCUS 2 Portfolio	
 <p data-bbox="342 1472 532 1591">Tying It all Together →</p>	<p data-bbox="808 1493 1417 1562">To provide you with an organized, online space to house your top options for easy reference and comparison.</p>
<i>Recommended Tools & Websites</i>	
 <p data-bbox="342 1696 532 1816">Connect Yourself to Resources →</p>	<p data-bbox="808 1724 1433 1829">To provide you with additional resources through the FSU Career Center that can assist you in your career development and planning processes.</p>

INTRODUCTION

THE CAREER & EDUCATION PLANNING PROCESS

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Emeritus, Saint Anselm College, NH

Revised 12/2014 by

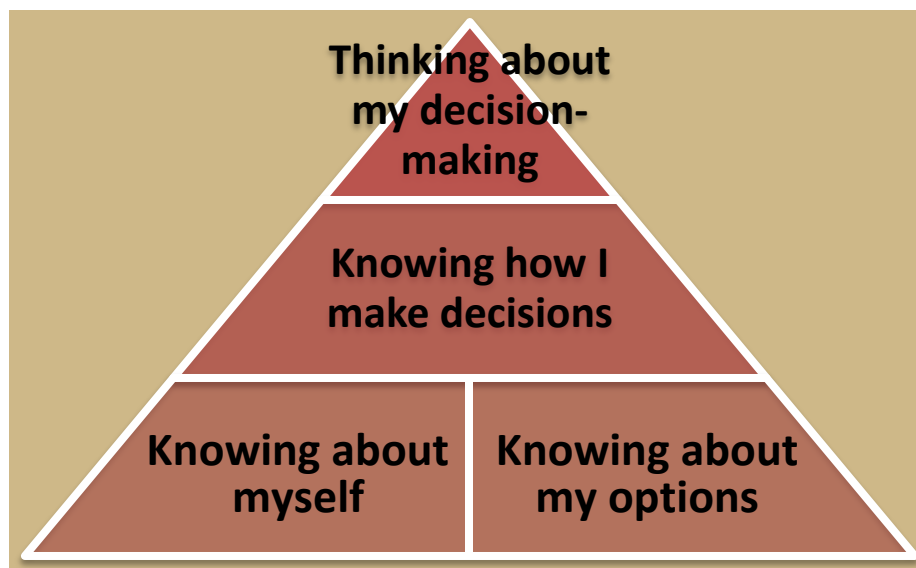


WHY CAREER PLANNING IS IMPORTANT

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.

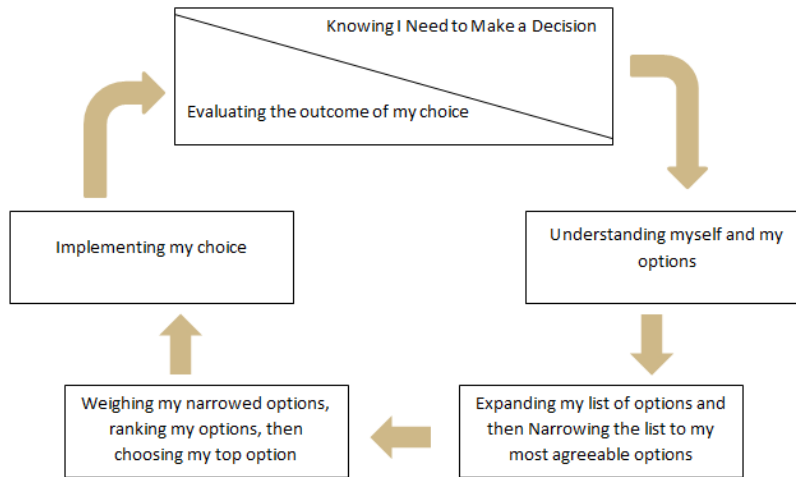


Knowing about my options

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: Career and Educational Goals

Use the space provided to write down your thoughts about short and long-term educational career goals. These can be as specific or general as you like. This activity is designed to help you begin the process of taking a look at your future and the kinds of accomplishments you may like pursue.

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.

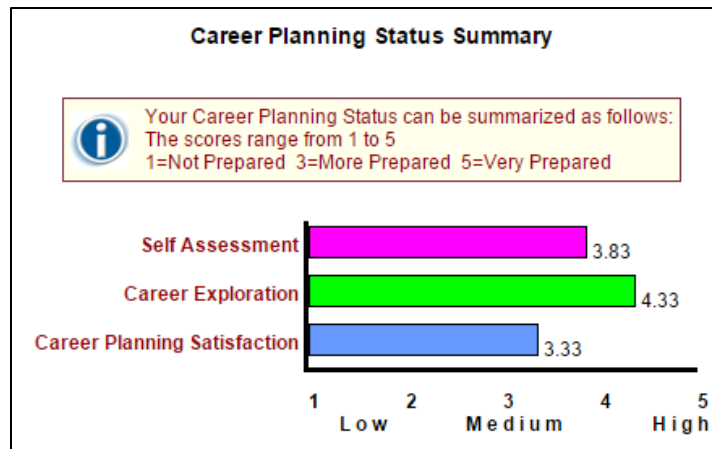
Activity 3: Your Work Experience and Accomplishments

Use the space provided to write down any professional, leadership, or service experiences you have had or in which you are currently participating (for example, jobs, leadership positions, volunteer work, etc.). You may want to list these in reverse chronological order 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?

Activity 4: Your Career Planning Status

In the **Your Career Planning Status** module of FOCUS 2, you answered questions that measured 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 in your FOCUS 2 account. Log in to your FOCUS 2 account to view your results. A sample graph is displayed on the next page.

Sample Career Planning Status Report



- **Self-Assessment (pink)** 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 (green)** 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 (blue)** 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 the **link** to each assessment and follow the directions on the page.

Click to take the assessment

You can save/ print your results!

Self Assessment	
Work Interest Assessment	✓ COMPLETED: 12/3/14 PRINTABLE REPORT
Personality Assessment	✓ COMPLETED: 12/3/14 PRINTABLE REPORT
Skills Assessment	✓ COMPLETED: 12/11/14 PRINTABLE REPORT
Values Assessment	✓ COMPLETED: 12/11/14 PRINTABLE REPORT
Leisure Interest Assessment	✓ COMPLETED: 12/11/14 PRINTABLE REPORT

Activity 2: Organize Your Assessment Results*

Similarly 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 checking or un-checking the boxes at the top of the screen and clicking **“Update Display.”** 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

OCCUPATION NAME	GREEN JOB	BRIGHT OUTLOOK	NATIONAL AVERAGE SALARY	MAJORS AT FLORIDA STATE UNIVERSITY
Broadcast News Analyst			\$67,990.00	English History
Choreographer			\$42,130.00	Music Teacher Education Kinestiology and Exercise Science Dance Theater and Drama Theater Design and Technology Theater Directing and Production Music
Disk Jockey			\$41,590.00	Theater and Drama Theater Arts Management Fine and Studio Arts Management Music

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 Duties”) 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?”

Academic Advisor

Academic advisors assist students in identifying their life/career goals and developing educational plans to reach these goals. They counsel students regarding educational issues such as course and program selection, class scheduling, school adjustment, truancy, study habits, and career planning.

A master's is generally preferred with 2-4 years of experience. Academic advisors may be hired as full time advisors in some institutions while in other institutions, academic advising is included as part of a professor's job duties. Some schools may have enrolled students with exemplary study skills as student academic advisors on a part time basis. An experienced academic advisor may advance to the position of Director of Academic Advising coordinating and supervising programs and services relevant to academic achievement, financial aid and student life, and overseeing the overall coordination of academic support services.

- Job Tasks
- Interest Profile
- Skills
- Values
- Education Requirements
- Outlook
- Earnings
- Advancement
- Professional Association

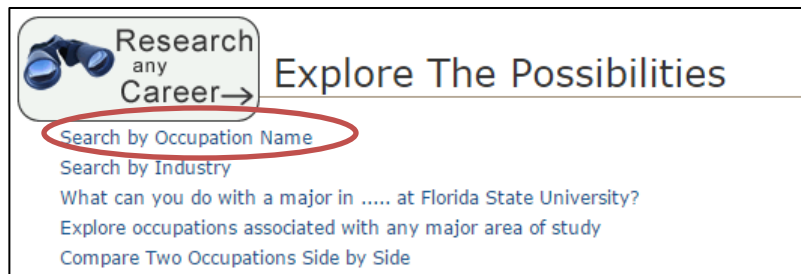


You can **save** any occupation to your FOCUS 2 portfolio by clicking the **disc icon**. You will then be prompted to type any information regarding what appeals to you about the occupation. This will help you to remember your choices and narrow your options when comparing top selections later. To review your saved occupations, you can view your **FOCUS 2 Portfolio** by visiting that section on the **Main Menu**. Once saved, the disc icon will appear next to the occupation title on any occupation list in FOCUS 2.

Activity 2: Explore Options Using the “Explore the Possibilities” Section of the Main Menu

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.

Explore Options by Name



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.

The screenshot shows a list of occupations with search and filter options. At the top, there are three filters: 'Review Based Occupations' (disc icon), 'Green Jobs' (tree icon), and 'Bright Outlook' (sun icon). Below these is a 'Search by Name' box with a 'Search' button. Underneath is a 'Browse the Alphabet' section with letters A through Z. The main list has columns for 'SAVED', 'OCCUPATION NAME', 'GREEN JOBS', and 'BRIGHT OUTLOOK'. The 'A' section is expanded, showing a list of occupations. Two callouts are present: one pointing to a sun icon next to 'Accounting Clerk' with the text 'Indicates a growing occupation', and another pointing to a tree icon next to 'Aerospace Engineering Technician' with the text 'Indicates these occupations can be environmentally conscious/sustainable'.

SAVED	OCCUPATION NAME	GREEN JOBS	BRIGHT OUTLOOK
	A		
	Academic Advisor		
	Accountant		
	Accounting Clerk		☀️
📀	Actor/Actress		
	Actuary		
	Adjudicator		
	Administrative Law Judge		
	Administrative Service Manager		
	Admiralty Lawyer		
	Admissions Counselor		
	Advertising Account Manager		
	Advertising Agency Coordinator		
	Advertising Sales Promotion Manager		
	Aeronautical & Aerospace Engineer	🌳	
	Aerospace Engineering Technician		
	Agricultural Engineer		
	Agricultural Inspector		
	Agricultural Purchasing Agent	🌳	

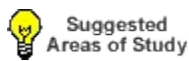
Follow the same process of viewing occupation details as modeled in the “Explore Options Generated by Assessment Results” activity. To view a list of only your saved occupations, click on the disc icon from the occupations list that says “Review Saved Occupations”.

Explore Options by FSU Major

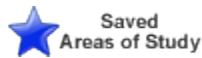
To explore majors at FSU, click on “**What can you do with a major in...at Florida State.**” A list of FSU programs of study will be returned to you on the next page that opens. Please note the **disclaimer box** at the top of the page containing links to more information about FSU majors.

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, so be sure to use the websites in the **disclaimer box** if you do not see a program you are looking for. 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 **light bulb icon** on the Programs of Study list.



Once saved, the **star 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**.



Areas of Study at Florida State University

For a complete list of majors offered at FSU, visit the University Admissions page at <http://admissions.fsu.edu/apply/majors.cfm>

For undergraduate major descriptions, department sites, maps, and learning compacts, visit the Undergraduate Academic Program Guide at <http://www.academic-guide.fsu.edu/>

For all other program information, please visit the FSU website for the department housing your major: <http://www.fsu.edu/departments/>

★ Saved Areas of Study 💡 Suggested Areas of Study

Key to Abbreviations

BACH Bachelor's Degree
 MASTER Masters Degree
 Post-Master Cert Post Masters Certificate
 DOC Doctoral Degree
 m = Offered as a Minor

[Sort Majors by Degree](#)

★ 💡 Programs of Study


- Accounting (BACH, MASTER)
- Accounting (BACH)
- Accounting Information Systems (MASTER)
- Assurance Services (MASTER)
- Corporate Accounting (MASTER)
- Taxation (MASTER)
- Actuarial Science (BACH)
- ★ 💡 African-American/Black Studies (BACH, m)
- ★ 💡 Anthropology (BACH, MASTER, m)
- 💡 Apparel and Textiles . (BACH, MASTER)
- Global Merchandising and Product Development (MASTER)
- Retail Merchandising and Product Development (BACH)

Save any major you find interesting to your **FOCUS 2 Portfolio** by clicking the **disc icon** on the program of study information.

What You Can Do With A Degree In Accounting

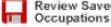



Accounting




A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting, budget control, tax accounting, legal aspects of accounting, auditing, reporting procedures, statement analysis, planning and consulting, business information systems, accounting research methods, professional standards and ethics, and applications to specific for-profit, public, and non-profit organizations.

 Save This Major

Displayed below are some career ideas for this major. Some may require additional education. To explore an occupation in your list, please make a selection from below.


If you would like to select a different major, [click here](#).

 Review Saved Occupations
  Green Jobs
  Bright Outlook
  Printer Friendly

SAVED	OCCUPATION NAME	NATIONAL AVERAGE SALARY	GREEN JOBS	BRIGHT OUTLOOK
	Actuary	\$97,450.00		
	Bank and Branch Managers	\$113,730.00		
	Benefits Manager	\$95,230.00		
	Bookkeeper	\$34,750.00		
	Brokerage Clerk	\$42,750.00		

Description of the program of study

Explore Options by Industry or Any Major Area of Study

 **Research any Career** → **Explore The Possibilities**

[Search by Occupation Name](#)
[Search by Industry](#)
 What can you do with a major in at Florida State University?
 Explore occupations associated with any major area of study
[Compare Two Occupations Side by Side](#)

Research An Occupation

You can search for Occupations by:

- + Architecture and Engineering
- + Arts, Design, Entertainment, Sports, and Media
- + Building and Grounds Cleaning and Maintenance
- + Business and Financial Operations
- + Community and Social Services

Explore Any Major Area of Study That Interests You

To expand a category, click on the + symbol next to the title. You will then be able to make a selection.

- + Agriculture and Related Sciences
- + Architecture
- + Area, Ethnic and Gender Studies
- + Biological and Biomedical Sciences
- + Business, Management and Marketing
- + Communication and Journalism
- + Communication Technology
- + Computer and Information Sciences
- + Construction Trades
- + Education

To search occupations by **industry** or **any major of study**, click on the title corresponding to your desired type of search and then click on either the industry title or major area of study to view associated occupations. Click on the occupational titles in the returned lists to view details.

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 “Narrow and Refine Your Results” tool

Log into your FOCUS 2 account and click on “**Narrow and Refine Your Results: See Your Top Career Choices**” on the Main Menu (Under the “Self-Assessment” Module). Be sure to select your preferred education level at the top.

A list of occupations will be returned to you in order of which occupations appeared in your results from the greatest number of assessments 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. To view occupations returned in fewer assessment results, click “**Show**” next to the list title. The list will include salary ranges, corresponding FSU majors as well as which assessment results were included.

NO OCCUPATIONS APPEAR IN 5 OF THE ASSESSMENTS.										
6 OCCUPATIONS APPEAR IN 4 OF THE ASSESSMENTS. (HIDE)										
SAVED	OCCUPATION NAME	GREEN JOBS	BRIGHT OUTLOOK	NATIONAL AVERAGE SALARY	MAJORS AT FLORIDA STATE UNIVERSITY	WORK VALUES	INCLUDED IN ASSESSMENT	SKILLS	PERSONALITY	LEISURE
	Newspaper/Magazines Writer			\$64,560.00	Communication Studies English Creative Writing Theatrical Playwriting and Screenwriting	WK		SK	PS	LS
	Radio & TV News Commentator			\$43,270.00	Communication Studies German English Creative Writing Theater and Drama Music (Performance)	WK		SK	PS	LS
	Radio & TV Newscaster			\$43,270.00	Communication Studies English Theater and Drama Music (Performance)	WK		SK	PS	LS
	Reporter			\$43,270.00	Communication Studies English Creative Writing International Relations and Affairs	WK		SK	PS	LS
	Sportswriter (Journalist)			\$43,270.00	Communication Studies English Creative Writing Kinesiology and Exercise Science Philosophy Theatrical Playwriting and Screenwriting	WK		SK	PS	LS
	Technical Publications Writer			\$65,610.00	Communication Studies Computer Science English Creative Writing Biochemistry Mathematics Statistics Chemistry Physics Geography	WK		SK	PS	LS
55 OCCUPATIONS APPEAR IN 3 OF THE ASSESSMENTS. (SHOW)										
178 OCCUPATIONS APPEAR IN 2 OF THE ASSESSMENTS. (SHOW)										

Activity 2: 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 FOCUS 2 “**Career Portfolio**” Section of the **Main Menu**. 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?

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. You can use the tool **Build Your Action Plan** on the FOCUS 2 Main Menu to record education plans and experiences that you have or will pursue to support your career development. This tool can help give you a space to begin thinking about your past experiences and future goals.

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/professionnole/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 Main Menu. 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



The
Career Center
linking futures