

CAREER PLANNING

Focus2 ASSIGNMENT *REQUIRED*

The career development required assignment consists of completing the “My Career Planning Readiness” and “My Academic Strengths” sections through Focus2.

Login instructions for students:

1. Click on the Focus2 link below to log in:
<https://www.focus2career.com/Portal/Login.cfm?SID=436>
2. As a first time user, click the REGISTER button.
3. Your Access Code is: redhawk (all lowercase)
4. Complete personal information
5. Use your Southeast email as the email associated with your account.
6. Select a username and password which will be easy for you to remember. This information will allow you unlimited access to the system.
7. Your graduation date is the anticipated month and year you plan on graduating.
8. Check the User Agreement box before clicking on CONTINUE.

Screen shot of new user registration page

Create Your Focus 2 Account

SEVENTH MISSOURI STATE UNIVERSITY REDHAWKS
Southeast Missouri State University-Cape Girardeau Contact Information

PERSONAL DETAILS

* Required

YOUR ACCESS CODE *

FIRST NAME * LAST NAME *

EMAIL CONFIRM EMAIL

ACCOUNT INFORMATION

USER NAME * PASSWORD * CONFIRM PASSWORD *

YEAR OF GRADUATION *
-- select one --

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Focus 2 Dashboard (home screen)

Once students have logged in, they should see a page that looks like the following.

The dashboard is titled "Welcome! Southeast Missouri State University-Cape Girardeau" and includes the subtitle "Let's get started developing your personalized career and education plans!".

Welcome!
Southeast Missouri State University-Cape Girardeau
Let's get started developing your personalized career and education plans!

My Career Planning Readiness
START OVER REVIEW RESULTS

My Academic Strengths
START OVER REVIEW RESULTS

Self Assessment
Discover majors and occupations that match your personal attributes

Work Interest Assessment 100% RESULTS Review Start Over	Values Assessment 100% RESULTS Review Start Over
Personality Assessment 100% RESULTS Review Start Over	Skills Assessment START
Leisure Assessment 100% RESULTS Review Start Over	Combine Assessments 4% Completed

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

- What can I do with a major in ... at Southeast Missouri State University?
- Explore any Area of Study
- Explore any Occupation
- Explore Occupations by Job Family
- Compare 2 Occupations Side by Side

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

My Education My Professional Development

Jennifer Nelson's Career and Education Planning Results
A summary of your assessment results and saved preferences

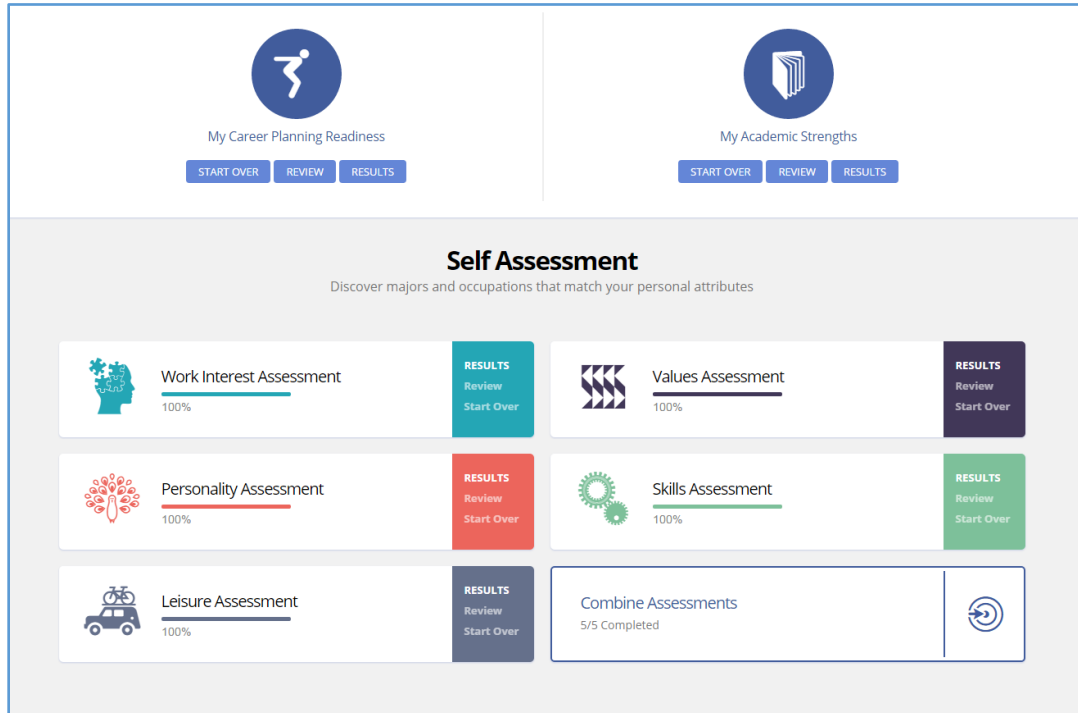
- My Saved Occupations
- My Saved Majors
- Review and Print My Portfolio

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Completion of Focus2:

1. Students complete the sections labeled “**My Career Planning Readiness**” and “**My Academic Strengths**” at the top of the screen.
2. Students complete all five assessments: **Work Interest, Values, Personality, Skills, and Leisure**.
 - a. Students do not need to complete all assessments in order nor in the same session. Results will be saved in each assessment. Students will also see a progress completion bar and % completion noted on the dashboard.
 - b. Completion of all five assessments takes most students an average of 45-60 minutes.
 - i. To view individual assessment results, students click on **RESULTS**
 - ii. To review answers, students click **Review**
 - iii. To take the assessment again, students click **Start Over**

*Screen Shot of Focus2 home screen with all assessments completed. Some UI100 instructors may request proof of completion in this format versus a printed copy. Note how each assessment shows “100% complete”.



Understanding and using your results on the Focus 2-Keep exploring!

We encourage you to click into your RESULTS section for each assessment and explore the occupations or majors which match to your interests, values, personality, or skills.

Other helpful hints:

1. **Filter** results by educational level or sort to get to the occupations most relevant to you (find at the top of occupation list).

2. **Combine Assessments** to create a list of best fit occupations. Matches over multiple assessments might mean a higher level of career satisfaction.
3. **Explore the Possibilities**- additional tools to research and compare majors and occupations. Listings will include items not necessarily on your results.
4. **Take Action**- allows you to create an action plan and timeline of your educational or professional development needs. This is a great place to keep track of everything you do between now and graduation! Your account stays active the entire time.
5. There are also sections to save majors or occupations you want to research.
6. Print or download a pdf of your results by clicking on “**Review and Print my Portfolio**” at the bottom of the dashboard. This allows you to build a customized report of your results.
 - a. If you cannot click a box, you have not completed this component of Focus 2.
 - b. It is recommended to only expand the sections you most want to research further as this will add length to the printed results report.

If you would like to discuss your Focus 2 results and major or career questions further, please contact the Office of Career Services by calling 651-2583 and request a career counseling appointment. We are here to help!

FACULTY FOCUS2 INSTRUCTIONS & OTHER ASSIGNMENT SUGGESTIONS

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 - ii. To review answers, students click **Review**
 - iii. To take the assessment again, students click **Start Over**
3. Faculty should assign the Focus 2 assessment by the **Fifth Week of Classes**.
4. Faculty may assign additional career development activities in UI100 to encourage students to further evaluate their Focus 2 results into career planning. Some of these possible activities include:
 - Reflective essay on results
 - Research of occupational information and review
 - Informational interview/job shadowing of person in occupation/industry of interest to student; tied to results of assessment
 - Required contact with Career Services
 - 1:1 appointment to discuss results with a career counselor
 - Class-based interpretation of results/overview of CS resources (to be pre-arranged by faculty and CS staff)
 - Attendance at Career Expo or CS sponsored program and review of experience in essay, presentation, etc.
 - Required log into REDHAWKjobs.com and search available job posting(s). Tie results to skills, interests, etc. found on Focus 2 results.
 - Write a resume/cover letter targeted to position. Potentially have required resume review through CS in order to satisfy assignment.