



Student Guide

FOCUS-2 is an online career and education planning system based on established career and counseling principles. It provides a complete picture of your interests, values, personality, skills, and leisure activities using self-assessment questionnaires, interest inventories, and personality testing. FOCUS-2 will help you map out a career path and select the right major area of study offered at your institution to support your career goals.

The FOCUS-2 Inventory will help you to:

- Identify the major areas of interest at Reinhardt matching your assessment results
- Integrate the results of your interests, personality, values, and skills assessment results
- Narrow your results to plan your education and career

FOCUS-2 takes about 45 minutes to complete, although you can spend additional time researching different occupational choices.

Link: <https://www.reinhardt.edu/student-life/student-services-resources/vocation-career-services/major-career-planning/>

To complete the Focus-2:

1. On the Reinhardt website, click on Student Life, then Career Services.
2. Click on Major/Career Planning, then click on FOCUS-2. (See below)
3. Under FOCUS-2, click on “Register” using “Eagle” as your ACCESS CODE.
4. Once on the Main FOCUS-2 page, complete the assigned assessments (See below).
5. If you need help, email Vocation and Career Services at Career-Services@reinhardt.edu.

The screenshot shows the Reinhardt University website's navigation menu on the left, with 'Career Services' selected. The main content area is titled 'Major & Career Planning' and features the Focus 2 logo. Below the title, there is a question: 'Are you trying to choose a major? Do you have a major, but are wondering what career opportunities it presents?'. A paragraph describes FOCUS 2 as a self-paced, online career and education planning tool. A list of features provided by FOCUS 2 includes: Career assessments, Occupational information, Videos about various career fields, Career planning tools, Career options by education level, and Side-by-side occupational comparisons. At the bottom, there are instructions to optimize use of FOCUS 2, such as completing the Self-Assessment section and scheduling an appointment with an advisor. The access code 'Eagle' is mentioned. A yellow arrow points to the Focus 2 logo in the bottom right corner of the page.

Tips:

- Your goal is to complete each of the FOCUS-2 assessments.
- Begin the assessments in any order you like. You do not need to complete them all and you can exit and return anytime you like. Each section takes about 10-15 minutes.
- Save your preferred occupations and majors. Use the comments function to help remind yourself of what you liked and didn't like about each option.

- ***My Career Planning Readiness***
 - This assessment measures your involvement in activities that are part of the career planning process and evaluate your readiness to make informed career decisions.
- ***My Academic Strengths***
 - Recognizing your academic strengths will bring you one step closer to pursuing a satisfying area of study and career path. A key part of career planning is finding a career that is a good fit with your personal attributes.
- ***Work Interest Assessment***
 - 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. The first three work interest areas shown on the graph and described below are most important to you.
- ***Personality Assessment***
 - The Personality Assessment will match your personality type to occupations compatible with your personal preferences. Your personality type describes how you react to certain situations/people, make decisions, organize information, and go about solving problems.
- ***Leisure Assessment***
 - 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. The first three leisure interest areas shown on the graph and described below are most important to you.
- ***Values Assessment***
 - 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.
- ***Skills Assessment***
 - The Skills Assessment will identify occupations that match your skills profile.
- ***Combine Assessments***
 - Narrow down your occupation choices by combining your assessment results to identify occupations that occur in multiple assessments. Select three of the assessment results you would like to combine and describe what it reveals.

Think about your Focus2 results

You've taken an assessment in Focus2, now what? We'll break it down for you while reflecting on your results and connecting you with people who will help you along your way.

My Career Planning Readiness

Step 1: View "Your Results"

Your results will include a bar graph stating your different levels of preparedness for life after college. The more active you are in your career planning process, the higher the score.

Note: This assessment results will show you where you are now, not where you will be in the future. So, don't get bummed if you have a low score.

Step 2: Get prepared

After looking at your results, here are some tips to help you start designing your life during and after college.

3 TIPS FOR "SELF ASSESSMENT"

- Continue with your self-assessment and complete the Work, Leisure and Personality assessments.
- Share your results with people you admire.
- Join student clubs and go to campus events.

3 TIPS FOR "CAREER EXPLORATION"

- Join a Career Community (or three) that's interesting to you.
- Have informational interviews with people in interesting majors and careers.
- Try a job shadowing experience.

3 TIPS FOR "CAREER PLANNING SATISFACTION"

- Participate in on-campus research, an internship, volunteering opportunities or find other ways to get involved in gaining experience related to your desired career field.
- Compare your values with your career interests, identifying where they intersect.
- Have an informational interview with someone excited about their career. Learn about all the twists and turns they went through to get where they are today.

Work Interest Assessment

Step 1: View "Your Results"

- The two interest areas on the left side of the graph should be higher than those on the right side.
- If they are not, consider retaking your assessment. Remember, only focus on what is truly interesting to you, regardless of what others may think.

Pro Tip:

- To get the best results, use 2, 3, 4 and 5 stars when answering the assessment. Using these stars will help you make clearer choices, giving you more precise results.

Step 2: Reflect on your top 2 interest areas

Use these questions to reflect.

1. What are my top two interest areas? *Descriptions of each interest area are below the bar graph.*
2. How do my top two interest areas relate to what I've enjoyed in the past? *Hint: Think about past jobs, volunteering, internships, sports, clubs, and class projects or assignments.*
3. How do my top two interest areas relate to the major I'm currently in or the majors I'm considering?
4. How do my top two interest areas relate to the occupations/careers interesting to me?

Step 3: View more of "Your Results"

- To find the rest of your results, scroll to the bottom of the screen and click the "Continue" button.

Step 4: Look at "Your Results" by "Job Family"

SORT "YOUR RESULTS" BY "JOB FAMILY":

- Look for the “Sort By” drop down menu, which is slightly below “Filter Results.”
- Select “Job Family.”
- Click the “Update” button slightly below the "Sort By" button.
-

ASK YOURSELF THESE QUESTIONS:

Pick a "Job Family" and ask yourself the questions below. *Tip: Start with the "Job Family" you see the most.*

1. On a scale of 1-10 (1 = no interest, 10 = most interested), what's my interest level in finding an occupation/career in this “Job Family”?
2. What interests me about this “Job Family”?
3. What past experiences have I done related to this “Job Family”?
4. How does this “Job Family” link to my major or the majors I'm interested in?
5. How does this “Job Family” link to the occupations I'm interested in?
6. Who do I know that works in the “Job Family”?
7. What are 3 opportunities I could pursue at Reinhardt University to learn more about this “Job Family”?

Tip: Look into the different offices, events, and clubs & activities available at Reinhardt.

What's Next?

Share your results with:

- A friend.
- A family member.
- A mentor.
- An academic advisor.
- A professional in your most popular "Job Family" by doing an informational interview.
- A career expert during an appointment with Vocation & Career Services.

Bonus round: Once you've done steps 1-4, you can learn more about majors and careers by doing steps 5 and 6! 

Step 5: Learn about an occupation interesting to you

1. Click on any of the occupations that interest you.
2. What do I find interesting about that particular occupation? *Hint: Look at "Occupation Overview, Job Tasks, Skills, Values, Work Conditions and Outlook."*

What's Next?

Share your answers during an informational interview with:

- Someone you know in the occupation interesting to you.
- If you do not know someone, go to the people you trust and ask them who they know.

Step 6: Learn about a major interesting to you

SELECT THE NAME OF A MAJOR INTERESTING TO YOU

1. What do I find interesting about the description of the major?
2. When you're done, you can close out of this window.

SELECT THE PAPERCLIP ICON NEXT TO THE NAME OF THE MAJOR INTERESTING TO YOU

- Read the class descriptions of the 300- and 400-level classes under "Program Requirements."
- If you like a lot of the upper-level courses, that's great!

What's Next?

Be courageous and share your answers with:

- A junior or senior in the major interesting to you.
- A faculty member.
- If you do not know anyone, ask your friends if they can connect you with someone.
- Don't worry, a career expert is right around the corner! Book an appointment with Vocation & Career Services to talk with a career expert.

Leisure Interest Assessment

Step 1: View "Your Results"

- The two interest areas on the left side of the graph should be higher than those on the right side.
- If they are not, consider retaking your assessment. Remember, only focus on what is truly interesting to you, regardless of what others may think.

Pro Tip:

To get the best results, use 2, 3, 4 and 5 stars when answering the assessment. Using these stars will help you make clearer choices, giving you more precise results.

Step 2: Reflect on your top 2 interest areas

Use these questions to reflect.

1. What are my top two interest areas? *Descriptions of each interest area are below the bar graph.*
2. How do my top two interest areas relate to what I've enjoyed in the past? *Hint: Think about past jobs, volunteering, internships, sports, clubs, and class projects or assignments.*
3. How do my top two interest areas relate to the major I'm currently in or the majors I'm considering?
4. How do my top two interest areas relate to the occupations/careers interesting to me?

Step 3: View more of "Your Results"

- To find the rest of your results, scroll to the bottom of the screen and click the "Continue" button.

Step 4: Look at "Your Results" by "Job Family"

SORT "YOUR RESULTS" BY "JOB FAMILY":

- Look for the "Sort By" drop down menu, which is slightly below "Filter Results."
- Select "Job Family."
- Click the "Update" button slightly below the "Sort By" button.

ASK YOURSELF THESE QUESTIONS:

Pick a "Job Family" and ask yourself the questions below. *Tip: Start with the "Job Family" you see the most.*

1. On a scale of 1-10 (1 = no interest, 10 = most interested), what's my interest level in finding an occupation/career in this "Job Family"?
2. What interests me about this "Job Family"?
3. What past experiences have I done related to this "Job Family"?
4. How does this "Job Family" link to my major or the majors I'm interested in?
5. How does this "Job Family" link to the occupations I'm interested in?

6. Who do I know that works in the "Job Family"?
7. What are 3 opportunities I could pursue at Reinhardt to learn more about this "Job Family?" *Tip: Look into the different offices, events and student organizations are available at Reinhardt.*

Step 5: Learn about an occupation interesting to you

1. Click on any of the occupations that interest you.
2. What do I find interesting about that particular occupation? *Hint: Look at "Occupation Overview, Job Tasks, Skills, Values, Work Conditions and Outlook."*

Step 6: Learn about a major interesting to you

SELECT THE NAME OF A MAJOR INTERESTING TO YOU

1. What do I find interesting about the description of the major?
2. When you're done, you can close out of this window.

SELECT THE PAPERCLIP ICON NEXT TO THE NAME OF THE MAJOR INTERESTING TO YOU

Personality Assessment

Step 1: Ask Yourself These Questions on "Your Results"

1. In the description of "Your Personality Type," what do I agree with?
2. On a scale of 1-10 (1 = not at all, 10 = fully), how well does the description in "Your Personality Type" match me?
3. How have I seen the description of "Your Personality Type" show up in my past? *Hint: Think about past jobs, volunteering, internships, sports, clubs and class projects or assignments.*
4. What "Choosing Your Career" recommendations stand out to me?

Step 2: View more of "Your Results"

To find the rest of your results, scroll to the bottom of the screen and click the "Continue" button.

Step 3: Sort "Your Results" by "Job Family"

- Look for the "Sort By" drop down menu, which is slightly below "Filter Results."
- Select "Job Family."
- Click the "Update" button slightly below the "Sort By" button.

Step 4: Exploring Your Options

Ask yourself the following questions for "Job Family" and Occupation.

JOB FAMILY

1. What "Job Family" surprises me?
2. What activities have I done that could lead me to having a career in this "Job Family"?
3. Who do I know working in this field? *Hint: Talk to this person and ask them if they feel they could always be in this "Job Family."*

OCCUPATION

1. What occupations had I not considered, but want to know more about?
2. Click on any of the occupations that interest me.

3. What do I find interesting about that particular occupation?
Hint: Look at "Occupation Overview, Job Tasks, Skills, Values, Work Conditions, and Outlook."
4. Who among the people I trust may know someone in that field?

We're here to help!

Can't find someone to talk to in a "Job Family" or "Occupation" you're interested in? Don't worry! Try: Chatting with a career expert during an appointment with the Vocation & Career Services.

Am I Career Ready?

Step 1: View "Your Results"

Your results will include a bar graph stating your development level for each of the NACE Career Competencies.

- The results of this assessment show where you are, not where you will be in the future. The more you develop the skills, the higher the score.
- To view various recommendations on how you might develop each competency, scroll down, and click the "Continue" button.

Step 2: Strengthening Your Skills

Each skill will have a variety of recommendations to develop that skill more.

- You cannot work on all eight skills at once. Only choose 1 or 2 skills to strengthen at a time.
- For the 1 or 2 skills, select the recommendation you can most easily pursue.

Pro Tip: Not sure what skill to focus on? Choose the skill that is most related to your major and career interest. Don't worry, a career expert is right around the corner! [Book an appointment](#) in Bullseye powered by Handshake to talk with a career expert.

Step 3: Journal Your Progress

You can "Describe how you are developing your" various skills at the bottom of each skill in "Your Results." What you write will be saved, even as you retake this assessment.

What can I do with a major in ... Offered at Reinhardt University?

Step 1: Find "What can I do with a major in ... Offered at Reinhardt University?"

This section gives you an idea of how Reinhardt majors connect to occupations/careers after college.

- Scroll down towards the bottom of your screen until you come across "Explore the Possibilities."
- Click the button, "What can I do with a major in ... Offered at Reinhardt University?"

Step 2: Sort by "Suggested"

See all the majors recommended by any of the assessments you have taken.

- Look for "Sort By" located slightly below "Filter Results."
- Select "Suggested" from the drop-down menu.

Step 3: Look at a List of Occupations by Major

- Click a major that's interesting to you, even if it's not one suggested by your assessment results.
- What are your impressions of the occupations/careers connected to these majors?
- Which occupations/careers fit within your interests?
- Which occupations/careers surprised you?

Explore Any Occupation

Step 1: Find "Explore Any Occupation"

This part of Focus2 introduces you to the bigger picture of an occupation.

- Scroll down towards the bottom of your screen until you come across "Explore the Possibilities."
- Click the button, "Explore any Occupation."

Step 2: Find an Occupation Interesting to You

The different ways to look up an occupation include:

- Scroll through the entire list.
- Select the letter matching the first letter of the occupation, e.g., 'A' for Athletic Coach.
- Type the occupation name in the 'Search' bar.

Step 3: Ask Yourself These Questions

1. What do I find interesting about that particular occupation? *Hint: look at Occupation Overview, Job Tasks, Skills, Values, Work Conditions, and Outlook.*
2. How does this occupation relate to what I've enjoyed in the past? *Think about past jobs, volunteering, internships, sports, clubs, and class projects or assignments.*
3. Who do I know in this profession? *Tip: If you do not know anyone, consider asking people you trust who they might know.*
4. What place at Reinhardt can I visit (like an office, event, or student organization) to gain some relatable experience? *Hint: Visit this place and share your interests.*