Career Assignment for UNIV 1010

FOCUS is a career assessment developed by ACT. It is an interest assessment and provides accurate information about occupations. This exercise will ask you to use some of the features of FOCUS to explore occupations that you might be interested in researching.

Go to: http://www.mtsu.edu/career/focus2.php

1. Choose Create Your FOCUS Account.

2. Fill out the required fields using **Raiders** for your Access Code and your MTSU email address. Make sure you capitalize the R in Raiders (case sensitive password).

   ![Focus Assessment Form](image)

   Click “Continue” at the bottom after completing the necessary fields on the screen.

3. The next page will contain your username and password. **PRINT this page or note your username and password.** You may return to this account anytime to continue, retake portions of the assessment or print a copy of the assessment report. Upon returning, though, you will click “Returning Users: Log into Your Account”.

4. Click “Continue” to go the Main page of FOCUS.
5. Complete **all the areas** under Career Readiness:

- **Career and Educational Goals**
- **Academic Strengths**
- **Your Career Planning Status**
- **Your Personal Development Needs**

**NOTE:** At the conclusion of each assessment, click “Return to Main Menu”. **DO NOT PRINT ANY RESULTS** until all assessments have been completed.

6. You will see the **five assessments** listed for completion:

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

**NOTE:** At the conclusion of each assessment, click “Return to Main Menu”. **DO NOT PRINT ANY RESULTS** until all assessments have been completed.
7. After completing all five assessments, locate the **MAIN MENU** and the section titled “**Tying it all Together**” (look for the picture of the suitcase). Then click “**Review and Print Your Portfolio**”.

Select “Your Account and Contact Information” and the five self-assessments and click “**Build My Portfolio**”.

*Bring your FOCUS profile results and have the portion of work interest profile and majors/occupations completed when you meet with your Advisor in the University College Advising Center.*
Complete Your Action Plan!

Based upon your printed Portfolio Report, complete the following before meeting with your advisor in the University College Advising Center:

Section A:

Work Interest Profile (2 or 3 highest scores from Work Interest Profile):

______________________________________________________________________________

Majors/occupations that I am interested in:

______________________________________________________________________________

______________________________________________________________________________

Section B

Using “Explore the Possibilities” section, click on “What Can I do with a Major in”. Click continue. The next screen will display a list of majors from A-Z. Locate the major you are interested in, click on the major (program of study). This screen will provide a list of occupations associated with the major or “program of study”. Click on the occupation you would like to read information about. This page will provide you with an “overview” of the occupation. On the left hand side there is a menu of which any items can be clicked on to view additional information. Answer the following questions:

Name of occupation you clicked on: ___________________________

On the left hand side under “Menu”, click on “Job Duties” and “Skills”. Read about what they do and the skills involved with the job.

What would you most like doing in this job?

______________________________________________________________________________

What would be your least favorite task in this job?

______________________________________________________________________________

What is the Job Outlook for the occupation? (Click on Outlook) What is the salary for this occupation?

______________________________________________________________________________
Click on interest profile. The graph displays the typical interests for someone who is working in this career. Their profile is displayed in blue. Your interest profile is displayed in yellow. If the pattern is similar, this may be a good match.

What is the highest interest category in blue (person in job): ____________________________

What is the highest interest category in yellow (you): ____________________________

Section: C

Using your answers from Page 4 what additional information would you like to know if you were starting this job next week. (Example: Occupation: High School Teacher)

1) Interview someone who is already a teacher.

2) Speak to a faculty advisor for education to review the curriculum for the major.

(See “List of Websites (Page 6) and Sample Goals (Page 8) for some possible examples. Note a date you will have the task completed.)

1. ____________________________ ____________________________ Date: __________

2. ____________________________ ____________________________ Date: __________

3. ____________________________ ____________________________ Date: __________

4. ____________________________ ____________________________ Date: __________

Your second meeting will be with the following college advisor or faculty advisor:

Faculty or College Advisor Name: ____________________________ UCAC Label

Phone: __________ E-mail: __________

Advisor Signature: ________________ Date: __________

Student’s Signature: ________________ Date: __________

------------------------------------- CUT HERE -----------------------------------

UCAC Advisor: ____________________

Name of UNIV 1010 Instructor: ____________________

Advisor--Cut and keep for office record. Place this document in Carla Hatfield’s UCAC mailbox.
List of Websites for Action Plan

- **Use the What Can I Do With This Major?**
  
  https://www.seattleu.edu/sas/advising/Inner.aspx?id=27698  list different majors

  http://studentaffairs.psu.edu/career/cic/majors/default.html - What Can I do with this major?


  http://www.udel.edu/CSC/mrk.html - all majors and jobs

  http://www.careeronestop.org – all majors and jobs; includes highest paying jobs, fastest growing and most openings and state openings.

  www.finding-your-future.org – all jobs

  http://www.epceonline.org/areyouready/index.html - jobs in the energy/environmental sector

  http://www1.eere.energy.gov/solar/careermap/ -jobs in solar energy sector

  http://vividfuture.org/ -jobs in the telecom/communications industry

  http://careertv.com/list.php?list=company_profiles- career videos for jobs

  http://www.careeroveryview.com/job-search-index.html- all types of majors and careers

- **Job growth for each state**

  http://www.careerinfonet.org/select_state.asp?id=11&nodeid=12&next=state1

  - provides information on each state from largest employers, fastest growing jobs, Declining jobs.

  Select the state you want to view

  Scroll down until you see State Information underneath will be “Largest Employers”

  To view: **Jobs with Most Openings in a state**

  Look on the left side and click on “Occupation Information” and select occupations with the most openings.
• Salaries for jobs:
  http://www.salaryexpert.com/
  http://www.homefair.com/real-estate/salary-calculator.asp?cc=1
  http://www.jobsearchintelligence.com/NACE/salary-calculator-intro

• O’Net website
  http://online.onetcenter.org/ - provides details of the occupation using Holland codes

• Occupational Outlook Handbook (to explore at least 2 careers related to my interests and make a plan to discuss these with my advisor):
  http://www.bls.gov/oco/

• Use the MT Career website to view other jobs associated with this major:
  http://career.web.mtsu.edu/Majors/default.html

• Use Princeton Review to find “A Day in the Life” article about a career:

• MTSU Undergraduate catalog
  Provides information on courses required for each major
  http://catalog.mtsu.edu/

• My Net Move (uses a very brief set of questions (60) to assess person’s interest. Also searches for careers and majors)
  www.mynextmove.org/
Sample of Action Plans

_____ Use Occupational Outlook Handbook to explore at least 2 careers related to my interests and discuss these with my advisor.

_____ Use O*Net to explore at least 2 careers related to my interests and discuss these with my advisor.

_____ Discuss careers related to the subject matter of one of my classes with my instructor.

_____ Interview someone who is doing work that I think I might like to do.

_____ Talk with an advisor about a major I am interested in.

_____ Research jobs in an area of interest and give a speech about the area in my COMM 2200 class.

_____ Use Princeton Review to find “A Day in the Life” article about a career in my interest area.

_____ “Job shadow” in a career I am interested in pursuing.

_____ Talk with a career counselor to help clarify my interests.