FOCUS Assignment for UNIV 1010

Please bring this worksheet along with the FOCUS profile results with you when you meet with your Academic Support Center Advisor.

Go to http://career.web.mtsu.edu/
1. Click on What’s in Your ToolKit?
2. Click on focus V2
3. Click on Create Your FOCUS Account

4. Fill out the required fields using Raiders for your Access Code and your MTSU email address. *Make sure you capitalize the R in Raiders. Click the Continue button at the bottom.

5. The next page will contain your username and password. Print this page or make note of your username and password. You may return anytime to continue or retake any portions of the assessment.

6. Click Continue button to go to the Main page of Focus.

7. Locate Self Assessment. Click on work interest assessment. Click continue. Answer all questions for work assessment.

8. A Work Interest assessment chart will appear. Do not print this chart at this time. In the upper right hand corner click on Return to Main Menu.
   Click on Personality Assessment.
   Answer all questions for personality assessment. Click finish.

10. Your personality type will appear.
    Do not print this page at this time.
    In the upper right hand corner click on return to main menu (located in the green area at top).

11. Locate Self Assessment.
    Click on Skills Assessment. Click continue.
    Answer all questions for skills assessment. Click next.

12. In the upper right hand corner click on return to main menu (located in the green area at top).

13. Locate Self Assessment.
    Click on Values Assessment. Click continue.
    Answer all questions for values assessment. Click next.

14. In the upper right hand corner click on return to main menu (located in the green area at top).

15. Locate Self Assessment.
    Click on Leisure Assessment. Click continue.
    Answer all questions for leisure assessment.

    Do not print this chart at this time.
    In the upper right hand corner click on return to main menu (located in the green area at top).
17. Locate the section “Tying it all Together” (look for picture of suitcase) click on “Review and Print Your Portfolio”

18. Click select all. Click Build My Portfolio. Your data will be saved.

19. At the top of this page click on Print. Bring these sheets with you to the ASC to discuss your “action plan”.

20. Locate Self Assessment.

In red you will see Narrow and Refine your Results Combine the Results of Multiple Assessments.

Click on the blue part of Combine the Results of Multiple Assessments.

Click continue.

Click on Work Interest and Skills Assessment.

Click continue.

These are the occupations that fit your work and skills assessments. Click on any occupation you would like to get information. Below is an example of what you will see if you click on an occupation. You can click on any of the menu items on the left hand side for additional information.

21. If you decide to come back to FOCUS at another time. Log into the url site www.mtsucareer.edu

Click on the Blue Tool Box. Click on The V2 FOCUS. Click on Returning User.

22. Use Explore the Possibilities for other options for career exploration. Click on each to see the options.
*Bring your FOCUS profile results and have the portion of work interest profile and majors/occupations completed when you meet with your University College Advising Center, McFarland call 898-2339 to schedule your meeting. *

**Complete Your Action Plan!**

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

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

____________________________
____________________________

Majors/occupations that I am interested in:

____________________________
____________________________
____________________________

*Below will be The Action Plan, which will be completed during the meeting between the UCAC Advisor and student. Action Plan (include task and “to be completed by” date):

(See “Sample Goals for Your Action Plan for some examples)

1. ____________________________ Target Date: __________________

2. ____________________________ Target Date: __________________

3. ____________________________ Target Date: __________________

4. ____________________________ Target Date: __________________

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

Faculty or College Advisor Name:____________________________

Phone: _______________ E-mail: _______________

Advisor Signature: ___________________ Date: ___________

Student’s Signature:_______________________ Date: ___________
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” a worker who is employed in a field in which I am interested.

Talk with a career counselor to help clarify my interests.