Career Planning System

A Career, Major, and Education Planning System
What is Career & Education Planning?

Orientation, Self Knowledge Discovery, Exploration, Decision Making, Action, Adaptation

A continuous, lifelong process of exploration and planning of career and educational goals compatible with your interests, values, talents, personality and aspirations.
Reality: 60% of Entering Freshmen…

NO CAREER GOALS  
NO MAJOR (Deciding)  
NO PLAN

“I Have To Declare A Major?”
Research Findings: Benefits of Career Planning

Interest Assessment–Major Congruence (selection) has a direct effect on timely degree completion at post secondary institutional settings. (Allen, J. & Robbins, S., 2010)

Career planning facilitates more appropriate goal setting, academic decision making, and course selection which heightens commitment, and the probability of retention. John Gardner (1998, 2003) Nationally known for his work on improving the college freshman experience and raising student retention rates.

Career planning leads to increased motivation, improved academic achievement, increased retention, and less time to graduate. (Gillie, S. & Gillie-Isenhour, M., 2005)
Understanding yourself is the first step of career & educational planning

**Step 1:** Identify your interests, personality, values, skills and lifestyle preferences

**Step 2:** Explore occupations and major areas of study compatible with your personal attributes.

Be Career Ready!
Career Myths

- There is only one perfect job/career for you.
- Your major will guide you to your career.
- Your career choices are lifelong decisions.
- Liberal arts, humanities and sciences are not marketable majors.
- Your career decisions should be based on the current job market.
As you plan your career you should consider the big picture...your life plan. Your career decisions will dramatically impact your lifestyle.

<table>
<thead>
<tr>
<th>Where you live</th>
<th>Your income</th>
<th>Time at home/Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your work hours</td>
<td>Your travels</td>
<td>Job security</td>
</tr>
<tr>
<td>Your work associates</td>
<td>Your choice of friends</td>
<td>Your leisure time</td>
</tr>
</tbody>
</table>
It is your future. Take charge.

You are responsible for making your education and career decisions, managing your career and controlling your destiny.

Your career will affect your future lifestyle and feelings of fulfillment as well as where & how you live, your financial security, your leisure time activities, etc.
Understand the World of Work

Today's rapidly changing world:

- new occupations are emerging, others are disappearing
- existing jobs are demanding higher levels of skills
Plan Your Career

Be Proactive

Career Planning is an ongoing process throughout all your life stages.

Fine Tune

Be forward-looking with planning, developing new skills. Be prepared to make changes as needed.

With a career plan, you will be equipped to manage your career and take advantage of changes in the economy and job market 😊
Start the Process

Use FOCUS 2

Make informed decisions
What is FOCUS 2?

FOCUS 2 is an online, interactive, self-guided career, major and education planning system.

It is responsive—Working on all devices!
FOCUS 2 Can Help You:

- Select a major based on your interests and aspirations
- Discover occupations matching your personal preferences and attributes
- Map out your career plans, present and future
- Make informed career decisions
- Be Career Ready!
Why use FOCUS 2?

- Do you understand the Career Planning Process?
- Are you unsure of your major?
- Are you unaware of the majors offered at your college and related occupations?
- Are you wondering what to do with your major?
- Are you unsure of which careers best suit you?
- Would you like to develop a career plan that works for you?
- Are you ready to make informed career decisions?
Use FOCUS 2 as an ongoing resource throughout your academic years and as an alumnus.

“I am completely unsure about my major and career and how to begin the career planning process.”

“I have some ideas about my major and career but I need to learn more about the tools and resources.”

“I am ready to make informed decisions about my education and career.”
FOCUS 2 Decision Making Model

- **Ready**
  - **Career Planning Foundations:** Understand the Career Planning Process and how to be CAREER READY

- **Assess**
  - **Assessment** of Interests, Personality, Skills, Values, Needs

- **Explore**
  - **Explore Options:** Identify and explore Majors & Occupations matching personal attributes

- **Decide**
  - **Decision Making:** Select Major & explore Career Paths
  - **Action Plan:** Map out steps to achieve goals
Getting Started

Create your FOCUS 2 Account

Winston-Salem State University

FOCUS 2 CAREER - A Career, Major and Education Planning System

USER NAME

PASSWORD

Forgot password?

LOGIN

Don't have an account?
Create your own personal account now

REGISTER

Terms and Conditions
The following slides will introduce you to the FOCUS 2 Dash Board and the functions of each section.
<table>
<thead>
<tr>
<th>Student Dashboard</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Career Planning Foundations</strong></td>
<td><strong>A Great Starting Point</strong></td>
</tr>
<tr>
<td></td>
<td>Orientation to the career planning process and how to Be Career Ready</td>
</tr>
<tr>
<td><strong>Self Assessment</strong></td>
<td><strong>Valid &amp; Reliable Self Assessments</strong></td>
</tr>
<tr>
<td></td>
<td>Assessment results identify occupations and majors at your college matching users’ personal attributes</td>
</tr>
<tr>
<td><strong>Explore the Possibilities</strong></td>
<td><strong>Major &amp; Career Exploration</strong></td>
</tr>
<tr>
<td></td>
<td>Students explore suggested majors and navigate career options to make informed decisions</td>
</tr>
<tr>
<td><strong>Take Action</strong></td>
<td><strong>Academic &amp; Career Plan</strong></td>
</tr>
<tr>
<td></td>
<td>Students develop a road map to plan for their future</td>
</tr>
<tr>
<td><strong>Diane McCrudden’s Career and Education Planning Results</strong></td>
<td><strong>FOCUS 2 Career Portfolio</strong></td>
</tr>
<tr>
<td></td>
<td>Summary of users’ results with their individual comments &amp; top choices</td>
</tr>
<tr>
<td><strong>Recommended Tools &amp; Websites</strong></td>
<td><strong>Resources &amp; Links</strong></td>
</tr>
<tr>
<td></td>
<td>Customize with website links of your choice</td>
</tr>
</tbody>
</table>
Measure your involvement in activities that are part of the career planning process and evaluate your readiness to make informed career decisions.
Career Planning Foundations

What are your Academic Strengths?

Recognizing your academic strengths will bring you one step closer to pursuing a satisfying area of study and career path.
**AM I CAREER READY?**

The National Association for Colleges and Employers (NACE) has identified 8 competencies that will give you a professional edge. Employers want to hire applicants who have these in-demand skills and strengths.

<table>
<thead>
<tr>
<th>Competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking/Problem Solving</td>
</tr>
<tr>
<td>Oral/Written Communications</td>
</tr>
<tr>
<td>Teamwork/Collaboration</td>
</tr>
<tr>
<td>Digital Technology</td>
</tr>
<tr>
<td>Leadership</td>
</tr>
<tr>
<td>Professionalism/Work Ethic</td>
</tr>
<tr>
<td>Career Management</td>
</tr>
<tr>
<td>Global/Intercultural Fluency</td>
</tr>
</tbody>
</table>

Assess and Strengthen your Career Readiness so you have the In-Demand Skills and Strengths Employers Want
Your assessment results will identify occupations and majors at your college matching your personal attributes. Be sure to save your favorites!
Examples of Questions you will Answer in the Assessments

- designing graphic art images and illustrations for advertising media?
- leading and motivating a sales team's marketing activities?
- analyzing and evaluating a company's financial statements?
- designing theatre stage sets, lighting and special effects for plays or TV shows?
- researching how fatigue affects airplane pilots' reaction time and judgment?
- working in a national park to preserve its forests, wildlife and natural features?
- participating in athletic activities e.g. soccer, baseball, tennis, etc.?
Sample Reports

Your Results

The following areas interest you. Details on the graphs and descriptions below are most important to you:

Investigative
Realistic
Artistic
Enterprising
Social

top 3:
Investigative
Realistic
Artistic

Investigative: "The Thinkers"
People in the Investigative category often have a strong desire to understand cause and effect, and solve puzzles and problems. They enjoy creativity, investigative types typically prefer to work independently and with minimum supervision. People in this category generally are ambitious and independent.

Realistic: "The Doers"
People in the Realistic category often prefer to work with objects and tools. They are likely to enjoy creating things with their hands and usually work in outdoor settings.


Your Personality Type

- Your approach to solving problems is to explore new ways of doing things rather than looking at the current methods of handling the problems.
- You welcome opportunities to be creative.
- You focus your attention on ideas, knowledge, and complex problems and enjoy thinking about intellectual issues and problems.
- You are flexible and you find it easy to adapt to changing situations.
- You organize ideas and knowledge and use logic and an analytic approach when solving a problem.

Choosing Your Career:

People with your personality type are attracted to occupations that offer the opportunity to explore new ideas in challenging areas. Examples of such occupations are found in fields such as physical and life sciences, engineering, mathematics, information systems, technology, and occupations which involve research such as psychology and education.
Explore Occupations & Supporting Majors Offered at your College Matching your Assessments Results

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Supporting Majors/Programs at Saint Edward's University</th>
<th>National Median Salary</th>
<th>Job Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>AERONAUTICAL &amp; AEROSPACE ENGINEER</td>
<td>Mathematics</td>
<td>$96,270.00</td>
<td>Architecture &amp; Engineering</td>
</tr>
<tr>
<td>AGRONOMIST</td>
<td>Biology/Biological Sciences</td>
<td>$65,180.00</td>
<td>Life, Physical, &amp; Social Science</td>
</tr>
<tr>
<td></td>
<td>Biochemistry</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chemistry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARCHAEOLOGIST</td>
<td>Latin American Studies</td>
<td>$57,230.00</td>
<td>Life, Physical, &amp; Social Science</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>HORTICULTURIST</td>
<td>Biology/Biological Sciences</td>
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<td>Management</td>
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<td>PALEONTOLOGIST</td>
<td>Anthropology</td>
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<tr>
<td>PHYSICIST</td>
<td>Mathematics</td>
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Filter Your Assessment Results

Vary the degree level to play the “What if?” game.

How does degree level impact the opportunities available in a career field?
Sort by various options.
Exploring Occupations

Aeronautical & Aerospace Engineer

Work Interest Profile

The graph below displays the typical interest profile for this occupation. Their profile is displayed as a bar chart.

Values

- Creativity: Create new ideas, programs, or artwork
- Income: Having a level of income that meets financial needs
- Independence: Being able to decide on when, how, and where to work
- Physical Things: Having the ability to work with physical objects
- Tangible Results: Doing something where you can see results

Work Conditions

- Accuracy: Ensuring the correctness of data
- Authority to Make Decisions: Making decisions about work processes
- E-Mail: A large amount of time will be spent on e-mail
- Face to Face Communication: The job requires having frequent face-to-face interactions
- Scheduling: A significant amount of time is spent scheduling
- Structured: The tasks to be performed are structured

Skills

- Designing: Using creativity and critical thinking to design new things
- Mathematics: Using mathematics and numerical data
- Quality Control: Inspecting and testing products and materials
- Science: Using scientific methods to investigate and study natural phenomena

Majors/Areas of Study at Saint Edward University

- Aerospace Engineering
- Aeronautical Engineering

Education Requirements

- People can enter this occupation by completing a program.
- Bachelor's Degree / Master's Degree

Majors/Areas of Study at Saint Edward University

- Aerospace Engineering
- Aeronautical Engineering

Outlook

Employment in this field is projected to decline by 2% or more from 2014 to 2024, due to the need for fewer engineers in the aerospace field.

Earnings

- People established in their career generally earn between $74,400 and $116,140.
- Exceptional performers can earn in excess of $137,750.

Advancement

- At large companies, new graduates usually work under the supervision of more experienced engineers. As they gain experience, they are placed in positions of increasing responsibility and take on more challenging tasks.
- As engineers advance, they may take on more leadership roles, such as project managers or department heads.

Professional Association

- Aerospace Industries Association: 1230 Eye St., NW, Washington, DC 20005. Website: http://www.aiaa.org

Exploring Majors

Examine the supporting majors offered at this college.

### Occupations Matching Your Results

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### Mathematics

A general program that focuses on the analysis of quantities, magnitudes, forms, and their relationships, using symbolic logic and language. Includes instruction in algebra, calculus, functional analysis, geometry, number theory, logic, topology and other mathematical specializations.
Combine Your Self Assessment Results to Narrow down occupations
Use all of the tools in FOCUS 2 as an ongoing resource.

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

- What can I do with a major in ... at Saint Edward's University?
- Explore any Area of Study
- Explore any Occupation
- Explore Occupations by Job Family
- Compare 2 Occupations Side by Side
Use “What Can I Do with a Major In...offered at your college?”

<table>
<thead>
<tr>
<th>PROGRAMS OF STUDY</th>
<th>SAVED</th>
<th>SUGGESTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting MASTAN</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>African-American/Black Studies Post Bach Cert</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Agriculture BACH</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Agronomy and Crop Science BACH</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Ancient/Classical Greek Language and Literature BACH</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Animal Sciences BACH MASTER DOC</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Anthropology BACH</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Applied Economics BACH</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Art History, Criticism and Conservation BACH</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Art Teacher Education BACH</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

**FOCUS 2 identifies majors that match your interests**
Choosing your major?
Use “What Can I Do with a Major In...?”

Agronomy and Crop Science
A program that focuses on the chemical, physical, and biological relationships of crops and the soils nurturing them. Includes instruction in the growth and behavior of agricultural crops, the development of new plant varieties, and the scientific management of soils and nutrients for maximum plant nutrition, health, and productivity.

<table>
<thead>
<tr>
<th>OCCUPATION</th>
<th>NATIONAL MEDIAN SALARY</th>
<th>GREEN JOB</th>
<th>BRIGHT OUTLOOK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural Sciences Professor</td>
<td>$80,790.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Agronomist</td>
<td>$65,180.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Botanist</td>
<td>$65,180.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Crop Workers Supervisor</td>
<td>$43,720.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Farm Management Advisor</td>
<td>$46,370.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Farmers and Ranchers</td>
<td>$42,710.00</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Are the occupations associated with a major appealing to you?
Action Planning: Prepare a road map of your academic and career development activities
Your FOCUS 2 Results

Diane Smith1'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

FOCUS 2 saves all your results, comments, & preferences in Your Portfolio
Make Some Decisions About Your Favorite Occupations and Majors
Build Your FOCUS 2 Portfolio

An organized summary of your FOCUS 2 results
Recommended Tools and Websites

See upcoming events at your college.
Explore job postings nationally, by state, green jobs, etc.
Visit suggested websites.
FAQ

How and when can you use FOCUS 2?
Anywhere, Any device: Phones, tablets, computers.

Email the Career Development Services office (careersvcs@wssu.edu) or Academic Success Counselor (noelkek@wssu.edu) for help acquiring the access code.

Where should you start on the dash board and can you use FOCUS 2 more than once?
Start with the Career Planning Foundations. But move around as you wish. Repeat any assessment.
Will FOCUS 2 save your Self-Assessment results and are your results confidential?
Yes, FOCUS 2 will save all your results under your confidential user name and password. Only you and your career counselor/advisor have access to your results.

Can you change your account details such as your password, email address etc.?
Yes, log in and go to the FOCUS 2 dash board. Click on “My Account”
Remember, career planning involves thinking about which educational and occupational paths will provide you with satisfaction and fulfillment in all aspects of your life, not only in the present, but in the future.
FOCUS 2: YOUR CAREER PLANNING TOOL