

# Focus 2 Career

A Career, Major, and  
Education Planning System



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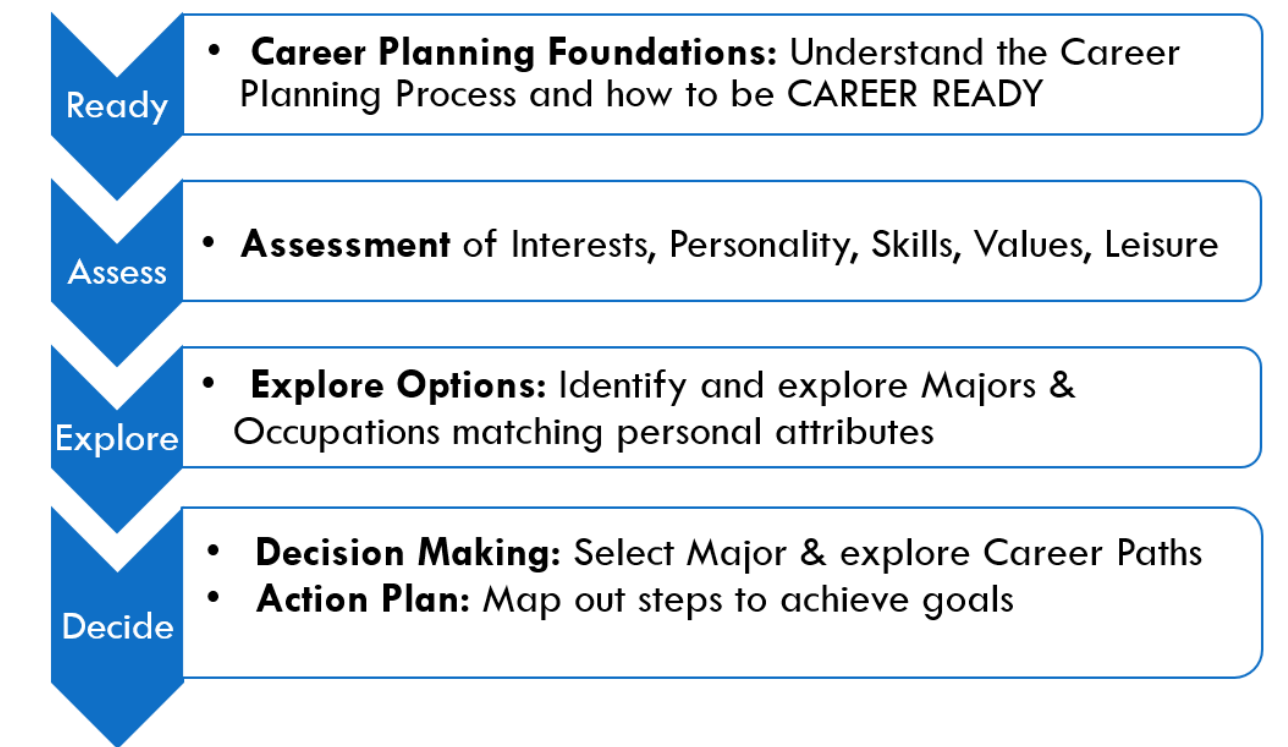
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## What is *Focus 2 Career*?

*Focus 2 Career* is an online interactive, self-guided career and education planning system designed to help you make decisions about your future career goals and education plans and be *career ready*! Although *Focus 2 Career* is beneficial if you work through it on your own, it will be significantly more beneficial if you choose to reflect on it with a career coach in the Career Center.

*Focus 2 Career* will guide you through an interactive process that will:


















1. Assess your career planning involvement, career readiness competencies, work interests, values, skills, personality type and leisure time interests.
2. Broaden your career options and discover occupations matching your personal preferences and attributes.
3. Discover and explore career fields, majors and training programs that are best for you.
4. Plan a career and educational pathway that will support your personal needs and goals.
5. Understand and build career readiness competencies to help you be career ready.



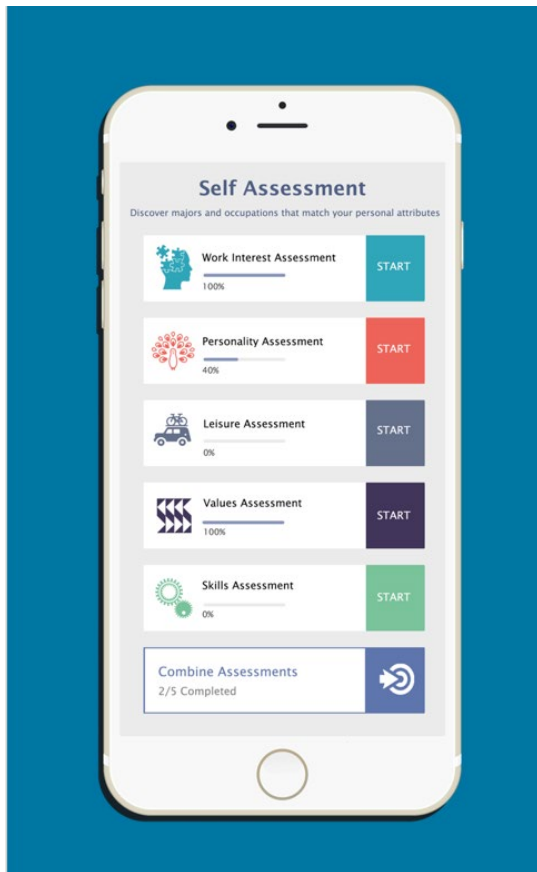
*Focus 2 Career Decision-Making Model*

A snapshot of the Main Menu of *Focus 2 Career* appears on the next page. The layout of the dashboard mirrors the steps of the career planning process. Most students start at the top of the dashboard and then work down through the *Focus 2 Career* tools.

# FOCUS 2 CAREER

Student Dashboard	Description
<p style="text-align: center;"><b>Career Planning Foundations</b></p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>My Career Planning Involvement</p> <p>START OVER   REVIEW   RESULTS</p> </div> <div style="text-align: center;">  <p>My Academic Strengths</p> <p>START OVER   REVIEW   RESULTS</p> </div> <div style="text-align: center;">  <p>Am I Career Ready?</p> <p>START OVER   REVIEW   RESULTS</p> </div> </div>	<p style="text-align: center;"><b>A Great Starting Point</b></p> <p style="text-align: center;">Orientation to the career planning process &amp; how to be career ready</p>
<p style="text-align: center;"><b>Self Assessment</b></p> <p style="text-align: center;"><small>Discover majors and occupations that match your personal attributes</small></p> <div style="display: grid; grid-template-columns: repeat(2, 1fr); gap: 10px;"> <div style="text-align: center;">  <p>Work Interests Assessment</p> <p>100% Complete</p> <p>RESULTS Review Start Over</p> </div> <div style="text-align: center;">  <p>Values Assessment</p> <p>100% Complete</p> <p>RESULTS Review Start Over</p> </div> <div style="text-align: center;">  <p>Personality Assessment</p> <p>100% Complete</p> <p>RESULTS Review Start Over</p> </div> <div style="text-align: center;">  <p>Skills Assessment</p> <p>100% Complete</p> <p>RESULTS Review Start Over</p> </div> <div style="text-align: center;">  <p>Leisure Assessment</p> <p>100% Complete</p> <p>RESULTS Review Start Over</p> </div> <div style="text-align: center;"> <p>Combine Assessments</p> <p>5/5 Completed</p>  </div> </div>	<p style="text-align: center;"><b>Valid &amp; Reliable Self Assessments</b></p> <p style="text-align: center;">Assessment results identify occupations and majors at Carleton matching your personal attributes</p>
<p style="text-align: center;"><b>Explore the Possibilities</b></p> <p style="text-align: center;"><small>Use these tools for ongoing career and education exploration</small></p> <div style="background-color: #f0f0f0; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">What can I do with a major in ... Offered at Carleton College? </p> <p style="text-align: center;">What can I do if I majored in ... </p> <p style="text-align: center;">Explore any Occupation </p> <p style="text-align: center;">Explore Occupations by Job Family </p> <p style="text-align: center;">Compare 2 Occupations Side by Side </p> </div>	<p style="text-align: center;"><b>Major &amp; Career Exploration</b></p> <p style="text-align: center;">Explore suggested majors that match your personal attributes and navigate career options to make informed decisions</p>
<p style="text-align: center;"><b>Take Action</b></p> <p style="text-align: center;"><small>Create a road map of your academic and career development activities</small></p> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 10px;"> <div style="background-color: #444; color: white; padding: 5px 10px; border-radius: 5px;">My Education</div> <div style="font-size: 20px;">+</div> <div style="background-color: #009688; color: white; padding: 5px 10px; border-radius: 5px;">My Professional Development</div> <div style="font-size: 20px;">+</div> </div>	<p style="text-align: center;"><b>Academic &amp; Career Plan</b></p> <p style="text-align: center;">Develop a road map of your goals and experiences to plan for your future</p>
<p style="text-align: center;"><b>Brian Murphy's Career and Education Planning Results</b></p> <p style="text-align: center;"><small>A summary of your assessment results and saved preferences</small></p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">  <p>My Saved Occupations</p> </div> <div style="text-align: center;">  <p>My Saved Majors</p> </div> <div style="text-align: center;">  <p>Review and Print My Portfolio</p> </div> </div>	<p style="text-align: center;"><b>FOCUS 2 Career Portfolio</b></p> <p style="text-align: center;">Summary of your results with your comments &amp; top choices</p>
<p style="text-align: center;"><b>Recommended Tools &amp; Websites</b></p> <div style="text-align: center; margin-top: 20px;"> <div style="border: 1px solid #ccc; padding: 10px; display: inline-block;"> <p>Job Boards and Internship Opportunities</p> </div> </div>	<p style="text-align: center;"><b>Resources &amp; Links</b></p> <p style="text-align: center;">Link to resources for job &amp; internship search</p>

Use *Focus 2 Career* on any device, including all computers, phones, tablets, etc. (No apps to load).



### Things to Keep in Mind

- *Focus 2 Career* always saves your assessment results. All reports can be downloaded as a PDF.
- Use *Focus 2 Career* as often as you wish.
- You can change your mind about earlier choices, repeat a section and explore new options.
- Your results are stored online and are always available to you and your career coach.
- Use the various features of FOCUS 2 in any order.
- Save the occupations and majors that most appeal to you.
- Seek the expert advice of your career coach to enhance your career planning.

### The Importance of Self-Assessment

Understanding yourself is a critical aspect of career and educational exploration and planning. The more you know about your career-related interests, values, skills, personality type and preferences, the better equipped you will be to identify the career fields, major areas of study and training programs, and education pathways that are compatible with your personal attributes. The *Focus 2 Career* system will help you develop an accurate self-assessment of your personal qualities:

- **Your Work Interests** are a reflection of the kinds of work-related activities and tasks you most enjoy doing.
- **Your Personality Type** is a description of how you react to certain situations and people and how you make decisions, organize information and go about solving problems.
- **Your Values** are a description of what is most important to you in your life. For example, you might value earning a lot of money, helping other people, being creative and artistic, having a secure and steady job, etc.
- **Your Skills** are a reflection of your talents and the types of things you easily learn and perform well.
- **Your Leisure Time Interests** are a reflection of the kinds of leisure-related activities you most enjoy doing.

## Seeking Expert Advice: Career Coaching

In conjunction with using *Focus 2 Career*, we strongly urge you to meet with a career coach.

Be prepared to summarize and ask questions concerning:

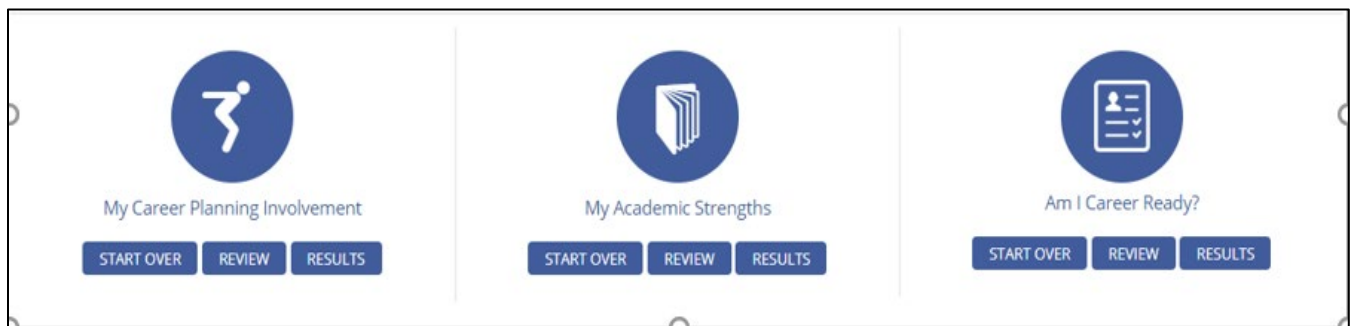
- Your career-related interests, values, personality and abilities.
- Your present occupational, educational and college/training goals and plans.
- Responsibilities or obstacles that are interfering with your career and college/training decision-making.
- Your life plan, lifestyle desires and strategy to achieve your goals.

Your career coach can give you ideas and information to help you:

- Verify the rationale of your career decisions and education plans.
- Help you develop your long-term educational pathway.
- Pinpoint your personal development needs that are important for you to achieve your goals.
- Suggest ways to get around any obstacles that are interfering with your decision making and planning.
- Formulate strategies and action plans to achieve your career and educational objectives.

*Career Planning is a lifelong process of exploration and planning of your career and educational goals compatible with your interests, values, talents, personality and aspirations. It involves thinking about which educational and occupational paths will provide you with satisfaction and fulfillment in all aspects of your life, present and future.*

## CAREER PLANNING FOUNDATIONS



In this first section you will answer a series of questions on Self Assessment, Career Exploration, and Career Planning Satisfaction. The questions are designed to measure where you are in the career development process and to give you a good understanding of career planning maturity. It measures your level of involvement in activities that support self-awareness, career exploration and your satisfaction with your career planning. Your results are displayed graphically and verbally.

- **Self-Assessment (Self)** – It is important that you are actively involved in self-assessment because it is the most important and the first step in career planning.
- **Career Exploration (Exploration)** – It is important that you are actively involved in career exploration because it will help you to discover and understand career options.
- **Career Planning Satisfaction (Planning)** – Your career planning satisfaction reflects how ready you are to engage in career planning activities. Obstacles that could interfere with your ability to plan could be financial, family responsibilities, etc. Whether your *Planning* score is low or high we strongly urge you to meet with a career coach to help you to reflect on your results and to help you resolve your planning concerns.

## My Career Planning Involvement Assessment

**TO WHAT EXTENT ARE YOU ...**

★ Little or No Extent    ★★ Some Extent    ★★★ Moderate Extent    ★★★★ Considerable Extent    ★★★★★ A Great Extent

... making your career decisions based on an assessment of your talents, values, interests and personality?    ★★☆☆☆☆

... keeping aware of trends in the job market?    ★★☆☆☆☆

... talking to people who are employed in career fields that interest you?    ★★☆☆☆☆

... considering how your career choices will affect your future life style, e.g., how you live and where you live?    ★★☆☆☆☆

... able to make your career decisions without concerns about obligations to other persons or parties?    ★★☆☆☆☆

... finding out what type of employers/organizations offer jobs in the occupations that appeal to you?    ★★☆☆☆☆

*Measure your involvement in activities that are part of the career planning process and evaluate your readiness to make informed career decisions.*

## Academic Strengths Assessment

What is your action plan to take advantage of your academic strengths and address any academic weaknesses that could impact your education plans and future career? You answer 16 questions. Completed report groups all the academic areas by how you answered.

**IDENTIFY YOUR ACADEMIC STRENGTHS**

**Art (Fine, Visual, Studio, Design)**

I never took this subject

I don't do well

I do alright

I do very well

**Business (Management, Marketing, Economics)**

I never took this subject

I don't do well

I do alright

I do very well

**Engineering**

I never took this subject

I don't do well

I do alright

I do very well

**English and Language Arts**

I never took this subject

I don't do well

I do alright

I do very well

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

## Am I Career Ready? Assessment

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. These skills are as follows: Critical Thinking/Problem Solving, Teamwork/Collaboration, Leadership, Career Management, Oral/Written Communications, Digital Technology, Professionalism/Work Ethic, Global Fluency.

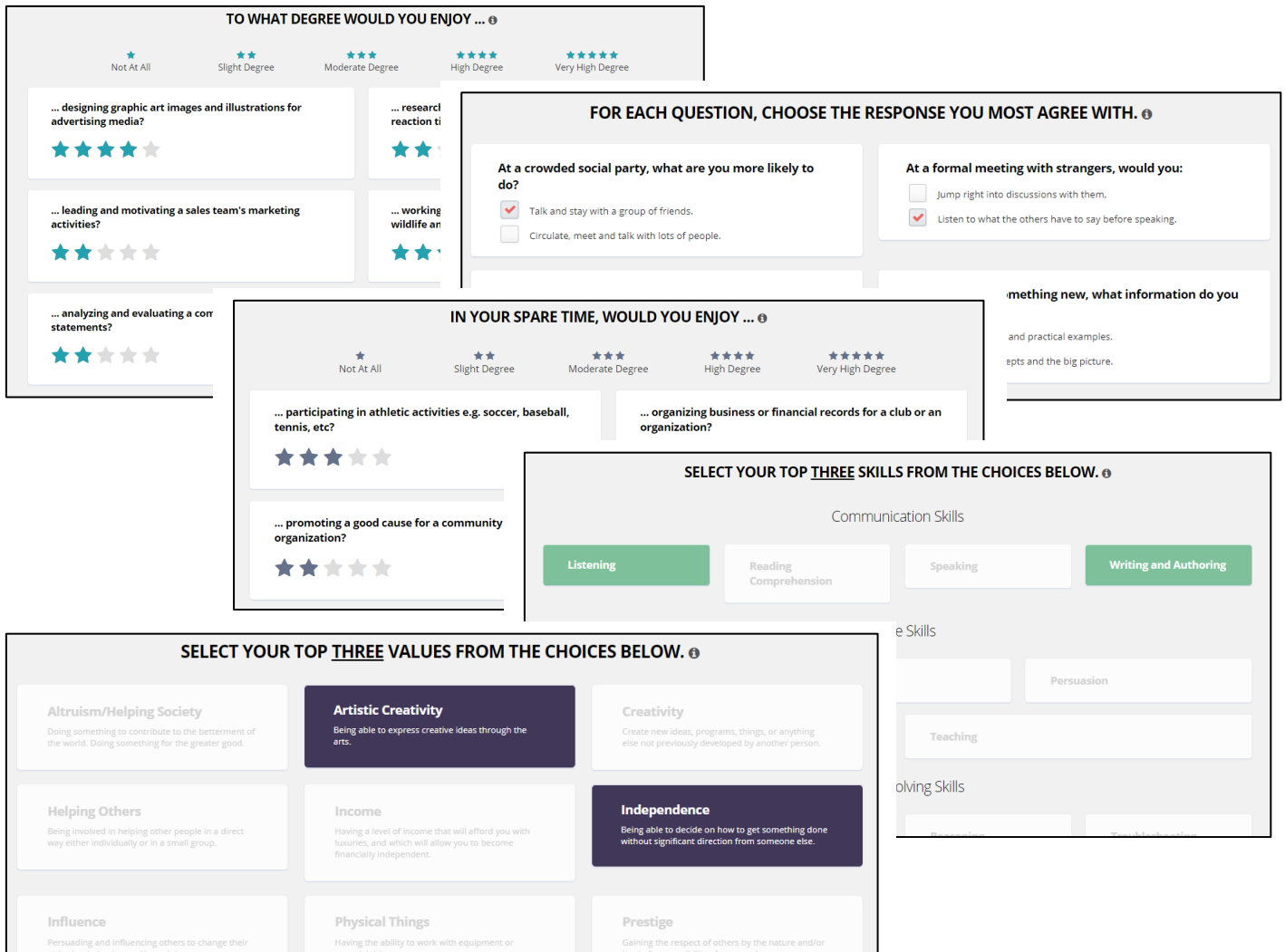
*Assess and strengthen your career readiness so you have the in-demand skills and strengths employers want.*

## SELF-ASSESSMENTS

Several self-assessments are available to you in *Focus 2 Career*. The results of each self-assessment include occupations and supporting majors at Carleton that match your personal attributes. Self-assessment is an important first step in selecting a major, choosing an occupation, planning your career, and doing a job search. Pay attention to the descriptions of your personal attributes in each of your self-assessments. Being able to articulate and discuss your work interests, values, personality type and skills to a potential employer is an important part of a fruitful job search.



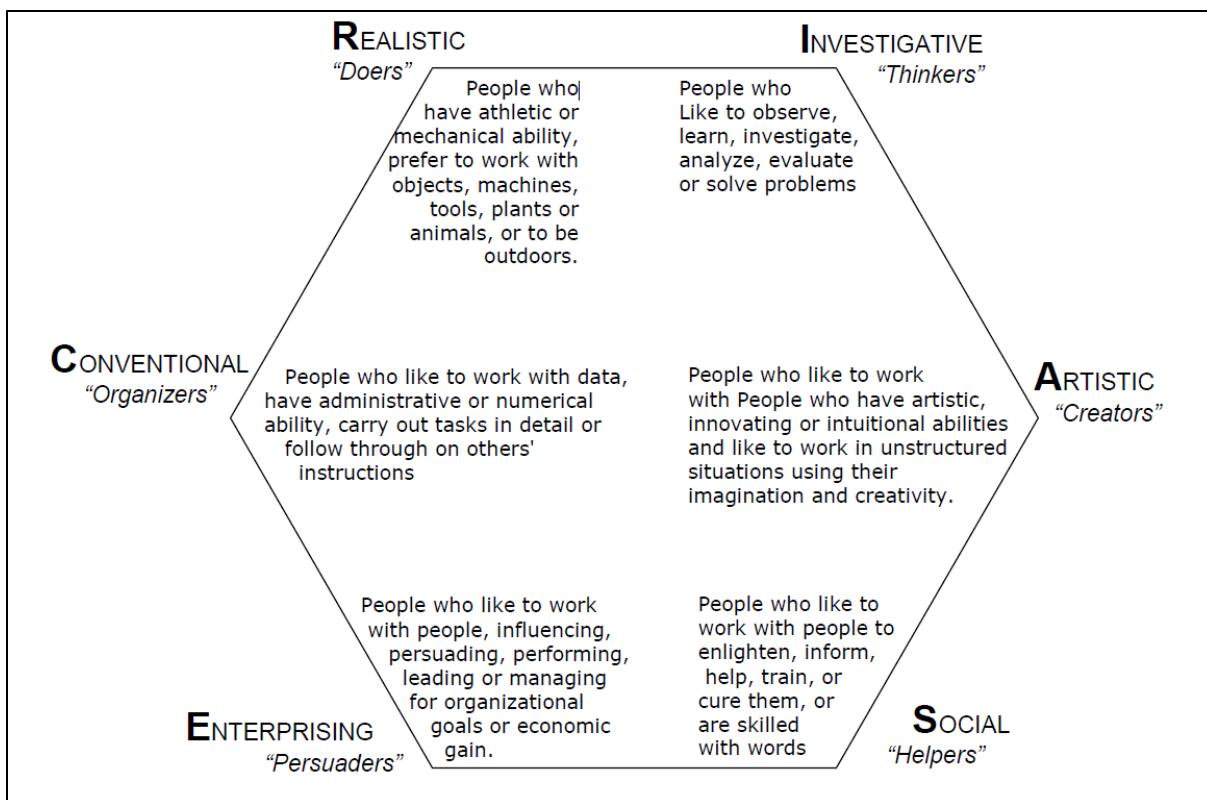
Your assessment results will identify occupations and majors at Carleton matching your personal attributes. Be sure to save your favorites!



The screenshots above show examples of questions you will answer in the assessments.

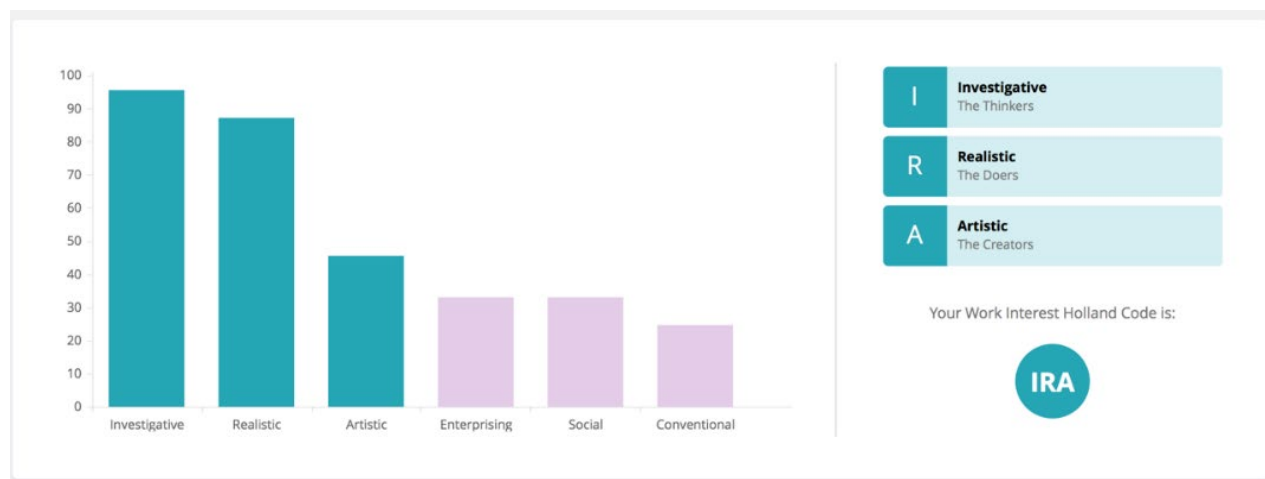
**Work Interest Assessment:** The *Focus 2 Career* work interest assessment identifies and matches your work interests to occupations and supporting majors at Carleton. You will answer 36 questions and the results, displayed as a bar graph, show the strength of each of your work interests.

Historically, the assessment of work interests has been the focal point of the career planning process. The work interest assessment measures your self-reported career interests using a nationally recognized standardized instrument that utilizes the RIASEC scales developed by John Holland, whose research has been foundational in career development theory since the 1950s. In the sample graph below, the top 3 work interests are *Investigate*, *Realistic*, and *Artistic (IRA)*. A person's top 3 work interests make up their Holland Code and can be matched to occupations that have similar Holland Codes. See brief descriptions of each interest in the hexagram at the top of the next page.



The hexagonal model (above) created by John Holland shows the relationship between the personality types and environments. Notice that the personality types closest to each other are more alike than those farther away. You can see this most clearly when you compare the personalities opposite each other, on the hexagon. For example, read the description of the types for *Realistic* and *Social*. You will see that they are virtually the opposite of each other. On the other hand, *Social* and *Artistic* are not that far apart.

### Sample Work Interest Profile Report



The average score for each work interest is also shown as a number ranging from 0 to 100 where:

0=Low Interest

50=Moderate Interest

100=High Interest

Below are descriptions for the three letter Holland Code, **IRA**, from the sample work interest profile report on the previous page.

**Investigative: "The Thinkers"**

- Have a strong desire to understand cause and effect and solve puzzles and problems.
- Often work in jobs that are scientific in nature. Their work often involves the analysis of data, using formulas, graphs and numbers.
- Enjoy using computers, solving math problems, interpreting formulas, and thinking abstractly.
- Prefer to work independently with minimum supervision.

**Realistic: "The Doers"**

- Prefer to work with objects and things.
- Enjoy being physically active, repairing equipment, rebuilding cars, fixing electrical things, solving mechanical problems, playing sports, and working outdoors.
- Enjoy creating things with their hands and using tools and machines.
- May enjoy working with large, powerful machines like tractors. Prefer precision machinery such as X-ray or electronic equipment.

**Artistic: "The Creators"**


- Prefer to be expressive and like the opportunity to create new things and be innovative.
- Typically do not like structure or conformity.
- Prefer to use their imagination and be creative.
- Enjoy activities such as: writing, poetry, photography, designing, singing, acting, dancing, painting, attending theaters and exhibits, and reading.

## Personality Assessment

The *Focus 2 Career* personality assessment has you answer 20 questions and measures how a person likes to focus their attention, prefers to acquire information, handle information, look at the world, and make decisions. Your personality type is matched to occupations and supporting majors at Carleton.

**YOUR RESULTS** ⓘ

Your Personality Type



Choosing Your Career:

People with your personality type are attracted to occupations where you can help people learn new skills, improve their psychological well being and their physical health. Examples of such occupations are found in the fields of counseling, teaching, health sciences, psychology, arts and literature.

- You approach work and life with a positive concern about people.
- You like to work on projects with other people in a cooperative way.
- You recognize and appreciate the potential in everyone, and want to help them reach their full potential.
- You are flexible, spontaneous, and to keep your options open. You find it easy to adapt to changing situations.
- You like to come up with new ideas and ways of doing things. You enjoy projects that explore new concepts about human understanding, well-being and health of others.

## Values Assessment

An assessment of your values enables you to focus on what is important to you in work and your life. Your values are matched to occupations that you may find satisfying, based on the similarity between your work values (such as achievement, autonomy, and conditions of work) and the work values associated with various occupations.

**YOUR RESULTS**

Artistic Creativity Independence Stability

Filter Results ICON LEGEND

SELECT EDUCATION LEVEL FOR OCCUPATIONS:  Bachelor Degree  Advanced Degree

Sort By: Alphabetical

Cancel Update

**Occupations that match 2 of 3 Values that you selected that you may want to consider**

OCCUPATION	SUPPORTING MAJORS/PROGRAMS AT CARLETON COLLEGE	US NATIONAL MEAN SALARY	JOB FAMILY
ACTUARY	Mathematics Statistics Economics	\$114,120.00	Computer & Mathematical
AGRONOMIST	Biology/Biological Sciences Chemistry	\$136,150.00	Life, Physical, & Social Science

## Skills Assessment

A skill is defined as the ability to perform an activity proficiently. A skill can be acquired through education, work experience and job training or can be the result of a natural ability. Your skills are matched to occupations and the majors at Carleton that will support the occupations.

**Skills Assessment**

**YOUR RESULTS**

Helping Listening Writing and Authoring

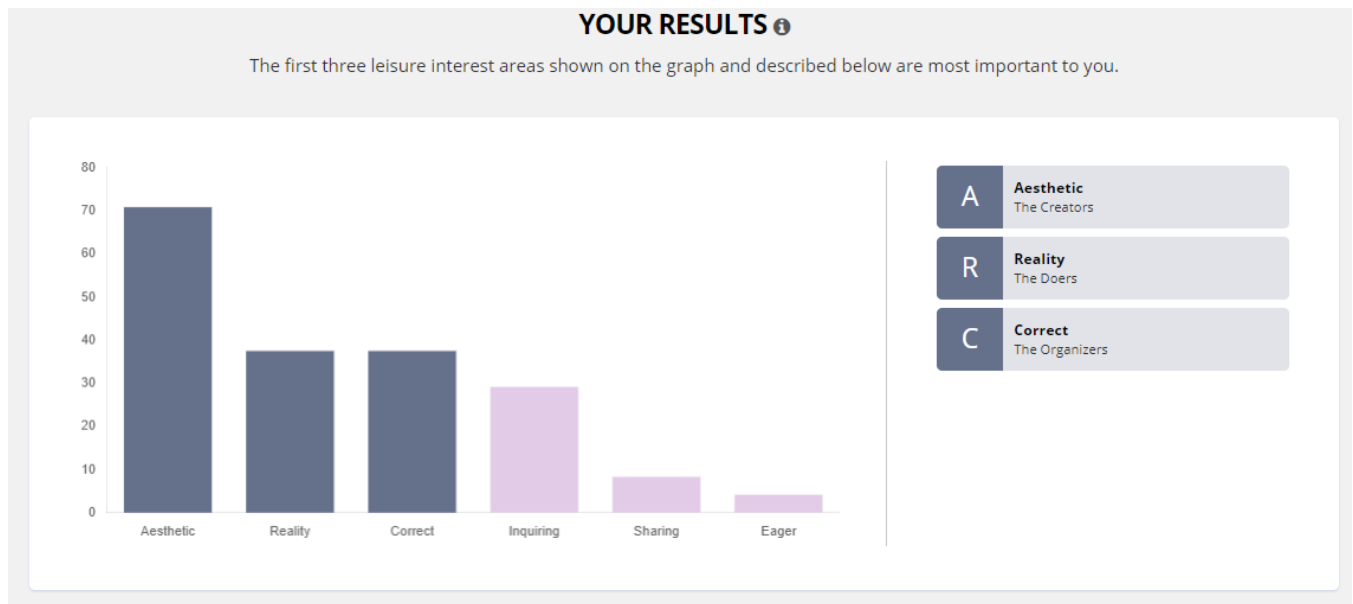
Below is a screenshot of the matching occupations from the *Focus 2 Career* database that match the skills selected in the skills assessment.

**Occupations that match all 3 Skills that you have selected**

OCCUPATION	SUPPORTING MAJORS/PROGRAMS AT CARLETON COLLEGE	US NATIONAL MEAN SALARY	JOB FAMILY
ADVERTISING SALES AGENT	<b>i</b>	\$63,660.00	Sales & Related
AUDIOLOGIST	<b>i</b>	\$79,290.00	Healthcare Practitioners & Technical
BIOLOGY PROFESSOR	Biology/Biological Sciences	\$90,420.00	Education & Training
BIOPSYCHOLOGIST	Biology/Biological Sciences Mathematics Statistics Psychology	\$94,650.00	Life, Physical, & Social Science

### Leisure Interest Assessment

The leisure interest assessment identifies your top leisure interests and matches your leisure interests to occupations and supporting majors at your college.



Below are descriptions of the individual letters in the three-letter code that is a result of taking the Leisure Interest Assessment.

***Aesthetic: "The Creators"***

- Tend to be creative and intuitive.
- Enjoy activities like writing, painting, sculpturing, playing a musical instrument, performing, etc.

*Aesthetic: "The Creators"* (continued)

- Enjoy working in an unstructured environment where they can use their imagination and creativity.
- Often described as being: open, imaginative, original, intuitive, emotional, independent, idealistic, and unconventional.

*Reality: "The Doers"*

- Prefer hands-on activities, and tend to focus on things in the physical world.
- Enjoy working with tools or machines, and often gravitate toward careers that can be performed outdoors.
- Often described as being frank, genuine, humble, practical, natural, and persistent

*Correct: "The Organizers"*

- Like to be involved in activities that follow set procedures and routines.
- Like to work with data and details, have clerical or numerical ability, and carry out tasks in great detail.
- Often described as being conforming, practical, careful, obedient, thrifty, efficient, orderly, conscientious, and persistent.

### Combining Assessments to Narrow Down Your Results

Combine your assessment results to create a list of best-fit occupations.

No occupations appear in 4 of the Assessments.

14 Occupations appear in 3 of the Assessments you have Completed.

SAVED	OCCUPATION	GREEN JOBS	BRIGHT OUTLOOK	SUPPORTING MAJORS/PROGRAMS AT CARLETON COLLEGE	SALARY	JOB FAMILY	WORK	VALUES	PERSONALITY	SKILLS
	Artists Agent (Manager)			Fine and Studio Arts <a href="#">🔗</a>	\$86,560.00	Business & Financial	-	V	P	S
	Broadcast News Analyst			English <a href="#">🔗</a> History <a href="#">🔗</a>	\$78,200.00	Arts, Entertainment, Sports, & Media	W	-	P	S
	Financial Aid Director			*	\$105,770.00	Management	-	V	P	S
	Foreign Language Interpreter		🔦	Asian Studies <a href="#">🔗</a> Latin American Studies <a href="#">🔗</a> Linguistics <a href="#">🔗</a> Russian <a href="#">🔗</a> German <a href="#">🔗</a> French <a href="#">🔗</a> Spanish <a href="#">🔗</a> Classic Languages, Literatures, and Linguistics <a href="#">🔗</a> International Relations and Affairs <a href="#">🔗</a> History <a href="#">🔗</a>	\$51,260.00	Arts, Entertainment, Sports, & Media	W	-	P	S

## EXPLORE THE POSSIBILITIES

*Focus 2 Career* offers a variety of tools to help you explore occupations and majors:

The screenshot shows a navigation menu with five blue buttons: "What can I do with a major in ... Offered at Carleton College?", "What can I do if I majored in ...", "Explore any Occupation", "Explore Occupations by Job Family", and "Compare 2 Occupations Side by Side". A callout box on the right provides details for each tool:

- Use **What Can I Do with a Major In...?** to learn about the majors offered at Carleton and the occupations associated with those majors and save those majors that appeal to you.
- Use **What can I do if I majored in. . . to Explore Any Area of Study:** Click on any area of study to learn about the specialization areas associated with any major area of study. This includes majors beyond Carleton.
- **Explore Any Occupation:** Explore over 1,000 occupations in the *Focus 2 Career* database.
- **Explore Occupations by Job Family:** Explore occupations associated with any industry area.
- Use **Compare Any Two Occupations** on the

## What Can I Do with a Major in *American Civilization*, Offered at Carleton College?

**American Civilization** [🔗](#)

A program that focuses on the history, society, politics, culture, and economics of the United States and its Pre-Columbian and colonial predecessors, and including the flow of immigrants from other societies.

The Carleton American Studies program looks at American culture through the lens of many disciplines. This includes the institutions, values, and beliefs that have shaped the experiences of U.S. residents. Core courses provide an introduction to the scholarly work in the field. Other courses draw from art history and religion to history, economics, and political science.

American Studies

SORT BY:

Occupation

[Back to Majors](#) [Save This Major](#) [Print](#)

OCCUPATION	US NATIONAL MEAN SALARY	GREEN JOB	BRIGHT OUTLOOK
Anthropologist	\$66,440.00		
Anti-Terrorism Intelligence Agent	\$81,490.00		
Archaeologist	\$66,440.00		

*The screenshot above shows the first 3 of 21 occupations listed in Focus 2 Career associated with a major in American Civilization.*

## What Can I Do if I Majored in . . .

The format of this report is identical to the one listed directly above on the previous page.

## Explore Any Occupation

The format of an occupation report is listed below. The information headings for each report consists of the following: Occupational Overview, Job Tasks, Work Interest Profile, Skills, Values, Work Conditions, Education Requirements, Outlook, Earnings, Advancement, and Professional Association.

The screenshot displays a detailed report for the occupation of Aeronautical & Aerospace Engineer. The report is organized into several sections:

- Occupation Overview:** Includes a circular image of a satellite in space and text describing the role: "Aeronautical engineers design and test aircraft vehicles & military space weapons & missiles for commercial airplane manufacturers, military & aerospace research laboratories. They experiment with new designs to enhance performance and cost efficiency." It also notes that a bachelor's degree is typically required for entry-level positions, with some employers requiring a master's degree. A "Saved" button is visible.
- Work Interest Profile:** A bar chart comparing the user's profile to the typical profile for this occupation. The Y-axis ranges from 0 to 100. The X-axis shows "Investigative" and "Realistic" interests. The user's profile is shown in blue, and the typical profile is in red.
- Skills:** Lists skills such as "Designing" (Analyzing requirements for a new product or process), "Mathematics" (Using mathematics and/or statistics), "Quality Control" (Inspecting and testing products or services), and "Science" (Using scientific methods to investigate).
- Values:** Lists values such as "Creativity" (Create new ideas, programs or products), "Income" (Having a level of income that allows one to become financially independent), "Independence" (Being able to decide on how to live one's life), "Physical Things" (Having the ability to work with one's hands), and "Tangible Results" (Doing something where you can see the results).
- Work Conditions:** Lists conditions such as "Accuracy" (Accuracy or being exact in this job), "Authority to Make Decisions" (A worker in this job has the authority to make decisions), "E-Mail" (A fair amount of time will be spent using e-mail), "Face to Face Communication" (This job requires having frequent face-to-face communication), "Sitting" (A significant amount of time is spent sitting), "Structured" (The tasks to be performed by this job are structured), and "Teamwork" (You will be working with other people).
- Education Requirements:** Lists requirements such as "Bachelor Degree" and "Masters Degree". It also includes a "SAVE THIS MAJOR" button and a description: "A general program that focuses on relationships, using symbolic logic, functional analysis, geometry, number theory, and other mathematical specializations." It also lists "Other Common Majors/Areas of Study at Saint Elizabeth's College" including "Aeronautical/Aerospace Engineering" and "Aerospace, Aeronautical and Astronautical Engineering".
- Outlook:** States that employment in this field is projected to decline by 2% or more from 2014 to 2024. Comparison: the average growth rate for all occupations over the same time period is projected to be 5% to 9%.
- Earnings:** States that people established in their career generally earn between \$ 74,650 and \$116,140. Exceptional performers can earn in excess of \$137,730. These figures are based on data collected from the US Department of Labor.
- Advancement:** States that at large companies, new graduates usually work under the supervision of experienced engineers. As they gain experience, they are given more difficult projects and eventually move into management positions. As a project engineer, they usually supervise other engineers and technicians. These positions have responsibilities and usually include supervision of other engineers. Those with leadership skills may move up to supervise a team of engineers and technicians. Engineers who move into management quickly may advance by getting a master's degree in aerospace engineering or business administration.
- Professional Association:** Lists the "Aerospace Industries Association, 1250 Eye St., NW, Washington, DC 20005. Website: http://www.aia-aerospace.org" and the "American Institute of Aeronautics and Astronautics, Inc., Suite 505, 1801 Alexander Blvd., Reston, VA 20191-4344. Website: http://www.aiaa.org".

Reports on all occupations listed in Focus 2 Career are identical to the one shown above.

## Explore Occupation by Job Family

Menu of occupations organized by job family is below. The format of this report is identical to the one listed above.

The screenshot shows a menu titled "Explore Occupations by Job Family" with a blue header. Below the header, there are four categories, each with a circular icon and a right-pointing arrow:

- Architecture & Engineering
- Arts, Entertainment, Sports, & Media
- Building & Grounds Maintenance
- Business & Financial



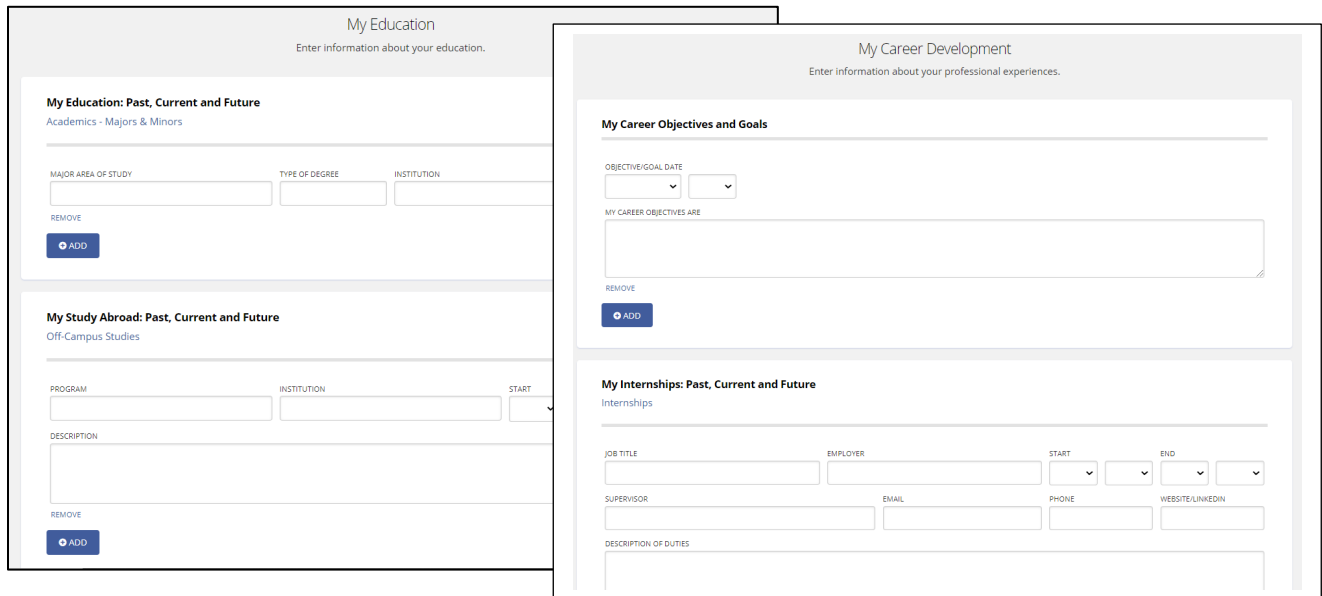
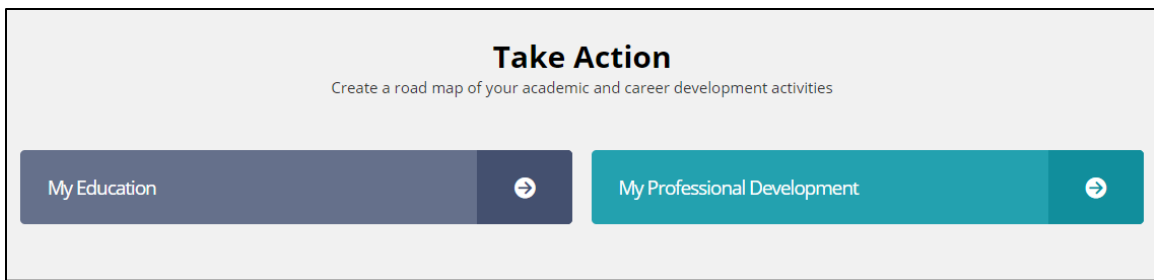
## Compare 2 Occupations Side-By-Side

Academic Advisor Save	Administrative Law Judge Save
<b>Overview</b>	
<p>Academic advisors assist students in identifying their life/career goals and developing educational plans to reach these goals. They counsel students regarding educational issues such as course and program selection, class scheduling, school adjustment, truancy, study habits, and career planning.</p>	<p>Administrative law judges conduct hearings to decide or recommend decisions on claims concerning government programs or other government-related matters and prepare decisions. Determine penalties or the existence and the amount of liability, or recommend the acceptance or rejection of claims, or compromise settlements.</p>
<b>Education Requirements</b>	
<p>A master's is generally preferred with 2-4 years of experience. Academic advisors may be hired as full time advisors in some institutions while in other institutions, academic advising is included as part of a professor's job duties. Some schools may hire enrolled students with exemplary study skills as student academic advisors on a part time basis. An experienced academic advisor may advance to the position of Director of Academic Advising coordinating and supervising programs and services relevant to academic advisement, financial aid and student life, and overseeing the overall coordination of academic support services.</p> <p><b>People can enter this occupation with more than one type of credentials. The following are the most common:</b></p> <ul style="list-style-type: none"> <li>Bachelor Degree</li> <li>Masters Degree</li> <li>Ph.D or Doctorate Degree</li> </ul> <p><b>Most Common Majors/Areas of Study:</b></p> <ul style="list-style-type: none"> <li>College Student Counseling and Personnel Services</li> <li>Community College Administration</li> <li>Counselor Education - School Counseling and Guidance Services</li> <li>Curriculum and Instruction</li> <li>Education</li> <li>Higher Education Administration</li> </ul>	<p>A bachelor's degree and work experience usually constitute the minimum requirements. Federal administrative law judges must be lawyers and pass a competitive examination administered by the U.S. Office of Personnel Management. Some state administrative law judges and other hearing officials are not required to be lawyers. Federal administrative law judges must be lawyers and pass a competitive examination administered by the U.S. Office of Personnel Management. Some state administrative law judges and other hearing officials are not required to be lawyers.</p> <p><b>People can enter this occupation with more than one type of credentials. The following are the most common:</b></p> <ul style="list-style-type: none"> <li>Bachelor Degree</li> <li>Masters Degree</li> <li>Ph.D or Doctorate Degree</li> </ul> <p><b>Most Common Majors/Areas of Study:</b></p> <ul style="list-style-type: none"> <li>Law</li> <li>Political Science</li> <li>Pre-Law Studies</li> </ul>

*Shown above are the first two sections of the full report comparing two occupations.*

### TAKE ACTION

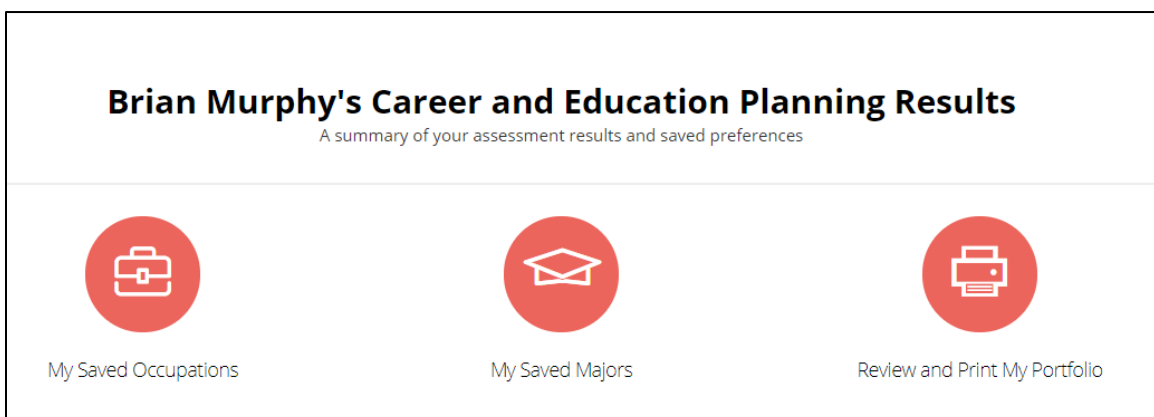
To assure systematic progress toward your goals, it is helpful to have an "Action Plan." Complete the *Take Action* section on the *Focus 2 Career* Dashboard to record your education plans, professional development plans and experiences you will pursue to support your career development. As you build your career development plan, you will want to reflect upon your long-term goals and the immediate steps you will take in the short term to achieve your goals.



Above are screenshots for the “My Education” and “My Career Development” pages of the Take Action section.

## STUDENT’S CAREER & EDUCATION PLANNING RESULTS

*Focus 2 Career* saves all your results, comments & preferences in *Your Portfolio*.

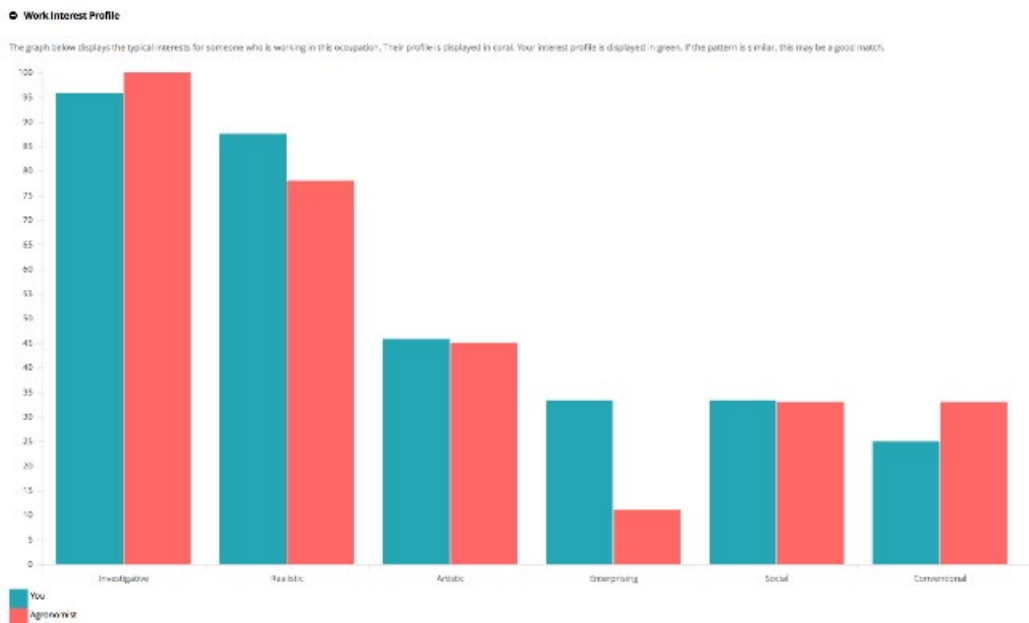


### My Saved Occupations

An ongoing exploration of occupations using the *Focus 2 Career* system will help you to make informed decisions about your career and education. Review your saved occupations in your

career portfolio. Be sure to examine the job duties, employment outlook, advancement opportunities, earnings, areas of study and required credentials, etc. associated with an occupation of interest to you.

Are your work interests a good match with the work interests of your favorite occupations? To answer this question, click an occupation name and examine that occupation’s Interest Profile. If you have completed the Work Interest Assessment, the graph (like the one below) will compare your Holland Code to the Holland Code for that occupation.



Below is a screenshot showing what the “Your Saved Occupations” page looks like.

### Your Saved Occupations

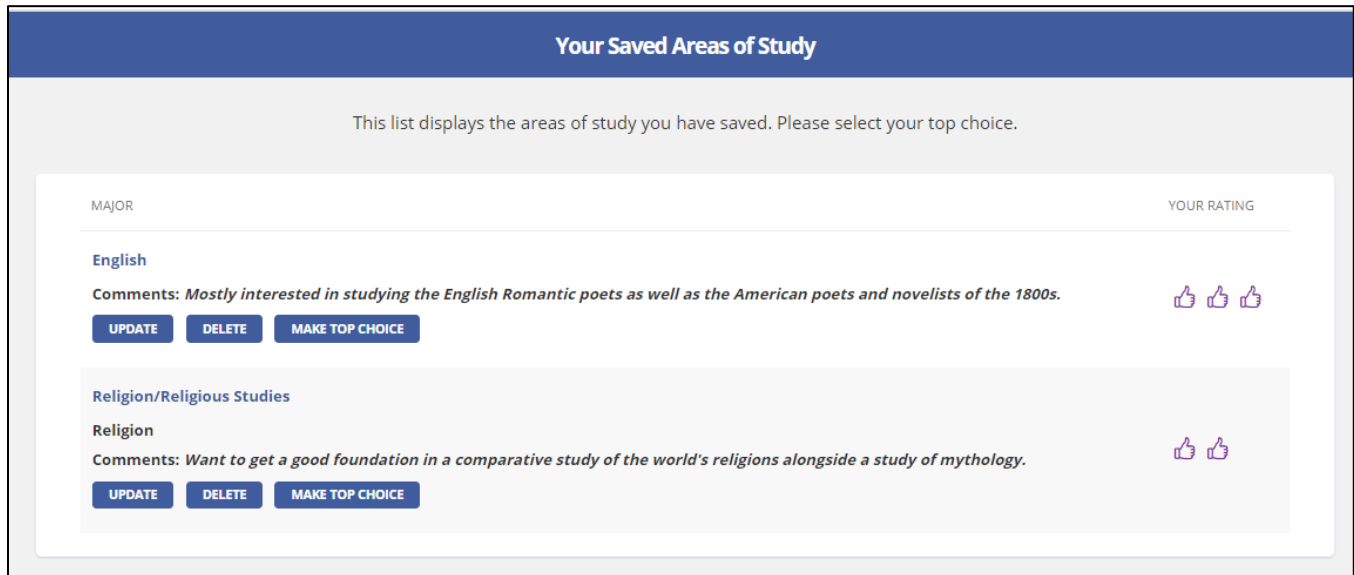
This list displays the occupations you have saved.

🌿 Green Job
🔆 Bright Outlook

OCCUPATION	YOUR RATING	MAJORS AT THIS COLLEGE
<p><b>Chaplain</b></p> <p><i>Comments: Arrange a series of informational interviews with pastors in a variety of denominations who have interest and experience in spiritual direction.</i></p> <p>Factors that appeal to you: Job Duties, Values, Areas of Study</p> <p><span>UPDATE</span> <span>DELETE</span></p>	<p>👍 👍</p>	<p>Russian, German, French, Religion/Religious Studies, Philosophy, Psychology, History</p>
<p><b>English Language and Literature Professor</b></p> <p>Factors that appeal to you: Values, Interest Profile, Working Conditions, Areas of Study</p> <p><span>UPDATE</span> <span>DELETE</span></p>	<p>👍 👍</p>	<p>Classic Languages, Literatures, and Linguistics, English</p>
<p><b>Librarian</b></p> <p><i>Comments: Check with the music librarian in the International Folk Music Archive regarding a possible internship for the summer of 2021.</i></p> <p>Factors that appeal to you: Job Duties, Skills, Interest Profile, Working Conditions, Areas of Study</p> <p><span>UPDATE</span> <span>DELETE</span></p>	<p>👍 👍</p>	<p>History, Art History, Criticism and Conservation, Music, English, Religion/Religious Studies, Classic Languages, Literatures, and Linguistics, French, Linguistics, German, Russian</p>

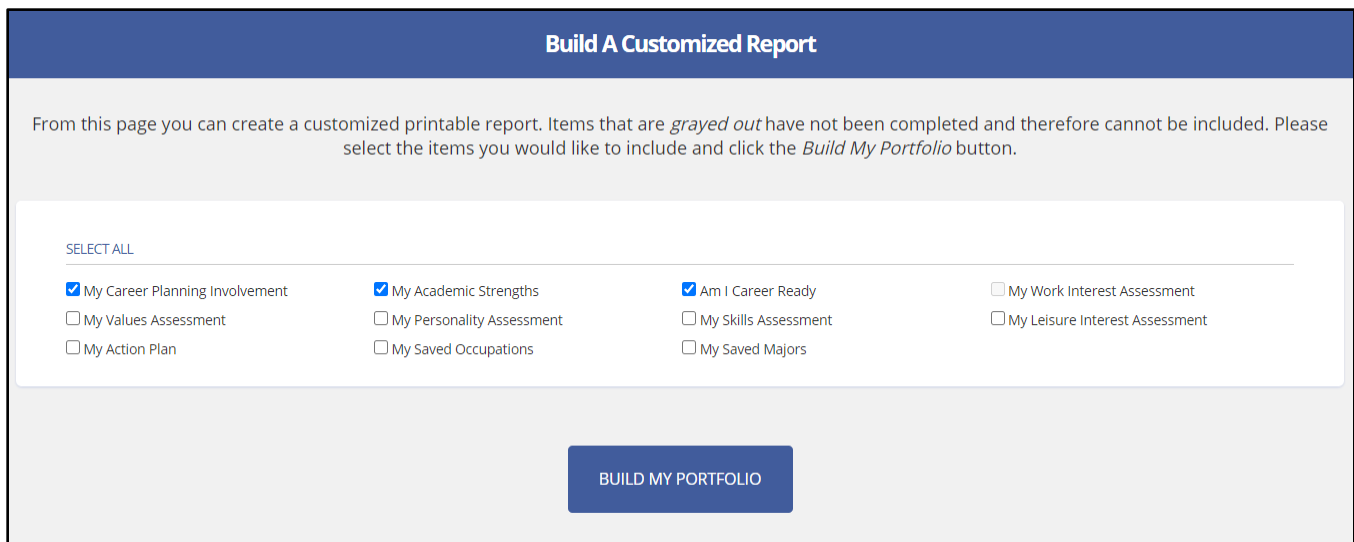
## My Saved Majors

Below is a screenshot showing what the “Your Saved Majors” page looks like.



## Review and Print My Portfolio

Students can select different parts of their *Focus 2 Career* results to build a customized report.



The portfolio screenshot on the next page shows just the results of three of the assessments in *Focus 2 Career*: “My Career Planning Involvement,” “My Academic Strengths,” and “Am I Career Ready.” You can choose to include as much or as little of the saved information in your *Focus 2 Career* account.

## Focus 2 Portfolio

Carleton College

Brian Murphy

09/30/2020



### My Career Planning Involvement

Completion Date September 8, 2020

#### Self Assessment Score

2.67

Self Assessment is the first and most important step in career planning and is used to identify occupations and major study areas compatible with your personal attributes. Your *medium* self assessment score indicates that you are moderately involved in examining your interests, values, personality, and skills. It is important that you stay actively involved in self assessment because finding a satisfying career path begins with knowing yourself.

#### Career Exploration Score

2.33

Career Exploration is important because learning about types of jobs, educational requirements, and job functions will help you to identify occupations that appeal to you. Your *medium* score indicates that you are moderately involved in career exploration. It is important that you continue or increase your involvement in career exploration because it will help you narrow down your options and map out your career goals. Exploration should be ongoing because new career paths are constantly unfolding, traditional ones are changing and shifts may be taking place in skills and educational requirements.

#### Career Planning Satisfaction Score

2.33

Career Planning Satisfaction measures the extent to which you are satisfied with the results of your career planning activities and your ability to resolve problems that can interfere with your decision making. Your *medium* score suggests you may be experiencing some problems with your career planning. If you think you are not able to resolve problems of concern on your own, you should discuss them with a career counselor.



### My Academic Strengths

Completion Date September 8, 2020

"I do very well" in the following:

English and Language Arts; Literature; Performing Arts (Dance, Drama, Music); Physical Education; Physical Sciences (Chemistry, Geology, Physics, Astronomy); Social Sciences (Psychology, Philosophy, Religion); Social Studies (History, Global Studies, Government); Skilled Trades/Vocational;

"I do alright" in the following:

Foreign Languages; Life Science (Biology, Environmental Sciences, Ecology); Mathematics; Technology (Computer Science, Web Design, Media Technology);

"I never took this subject" in the following:

Art (Fine, Visual, Studio, Design); Business (Management, Marketing, Economics); Engineering; Family and Consumer Science (Food Science, Hospitality, Child Care);



## Am I Career Ready

Completion Date September 29, 2020

### **Critical Thinking/Problem Solving** Moderately Developed

- Participate in research projects.
- Ask questions. Avoid accepting ideas as fact.
- Utilize Carleton's small class size to participate in class discussions and debates.
- Be inquisitive and take initiative to solve problems. Seek out solutions to problems.

I am developing my critical thinking/problem solving skills by selecting items from the list above and following through with them. Additional Strategies: -- Join the Math Club -- Take a logic class in the Philosophy Department -- Apply for a student work job at the IT Help Desk

### **Oral/Written Communications** Highly Developed

- Take a variety of writing-rich classes such as Creative Writing.
- Proofread your papers to avoid errors or visit The Writing Center at the Libe.
- Develop your elevator pitch which is a professional sounding introduction about yourself.
- Video tape or watch yourself in a mirror yourself speaking on a topic then watch it to assess your verbal and non-verbal strengths and areas for improvement.

I am developing my oral/written communication skills by selecting items from the list above and following through with them. Additional Strategies: -- Write a guest column for the Carletonian, and maybe apply for an official position at the paper. -- Go to the writing center once per week for feedback on whatever writing project I'm working on.

### **Teamwork/Collaboration** Moderately Developed

- Work with other Carls on a class project with shared duties.
- Come to a group decision on how team members will communicate and when.
- Look for campus involvement opportunities to enhance teamwork skills.

I am developing my teamwork/collaboration skills by selecting items from the list above and following through with them.

### **Digital Technology** Slightly Developed

- Create a LinkedIn, Handshake, and Carleton profile and use regularly. Seek out social media responsibilities in a student organization.
- Subscribe to trending technology related Twitter feeds.
- Put your digital resume on LinkedIn/Handshake and explore the information sent back to you based on your likes and interests.
- Practice using technology tools to develop presentations, communicate on-line and coordinate group projects.

I am developing my critical digital technology skills by selecting items from the list above and following through with them.

### **Leadership** Moderately Developed

- Offer to be a team leader for a group assignment or organization.
- Think about how to maximize people's strengths when managing a project.
- Run for a position on the CSA (Carleton student Association) or become a board member of a campus club or organization.

I am developing my critical leadership skills by selecting items from the list above and following through with them.

### **Professionalism/Work Ethic** Highly Developed

- Avoid engaging in negative interactions in school and in the work place.
- Keep a positive attitude and be cordial. In a tough situation or when dealing with negativity stay positive and proactive.
- Look for/ask for opportunities to contribute at work if you have finished your tasks rather than sitting around waiting for your next assignment.

I am developing my professionalism/work ethic skills by selecting items from the list above and following through with them.

**Career Management Moderately Developed**

- Stay aware of trends in the job market.
- Find out what types of jobs exist in a career area that appeals to you.
- Do volunteer work, internships or summer jobs in fields that appeal to you.
- Review your social media through the eyes of a future employer and determine appropriateness.

I am developing my career management skills by selecting items from the list above and following through with them.

**Global/Intercultural Fluency Highly Developed**

- Talk with Carls or other people who you may not necessarily agree with and try to understand their perspective.
- Attend events with people who have different politics, education, religion, ethnicity, race, affectional or sexual orientation.
- Do Harvard's Implicit Bias Curve to learn about your biases.

I am developing my global/intercultural fluency skills by selecting items from the list above and following through with them.

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