Getting Started with Focus 2

Excelsior College’s Online Career & Education Planning Tool
Create your Focus 2 account

Find the Excelsior Access Code and register for your account at career.excelsior.edu/focus2

New users select ‘Register for Focus 2’ and use your MyExcelsior log-in credentials when prompted. This will allow you to get to the Access Code.
Using Focus 2: The Main Menu

The Main Menu is divided into 6 sections that mirror the career planning process.
Focus 2 Main Menu

Welcome! Excelsior College
Let's get started developing your personalized career and education plans!

My Career Planning Readiness
START OVER REVIEW RESULTS

My Academic Strengths
START OVER REVIEW RESULTS

Self Assessment
Discover majors and occupations that match your personal attributes

Work Interest Assessment
100%
RESULTS Review Start Over

Values Assessment
100%
RESULTS Review Start Over

Personality Assessment
100%
RESULTS Review Start Over

Skills Assessment
100%
RESULTS Review Start Over

Combine Assessments
4/4 Completed

Focus 2 is user friendly and will guide you through the career and education planning process.
Career Readiness

Your Career Planning Status

- Highlights activities that support informed decision making.

Academic Strengths

- Identify academic areas of strength.
Self-Assessment

Work Interest Assessment
Skills Assessment
Personality Assessment
Values Assessment

- Take multiple career assessments to see where your personality, interests, skills, and values intersect

Narrow and Refine Your Results:
See Your Top Career Choices

- Save preferred occupations and majors
Sample Work Interest Profile

Your top 3 work interests make up your Holland Code

Enterprising: "The Persuaders"
People in the enterprising category often prefer activities selling and promoting. They enjoy influencing others and being in a leadership position. They often use their skills to influence others. They often like competitive activities and are often self-confident, talkative and energetic. They generally enjoy discussing politics, selling and promoting, having power and status, giving talks and speeches, and leading groups.

Social: "The Helpers"
People in the social category prefer to work with others. They tend to be highly verbal, express themselves well, and get along well in groups. Social types typically prefer the team approach to problem solving. People in the social category often describe themselves as cooperative, friendly, and understanding. They generally enjoy teaching, caring for others, volunteering, mediating disputes, meeting new people, and working in groups.

Conventional: "The Organizers"

Sample Assessment Profile

Your profiles are matched to:
1. Occupations that match your skills, interests, values, and personality
2. Programs at Excelsior College
Explore Your Assessment Results

Select *Narrow and Refine Your Results: See Your Top Career Choices* in the Self-Assessment menu to combine your assessment results and narrow your best fit career options.
Explore Your Assessment Results

Vary degree levels to yield customized results. How does degree level impact opportunities available in a career field?
Explore Occupations

Career / Guidance Counselor

Occupation Overview

Career Counselors provide educational and career guidance services to students in educational settings. They help students explore realistic career choices by assessment of their attributes through interviews and the use of interest and values inventories, ability and achievement tests. Counselors generally have a master’s degree in either counseling psychology, student affairs, student development, career counseling or education. Essential knowledge and skills include career development theory, assessment instruments, School-to-Work concepts and computer application skills. All states require school counselors to be certified.

- Job Tasks
- Work Interest Profile
- Skills
- Values
- Work Conditions
- Education Requirements
- Outlook
- Earnings
- Advancement
- Professional Association
Explore Occupations

The graph below displays the typical interests for someone who is working in this occupation. Your interest profile is displayed in green. If the pattern is similar, this may be a good match.

Compare your interest profile to that of the occupation. This is a good match!
Explore Occupations

This is a poor match!
Explore Occupations

View relevant professional associations

- **Professional Association**
  - American Counseling Association, 5999 Stevenson Avenue, Alexandria, VA 22304
    Website: [http://www.counseling.org/](http://www.counseling.org/)
  - National Career Development Association, 305 N. Beech Circle, Broken Arrow, OK 74012
    Website: [http://www.ncda.org/](http://www.ncda.org/)
  - American College Personnel Association, One DuPont Circle, NW, Suite 300, Washington, D.C. 20036-1110
    Website: [http://www.myacpa.org/](http://www.myacpa.org/)
  - National Association of Colleges & Employers, 62 Highland Avenue, Bethlehem, PA 18017-9928
    Website: [http://www.naceweb.org/](http://www.naceweb.org/)
Explore the Possibilities

Focus 2 saves all of your results and can be used as an ongoing resource

- What can I do with a major in ... at Excelsior College?
- Explore any Area of Study
- Explore any Occupation
- Explore Occupations by Job Family
- Compare 2 Occupations Side by Side
What Can I Do with a Major in...?

Your Interest Profile Results → Suggested Areas of Study

Select an Excelsior College program below to learn more about its related occupations.

<table>
<thead>
<tr>
<th>PROGRAMS OF STUDY</th>
<th>SAVED</th>
<th>SUGGESTED</th>
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<tbody>
<tr>
<td>Accounting and Business/Management</td>
<td></td>
<td></td>
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<tr>
<td>BS in Business: Accounting</td>
<td></td>
<td></td>
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<tr>
<td>Dual Degree Options Available</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MBA: Accounting</td>
<td></td>
<td></td>
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<tr>
<td>Biology/Biological Sciences</td>
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<td></td>
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<tr>
<td>BS-Natural Sciences: Biology</td>
<td></td>
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<tr>
<td>Business Administration and Management</td>
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<tr>
<td>BPS-Business &amp; Mgmt</td>
<td></td>
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<tr>
<td>BS-Business (with concentrations)</td>
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<tr>
<td>BS-Health Care Mgmt</td>
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<td>Dual Degree Options Available</td>
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<tr>
<td>MBA (with concentrations)</td>
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</tbody>
</table>
What Can I Do with a Major in...?

Select a major to view related occupations. Do these jobs sound interesting to you? If so, save this major.
Collect your intended career choices and areas of study in one place

List your advisors and relevant experiences

Take Action
Create a road map of your academic and career development activities

My Education

My Professional Development

Recommended Tools & Websites

Links to Resources

Resource Links

Create your Excelsior College Action Plan here.
Your Career Portfolio

Focus 2 saves all of your results, questions, and preferences. They can all be combined to create Your Career Portfolio.

Mike Smith’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
Recommended Tools & Websites

View all of the resources and services available to you as an Excelsior College Student or Alumnus. Find specialized resources for our service members and veterans while transitioning to the civilian workforce.

- Excelsior College Action Plan
- Excelsior College Career Center
- EC JobLinks
- Job Search Tools & Techniques
- Career Counseling
- Military & Veteran Transition Resources
Create long and short-term goals and then identify:

- Actions necessary to achieve these goals
- People and other resources that will help you
- Barriers and constraints you will overcome
- Target dates for your plan

Start with a long-term goal

Then add your supporting short-term goals
Follow-up

Review your results

- Use them to understand how your interests, skills, personality type, and values will be an asset to you in the world of work

Would you like to discuss your results with a professional Career Counselor?

Contact Career Services:

- [Schedule an appointment](#)
- (888) 533-9267, press 1