

**Use FOCUS 2 to help you select your Major and Career Path**  
 FOCUS 2 will guide you through a reliable career and education decision making model to help you **choose your major at your college and make informed decisions about your career.**

### FOCUS 2 Main Menu Features and Functions

	<i>Main Menu Features</i>	<i>Functions</i>
	<p><b><u>Career Readiness</u></b>                      Career and Educational Goals                      Academic Strengths                      Your Accomplishments                      Your Career Planning Status                      Your Personal Development Needs</p>	<p><b><u>A Great Starting Point:</u></b></p> <ul style="list-style-type: none"> <li>Assess your involvement in activities that support career and education decision making. Begin the Career Planning Process.</li> <li>Identify your "Career and College Ready" strengths and needs.</li> </ul>
	<p><b><u>Self Assessment:</u></b>                      Work Interests Assessment                      Personality Assessment                      Skills Assessment                      Values Assessment                      Leisure Interests Assessment  <b><i>Narrow and Refine Your Results:</i></b>  <i>See Your Top Career Choices</i></p>	<p><b><u>Five Valid and Reliable Self Assessments:</u></b></p> <ul style="list-style-type: none"> <li>Identify occupations &amp; the supporting major areas of study at your college that match your assessment results.</li> <li>Save your preferred occupations &amp; majors along with your comments &amp; rankings.</li> <li>Narrow down your results by combining assessment results.</li> </ul>
	<p><b><u>Explore the Possibilities</u></b>                      Search by Name                      Search by Industry                      What can I do with a major in...?                      Compare Two Occupations Side by Side</p>	<p><b><u>Explore Any Occupation</u></b></p> <ul style="list-style-type: none"> <li>Explore occupations by name or industry</li> <li>Use <i>What Can I Do with a Major In...?</i> to identify majors at your college that match your interests and learn about the work associated with those majors.</li> </ul>
	<p><b><u>Create a Plan to Achieve Your Objectives</u></b>                      Your Action Plan                      Review and Print your Action Plan</p>	<p><b><u>Your Action Plan</u></b></p> <ul style="list-style-type: none"> <li>Map out your education plans and the steps you will take to achieve your career goals. Plan for internships, volunteer work, study abroad. Identify contacts &amp; mentors.</li> </ul>
	<p><b><u>Your Career Portfolio</u></b>                      Review &amp; update saved occupations                      Review &amp; update your saved majors                      Review and print your portfolio</p>	<p><b><u>Your Career Portfolio</u></b></p> <ul style="list-style-type: none"> <li>A summary of your assessment results, preferred occupations and major areas of study.</li> </ul>
	<p><b><u>Recommended Tools and Websites</u></b>                      Upcoming Events                      Job Board &amp; Internship Opportunities                      Website Links</p>	<p><b><u>Links To Important Websites</u></b></p> <ul style="list-style-type: none"> <li>Search for jobs at national, state, or local levels, and by specialty.</li> <li>Find out about upcoming events related to career fields &amp; employment.</li> <li>Connect to websites recommended by your career counselors and advisors.</li> </ul>

**Step 1:** Complete the FOCUS 2 Self Assessments

**Step 2:**

- To narrow your results: Click on **Narrow and Refine Your Results: See Your Top Career Choices.** This feature combines two or more assessments' results so that only those occupations occurring in multiple lists are displayed.
- **Exploring the Occupation and Major Lists presented in your assessment results.** Your assessment results are matched to occupations and supporting majors at your college.

Following completion of each assessment, you are presented with a list of Occupations and Majors at your college matching your assessment results.

You can vary the education level of the occupations displayed matching the assessment results.

Click on any occupation for an in depth description of the occupation.

**Explore and save the occupations that appeal to you.**

- MENU
- Overview
- Job Duties
- Skills
- Values
- Outlook
- Earnings
- Advancement
- Interest Profile
- Working Conditions
- Contact Info
- Areas of Study

**Overview**

**Archeologist**

Archeologists research the materials and records of past cultures, countries, tribes, and early prehistoric man in order to reconstruct and understand their origin and development. They excavate, analyze, classify and interpret artifacts and weapons to identify trends.



Graduates with a master's degree in archeology can qualify for a teaching position in two-year colleges, while a Ph.D. is usually the minimum requirement for most teaching positions in 4-year colleges. Training in statistics is essential for those who wish to find research positions in government agencies or in social science research institutes.

- Play Video
- Save this occupation
- Printer Friendly

**Step 3:** Save your favorite occupations and majors with your comments, questions and rankings. By saving your preferred occupations and majors you are making decisions.

- Review and save at least 5 of your favorite occupations listed in your assessment results.
- Review and save 1-2 majors that will support those occupations.

List 5-10 of your favorite occupations that you have saved:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

List the majors offered at your college that support your favorite occupations:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Step 4:** Click on ***What Can I do with a Major In...?*** Click on any major of interest to you to learn more. Note that the majors that are congruent with your work interests have been tagged as suggested majors. Explore the occupations associated with a major that is of interest to you. To learn more, click on any of the associated occupations in the list below the major and explore the following:

**Outlook:** What are the employment opportunities projected for these occupations?

**Advancement:** What opportunities are typically available to a person in this field?

**Interest Profile:** How do your work interests compare with the work interests of the occupations in this career field?

**Professional Assoc.:** Links to Professional Associations related to this field of work.

**Areas of Study:** What are the education credentials and areas of study that are typically pursued by people in this field?

**Summing it up**

Which majors are most appealing to you after your in depth review of majors?

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What questions / comments do you have about the major(s) you are considering?

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Do your preferred majors support your personality preferences, career interests, skills and values? Why is this major a good fit for you?

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How can your FOCUS 2 self assessment results help you with your major selection and career decision making?

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**Informed Decision Making: Continue to use FOCUS 2 as a resource to help you make informed decisions about your career and education.**

- Evaluate your **Career Readiness** using all the features of that FOCUS 2 section and learn about effective ways to engage in the career planning process using **Your Career Planning Status**.
- Understand your FOCUS 2 results. Review your results summarized in **Review and Print Your Career Portfolio** on your own and/or with your career counselor. Review your FOCUS 2 assessment results when writing your resume, cover letters and planning for interviews. Know why and be able to discuss how your interests, personality type, values and skills are an asset in the work world.
- **Job Boards and Internship Opportunities** (under Recommended Tools and Websites on the Main Menu) This tool will link you to Job Boards to explore the current job market in various categories.
- Continue your career and education exploration using FOCUS 2. Exploration of occupations is a key component of career planning. You can explore occupations using several tools in FOCUS 2 including:

- ✓ Search by Occupation Name: Explore over 1,000 occupations
- ✓ Search by Industry: Explore occupations associated with an industry area.
- ✓ What can I do with a major in...? Learn more about the majors offered at your college and the occupations associated with those majors. To explore majors not offered at your college and learn about specialization areas in any major field of study, scroll down beyond your college's major areas of study to explore a list of all majors and specializations offered in the U.S.A.
- ✓ Compare Two Occupations Side by Side This feature offers a side by side comparison of any two occupations you select.
- ✓ Create an Action Plan to Achieve Your Objectives: With this feature you can plan your course work, map out your objectives and plan for internships, volunteer work, and other activities that will support your career and education decision making.