

Welcome to FOCUS 2, Delaware Tech's Career Exploration and Planning Tool

FOCUS 2 includes self-assessments and information to research careers. Based on your self-assessment results, you will be able to explore occupations and majors. To benefit fully from assessment and exploration tools: **We recommend you visit Career Services.** Here, an Academic Counselor will help you interpret your results and develop career goals. Contact us soon for an appointment! Use FOCUS 2 as a student or alumni:

New Students

► Build self-awareness and capture the descriptive words you can use on your resume to portray yourself effectively ► Understand the Career Planning process ► Explore majors at your college that match your interests and support your career goals ► Explore career fields and occupations that appeal to you ► Make informed decisions about your major and career ► Develop an action plan

Current Students and Alumni

► Ongoing career exploration and awareness ► Gain experience ► Make career plans ► Plan for advanced education and training ► Explore options for transitioning into new or specialized occupations

To SET UP an account and log back into FOCUS 2:

New Users

Create an account by registering yourself for FOCUS 2. Link to the self-registration / log in page from: <https://www.focuscareer2.com/portal/login.cfm?SID=979> Access Code: **careers**

Returning Users

Log back in by entering your username and password on the FOCUS 2 log in page. If you forget your user name and password, go to the log in page to have it emailed.

Things to Keep in Mind

- Use FOCUS 2 online on any PC or MAC computer or IPAD anywhere, anytime.
- FOCUS 2 always saves your results.
- Use FOCUS 2 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 counselor/advisor.

Use the system features in any order. Below is a snapshot of the FOCUS 2 Main Menu, which mirrors the steps of the career planning process. Most students start at the top of the Main Menu and work their way down through the FOCUS 2 tools.

FOCUS 2 Main Menu Features and Functions

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

Dover (Terry) Campus
 Terry Building, Room 115
 (302) 857-1027

Georgetown (Owens) Campus
 Student Services Center, Room 958
 (302) 259-6054



Stanton Campus
 Room D120
 (302) 454-3989

Wilmington Campus
 East Building, Room 113E
 (302) 573-5464