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## Focus2 Assessment Assignment

Several self-assessments are available to you in Focus2. The results of each self-assessment include occupations and supporting majors at your college 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.

Be sure to save your favorite occupations and majors. By eliminating or saving occupations and majors you are making decisions. Narrative descriptions of your attributes are included in each of the assessment results and are summarized in your career portfolio. You should have a good understanding of your career relevant attributes and how they will be an asset to you in the world of work. Your assessment summaries can be helpful to refer to while writing cover letters or preparing for interviews.

### Instructions:

1. Log into Focus2 (and register your account if this is your first time logging in):  
<https://fc.proxy.elasticssso.com/saml/module.php/elasticssso/sso.php?entityID=https://login.scu.edu/idp/shibboleth>

### Diagnostic Questions

Have you declared a major?: (Circle/highlight one) YES NO

Do you know what type of career you would like to pursue?: (Circle/highlight one) YES SOMEWHAT NO

## Exercise 1: My Career Planning Involvement

Instructions: Complete the 'My Career Planning Involvement' assessment and enter your score.

Estimated time to complete: 10 minutes

	<b>Your Score</b> Scores range from 1 to 5 1=Not Prepared   5=Very Prepared
<b>Self Assessment</b> 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.	
<b>Career Exploration</b> is important because learning about types of jobs, educational requirements, and job functions will help you to identify occupations that appeal to you.	
<b>Career Planning Satisfaction</b> 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.	

**Reflection:** *How do you feel about your 'Career Planning Involvement' scores? Do they seem accurate? What might you do to improve them?*

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## Exercise 2: My Academic Strengths

Instructions: Complete the 'My Academic Strengths' assessment and enter your results.

Estimated time to complete: 10 minutes

<b>"I do very well" in the following:</b>	
<b>"I do alright" in the following:</b>	
<b>"I don't do well" in the following:</b>	
<b>"I never took this subject" in the following:</b>	

**Reflection:** *If you've already declared a major, are the subjects you "do very well" in similar to the major you've chosen? If you haven't declared a major, could these results be helpful to you making a decision? How so? Of the subjects that you "never took," are there any that you are curious about exploring?*

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## Exercise 3: Am I Career Ready?

Instructions: Complete the 'Am I Career Ready' assessment.

- After completing the assessment, Focus2 will ask you to identify specific ways to improve each skill and you can enter some brief notes.
- Focus2 gives you the option to print your responses, but you do not need to print each individual result for this assignment.

Estimated time to complete: 20-30 minutes

These competencies are based on the National Association of Colleges and Employers' (NACE) definition of career readiness. Read more here:

<https://www.naceweb.org/career-readiness/competencies/career-readiness-defined>

**Enter your score for each career readiness skill: (Scores range from 0-100)**

- 0 - 20 Skill is not yet developed
- 20 - 40 Skill is slightly developed
- 40 - 60 Skill is moderately developed
- 60 - 80 Skill is highly developed
- 80 - 100 Skill is very highly developed

Career & Self Development	Communication	Critical Thinking	Equity and Inclusion
/ 100	/ 100	/ 100	/ 100
Leadership	Professionalism	Teamwork	Technology
/ 100	/ 100	/ 100	/ 100

**Reflection:** Do you agree with your scores? Why or why not? Are there other skills that you possess that you think are important, but are not included here? What are they?

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**Reflection:** What activities could you participate in to help develop the competencies you scored lower on?

Competency	Activity

## Exercise 4A: Work Interest Assessment (Holland Code/RIASEC Code)

Instructions: Complete the 'Work Interest' assessment and enter your results.

Estimated time to complete: 20-30 minutes

**What is your 2-letter or 3-letter Holland Code?:**

1st letter

2nd letter

3rd letter

**Realistic: "The Doers"** | Often prefer to work with objects and things. Likely to enjoy creating things with their hands and using tools and machines. Some prefer large, powerful machines like tractors, while others prefer precision machinery such as X-ray or electronic equipment. Generally enjoy being physically active, repairing equipment, rebuilding cars, fixing electrical things, solving mechanical problems, playing sports, working outdoors, and using their hands.

**Investigative: "The Thinkers"** | Strong desire to understand cause and effect, and solve puzzles and problems. Often work in jobs that are scientific in nature and often involves the analysis of data, using formulas, graphs and numbers. Typically prefer to work independently, and with minimum supervision. Generally enjoy using computers, solving math problems, interpreting formulas, and thinking abstractly.

**Artistic: "The Creators"** | Prefer to be expressive. 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. Generally enjoy activities such as: writing, poetry, photography, designing, singing, acting, dancing, painting, attending theaters and exhibits, and reading.

**Social: "The Helpers"** | Prefer to work with others. Tend to be highly verbal, express themselves well, and get along well in groups. Typically prefer the team approach to problem solving. Often describe themselves as cooperative, friendly, and understanding. Generally enjoy teaching, caring for others, volunteering, mediating disputes, meeting new people, and working in groups.

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

**Conventional: "The Organizers"** | Often prefer orderly, systematic work. Work tasks often include keeping records, and organizing written and numerical materials according to a plan. Like to see things run efficiently and smoothly, which means they will pay attention to administrative details. Generally enjoy keeping accurate records, organizing, working with numbers, and using a computer.

**Reflection:** *Do you agree with your Holland Code? Are you surprised by the results? Why or why not?*

## Exercise 4B: Work Interest Occupation Results

Instructions: Look at the occupations matching your Holland Code results. Click on the one that is most interesting to you, and then answer the following questions:

Estimated time to complete: 15-20 minutes

<b>Occupation:</b>	
<b>Skills:</b> Write down 2 required skills.	<ul style="list-style-type: none"><li>•</li><li>•</li></ul>
<b>Values:</b> Write down 2 common values.	<ul style="list-style-type: none"><li>•</li><li>•</li></ul>
<b>Work Conditions:</b> Write down 2 common working conditions.	<ul style="list-style-type: none"><li>•</li><li>•</li></ul>
<b>Minimum education requirement:</b> (e.g., associate degree, bachelor's degree, or advanced degree)	
<b>Does Santa Clara University offer majors that relate to this occupation?</b> (Yes or No)	
<b>Outlook:</b> Is employment projected to grow, stay steady, or decline?	
<b>Earnings (National):</b> What is the typical salary range for this occupation nationally?	
<b>Earnings (California):</b> What is the typical salary range for this occupation <u>in California</u> ? (You will need to click 'View salary information by state')	
<b>Professional Association:</b> List at least one professional association related to this occupation.	

**Reflection:** *In your opinion, why is it useful to know things like the working conditions, educational requirements, job outlooks, and salary ranges of different occupations? How can knowing this information help you decide on a potential career path?*

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## Exercise 5: Personality, Skills, Values and Leisure Assessment

Instructions: Complete the remaining assessments in Focus2 and then answer the following questions.

Estimated time to complete: 20-30 minutes

**(5A) Personality Assessment:** The Focus2 personality assessment is based on the Myers-Briggs Type Indicator (MBTI). The assessment measures how a person likes to focus his/her/their attention, how they prefer to acquire information, handle information, look at the world, and make decisions. Your personality type is matched to occupations and supporting majors at your college.

**What are the 3-5 words that describe your personality type?**

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1st word

2nd word

3rd word

4th word

5th word

**Which MBTI Type<sup>1</sup> is the closest match to the words that describe your personality? (Circle/highlight)**

MBTI Type	Descriptors
ENFJ	Social, Motivator, Systematic, Altruistic
ENFP	Open-minded, Enthusiastic, Observant, Creative, Spontaneous
ENTJ	Systematic, Efficient, Direct, Leader, Intellectually Curious
ENTP	Innovative, Energetic, Objective, Sharp-Witted, Resourceful
ESFJ	Caring, Reliable, Systematic, Harmonious, Positive
ESFP	Open-minded, Sociable, Fun-loving, Adaptable, Sensible
ESTJ	Practical, Responsible, Systematic, Direct, Sensible
ESTP	Flexible, Spontaneous, Practical Sensible, Enthusiastic
INFJ	Organized, Independent, Caring, Motivator
INFP	Creative, Flexible, Caring, Supportive, Idealist
INTJ	Independent, Strategic, Precise, Goal Oriented, Perceptive
INTP	Creative, Analytical, Flexible, Intellectual, Logical
ISFJ	Orderly, Perceptive, Reliable, Precise, Dependable
ISFP	Caring, Flexible, Harmonious, Adaptable, Loyal
ISTJ	Practical, Responsible, Thorough, Orderly, Sensible
ISTP	Logical, Objective, Analytical, Efficient, Observant

**Reflection:** *Do you agree with your personality type results? Why or why not?*

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<sup>1</sup> Read more about the MBTI here: <https://www.myersbriggs.org/my-mbti-personality-type/the-16-mbti-personality-types/> and <https://eu.themyersbriggs.com/en/tools/MBTI/MBTI-personality-Types>

## Exercise 5B: 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.

**What are your top 3 values? Rank them in order of most important to least important. (1=Most important, 3=Least important)**

Altruism/Helping Society		Physical Things	
Artistic Creativity		Prestige	
Creativity		Risk Taking	
Helping Others		Stability	
Income		Tangible Results	
Independence		Working Outdoors	
Influence			

**Reflection:** Describe why your top values are important to you. What other values are important to you that aren't included here? How might your values influence the type of career you choose?

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## Exercise 5C: 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 your college that will support the occupations.

**What are your top 3 skills? Rank them in order of most important to least important. (1=Most skilled, 3=Least skilled)**

Listening		Problem Solving		Mathematics	
Reading Comprehension		Reasoning		Science	
Speaking		Troubleshooting		Designing	
Writing and Authoring		Managing Money		Equipment Selection	
Helping		Managing People		Installation	
Negotiating		Managing Physical Resources		Maintenance and Repair	
Persuasion		Managing Time		Manual Dexterity	
Social Perceptiveness		Fine Arts		Monitory Equipment	
Teaching		Performing Arts		Operating Machines	
Decision Making		Computer Programming		Quality Control	

**Reflection:** *How do you know these are your top skills? How might your skills influence the type of career you choose?*

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## Exercise 5D: 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.

What are your 2-3 Leisure preferences?:

1st letter

2nd letter

3rd letter

**Inquiring "The Thinkers"** | Like to be involved in activities that have to do with ideas and thinking and search for facts and figure out problems mentally. Like to observe, learn, investigate, analyze, evaluate, or solve problems. Prefer working with ideas rather than with people or things. Often described as being analytical, curious, methodical, rational, cautious, independent, precise, reserved, complex, intellectual, and modest. *(Similar to 'Investigative' from the Holland Code)*

**Eager: "The Persuaders"** | Like to influence others. Enjoy persuading others to see their point of view. Like to work with people and ideas, rather than things. Often described as being adventurous, energetic, optimistic, agreeable, extroverted, popular, sociable, self-confident, and ambitious. *(Similar to 'Enterprising' from the Holland Code)*

**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. *(Similar to 'Realistic' from the Holland Code)*

**Sharing: "The Helpers"** | Enjoy helping and advising people. Tend to be concerned about peoples' welfare. Promote learning and personal development and are very interested in human relationships. Often described as being helpful, responsible, warm, cooperative, idealistic, sociable, tactful, friendly, kind, sympathetic, generous, patient, and understanding. *(Similar to 'Social' from the Holland Code)*

**Aesthetic: "The Creators"** | Tend to be creative and intuitive. Enjoy activities like writing, painting, sculpturing, playing a musical instrument, performing, etc. 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. *(Similar to 'Artistic' from the Holland Code)*

**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. *(Similar to 'Conventional' from the Holland Code)*

**Reflection:** Do you agree with these results? Are they similar to your Holland Code? How does knowing your leisure preferences help you to make decisions about your career?

## Exercise 5E: Combining Assessments to Narrow Down Your Results

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

After completing all of the assessments, click on 'Combining Assessments' and select 2 or more assessments to combine. Then, examine the list of occupations.

**Which occupations immediately appeal to you?**

**Which occupations surprise you but also sound interesting?**

**Which occupations do not appeal to you?**

## Exercise 6: Explore the Possibilities - Occupations and Majors

Instructions: Go to the 'Explore the Possibilities' section on the main page. Focus2 offers a variety of tools to help you explore occupations and majors.

Estimated time to complete: 20-30 minutes

- Use **What Can I Do with a Major In...?** to learn about the majors offered at your college and the occupations associated with those majors and save those majors that appeal to you.
- **Explore Any Area of Study:** Click on any area of study to learn about the specialization areas associated with any major area of study.
- **Explore Any Occupation or Occupations by Job Family** (i.e., industry)
- Use **Compare Any Two Occupations** on the dashboard to compare and contrast occupations.

### **YOUR SAVED OCCUPATIONS:**

Ongoing exploration of occupations using the Focus2 system will help you to make informed decisions about your career and education.

**List 5 of your favorite occupations that you have saved:**

1.	
2.	
3.	
4.	
5.	

**Are your preferred occupations in alignment with your assessment results? (Circle/highlight one)**

YES   NO

**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 will compare your Holland Code to the Holland Code for that occupation)

YES   NO

**What questions/comments do you have about the occupation(s) you find appealing?**

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Do your preferred occupations support your work interests, personality preferences, skills and values?  
Why are these occupations a good fit for you?

**YOUR SAVED MAJORS**

Review your saved majors in your career portfolio. Click on Make Top Choice to identify the major that is most appealing to you.

List your top choice major and 2-3 other majors that you find appealing:

1.	
2.	
3.	

- Are the courses in your preferred majors appealing to you?

YESNO
- Do you find the occupations associated with your preferred majors appealing?

YESNO
- Do your preferred majors match the majors displayed in your self-assessment results?

YESNO
- Do your preferred majors support your career goals and favorite occupations?

YESNO

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

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

## Final Exercise: Career Objectives and Goals

Instructions: Add at least 2 career objectives or goals in the 'My Professional Development' section.

Estimated time: 10-30 minutes.

Consider all you have learned from the various assessments. What more do you want or need to know? What action steps would you like to take now that you have this information?

### **Examples of objectives and goals:**

- I will schedule an appointment with my Career Coach to discuss my results in more detail and develop an action plan to start making progress on my career goals.
- I will schedule a "career conversation" with a graduate of Santa Clara University who works in one of the occupations I found most interesting.
- I will schedule time to meet with the department chair of the major that I am most interested in declaring for so I can discuss if it will be the right fit for me.
- I will schedule an appointment with my academic advisor to discuss the different majors that I found most interesting and determine which one I should declare for.
- I will research different opportunities to continue improving my career readiness skills and will retake the career readiness assessment at the end of my first year to see if I have improved.

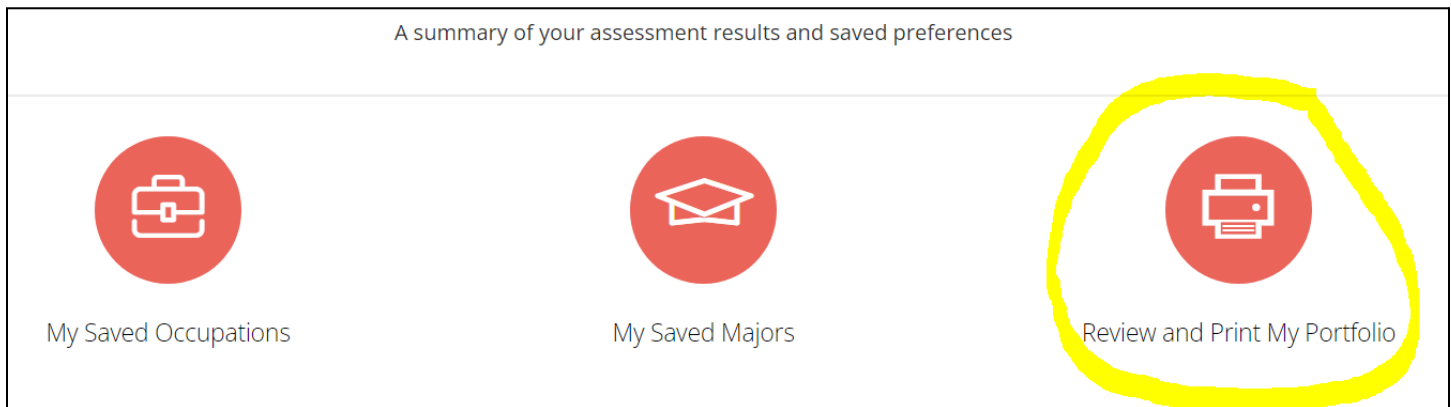
## How to Download and Print Your Results

It is important that you follow these instructions to download your results so that your report will include your name and timestamp.

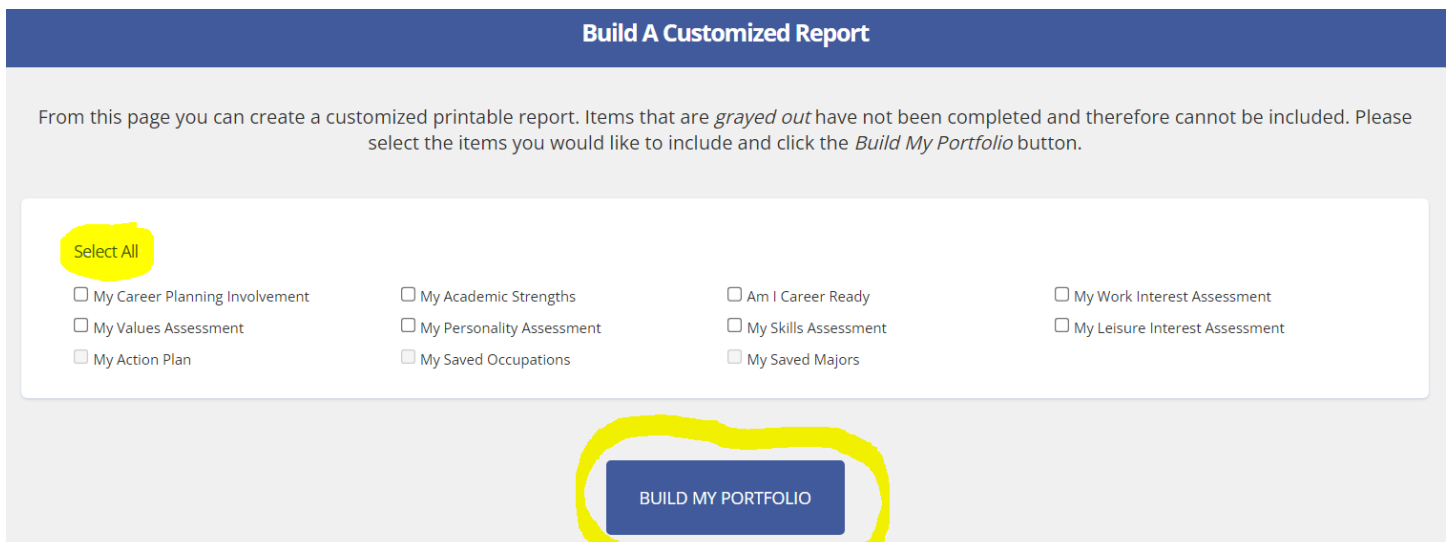
**1. On the Focus2 homepage, click 'RESULTS' from the menu bar.**



**2. Then, click the 'Review and Print My Portfolio' button.**



**3. Select the different sections you want to download / print. Then, click 'Build my Portfolio.'**



**4. Finally, click the download icon button in the top right corner.**

