

Focus2Career Worksheet

Focus2Career is an online major and career exploration and planning tool designed to help you make decisions about future career goals and education plans. By researching career/major paths that fit your unique interests, personality, and values, you are able to make a more informed decision about your future.

INSTRUCTIONS:

- Login to your Chaffey Portal and click on Focus2Career in the Launchpad
- Once logged in, complete the following assessments: *My Career Planning Readiness* and *My Academic Strengths*
- Then, move on to the Self-Assessments and complete: *Work Interest Assessment*, *Values Assessment*, *Personality Assessment*, *Skills Assessment* and *Leisure Assessment*. Answer the following questions below for each corresponding assessment.

1. WORK INTEREST ASSESSMENT

The Work Interest Assessment is based on the Holland Codes, which is compiled of six interest areas known as the RIASEC: Realistic, Investigative, Artistic, Social, Enterprising, and Conventional. List your top 3 Work Interest areas from your results below. For each box:

- Record the name of each of your top 3 Work Interest Areas
- Write down words and/or phrases in the description box that you most agree with

Work Interest #1: _____

Description:

Work Interest #2: _____

Description:

Work Interest #3: _____

Description:

Next, review your list of occupations that match your results. List 3 occupations and their supporting majors that interest you below.

Occupation of Interest #1: _____ **Supporting Major:** _____

Occupation of Interest #2: _____ **Supporting Major:** _____

Occupation of Interest #3: _____ **Supporting Major:** _____

Click the "Save Occupation" button to store these occupations into your "My Save Occupations" tool.

Lastly, after researching your top occupations by clicking on the occupation title, select one occupation of interest. Complete the section below based off your top occupation of interest. Save this occupation.

Occupation Title:

Occupation Overview:
Summary of Job Tasks:
Skills:

Educational Requirements:
Professional Associations:

2. PERSONALITY ASSESSMENT

After you have completed the Personality Assessment, review your results. Your personality type describes how you react to certain situations and people, make decisions, organize information and solve problems. Write down words or phrases you most agree with from your personality description in the box below.

Description:

Next, click the “Continue” button and list the 5-6 one word traits that describe your personality.

Trait #1: _____ **Trait #4:** _____
Trait #2: _____ **Trait #5:** _____
Trait #3: _____ **Trait #6:** _____

Then, review your list of occupations that match your results. List 3 occupations and their supporting majors that interest you below.

Occupation of Interest #1: _____ **Supporting Major:** _____
Occupation of Interest #2: _____ **Supporting Major:** _____
Occupation of Interest #3: _____ **Supporting Major:** _____

Click the “Save Occupation” button to store these occupations into your “My Save Occupations” tool.

Lastly, after researching your top occupations by clicking on the occupation title, select one occupation of interest. Complete the section below based off your top occupation of interest. Save this occupation.

Occupation Title:

Occupation Overview:

Summary of Job Tasks:

Skills:

**Educational
Requirements:**

**Professional
Associations:**

3. LEISURE INTEREST ASSESSMENT

Review your results from the Leisure Interest Assessment. The Leisure Interest Assessment Identified occupations that provide opportunities and activities compatible with your leisure preferences. After completing this assessment, list your top 3 Leisure Interest areas from your results below. For each box:

- Record the name of each of your top 3 Leisure Interest Areas
- Write down words and/or phrases in the description box that you most agree with

Leisure Interest #1: _____

Description:

Leisure Interest #2: _____

Description:

Leisure Interest #3: _____

Description:

Next, review your list of occupations that match your results. List 3 occupations and their supporting majors that interest you below.

Occupation of Interest #1: _____ **Supporting Major:** _____
Occupation of Interest #2: _____ **Supporting Major:** _____
Occupation of Interest #3: _____ **Supporting Major:** _____

Click the "Save Occupation" button to store these occupations into your "My Save Occupations" tool.

Lastly, after researching your top occupations by clicking on the occupation title, select one occupation of interest. Complete the section below based off your top occupation of interest. Save this occupation.

Occupation Title:

Occupation Overview:	Educational Requirements:
Summary of Job Tasks:	Professional Associations:
Skills:	

4. VALUES ASSESSMENT

After you have completed the Values Assessment, review your results. The Values Assessment identifies occupations that align with your top 3 values. Write down your top 3 values below.

Value #1: _____
Value #2: _____
Value #3: _____

Then, review your list of occupations that match your results. List 3 occupations and their supporting majors that interest you below.

Occupation of Interest #1: _____ **Supporting Major:** _____
Occupation of Interest #2: _____ **Supporting Major:** _____
Occupation of Interest #3: _____ **Supporting Major:** _____

Click the "Save Occupation" button to store these occupations into your "My Save Occupations" tool.

Lastly, after researching your top occupations by clicking on the occupation title, select one occupation of interest. Complete the section below based off your top occupation of interest. Save this occupation.

Occupation Title:

Occupation Overview:	Educational Requirements:
Summary of Job Tasks:	Professional Associations:
Skills:	

5. SKILLS ASSESSMENT

After you have completed the Skills Assessment, review your results. The Skills Assessment identifies occupations that align with your top 3 skills that you want to primarily use at work. Write down your top 3 skills below.

Skill #1: _____
Skill #2: _____
Skill #3: _____

Then, review your list of occupations that match your results. List 3 occupations and their supporting majors that interest you below.

Occupation of Interest #1: _____ **Supporting Major:** _____
Occupation of Interest #2: _____ **Supporting Major:** _____
Occupation of Interest #3: _____ **Supporting Major:** _____

Click the "Save Occupation" button to store these occupations into your "My Save Occupations" tool.

Lastly, after researching your top occupations by clicking on the occupation title, select one occupation of interest. Complete the section below based off your top occupation of interest. Save this occupation.

Occupation Title:

Occupation Overview:

Summary of Job Tasks:

Skills:

**Educational
Requirements:**

**Professional
Associations:**

6. REVIEW ALL RESULTS: OCCUPATIONS OF INTEREST

After completing all five assessments and listing occupations of interest, what occupations are listed more than once? What themes do you see among these occupations? i.e. educational requirements, supporting majors, job tasks, skills.

Occupations:

Occupational Themes:

7. REVIEW ALL RESULTS: MAJORS

After completing all five assessments, what themes do you see among the supporting majors?

Supporting Major Themes:

8. ACTION PLAN: NEXT STEPS

Meet with a Career Counselor in the Career Center to review your results and this worksheet and to make a final decision on your career path. To schedule a Counseling Appointment, please call the Career Center at 909-652-6511.