

FOCUS:

An Online Career Interest Profile

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www.citadel.edu/career_services/



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@ "How to Start"

The Citadel

THE MILITARY COLLEGE OF SOUTH CAROLINA
CAREER CENTER

Read the following FOCUS Guide to make the most of your time spent on career planning before you take FOCUS.

What Is FOCUS?

FOCUS is an online career interest profile. It is one of the top career and educational planning systems, as recognized by the National Association of Colleges and Employers (NACE). FOCUS helps provide you with the personalized career and educational planning information needed to make well-informed decisions in these important areas, including confirmation that your choice of academic major is appropriate and that you are preparing for an appropriate career path.

FOCUS is based on proven career advising principles. It provides you with a complete picture of your interests, values, skills, and personality, using self-assessment questionnaires, interest inventories, and personality testing. After this assessment, the program uses an extensive career and occupational information database to help you identify and explore occupations and career paths that best match your personal characteristics. This information is also useful as you identify appropriate career mentors.

Why Take FOCUS?

FOCUS has already helped many students make good career and educational choices. You are strongly encouraged to take advantage of the opportunity to use FOCUS also. Once you have completed the program, refer to the **Occupational Outlook Handbook** (www.bls.gov/oco) to further research occupations of interest to you and complete the **FOCUS Workbook** at www.citadel.edu/career_services/Students/Resources/focus_workbook.pdf (also available on the FOCUS main menu) to aide in your self-interpretation of the results. Keep all printouts (especially the **5 Lists of Matching Professions**) from your FOCUS search for future reference and any meetings you may have with Career Center staff or mentors.

Take FOCUS whether you know exactly what you want to do after graduation, have no idea, or have some possibilities in mind. **Use FOCUS** to help structure your plan of action so that you may:

1. Assess your career related interests, work values, skills and preferences,
2. Explore occupations, career paths and educational programs that are compatible, and
3. Map out goals, action plans, personal development and training needs.

How To Start FOCUS?

FOCUS is provided for student use by The Citadel Career Center and The Citadel Alumni Association. To access the system, you must be an authorized (registered) user. All students (Cadets & CGC) are invited to self-register by going to The Citadel Career Center website at www.citadel.edu/career_services and clicking the link to FOCUS.

Fourth Class Cadets will be introduced to career exploration and **FOCUS** in The Citadel 101 Course. It is recommended that you take FOCUS at least once each year of your Citadel Career to explore options, as well as shape your direction.

Create a User Account (or Return to an Existing Account) **to take FOCUS:**

1. From a computer connected to a printer, access **FOCUS** via www.focuscareer.com/register/citadel.cfm.
2. Follow the instructions to either return to an existing account OR to **CREATE A NEW ACCOUNT** using the **Keycode of CITADEL215**.
3. **Plan to dedicate 1 hour of uninterrupted time completing all phases** of the program.
4. **Print** the results for your reference; especially the **5 Lists of Matching Professions**.
5. **Complete the FOCUS Workbook** at www.citadel.edu/career_services/Students/Resources/focus_workbook.pdf (also available on the FOCUS main menu) to aide in your self-interpretation of the results.
6. **Retake individual or all phases** as needed throughout your Citadel career.

How To USE Your FOCUS Results?

Once you have finished the program, complete the **FOCUS Workbook** from the FOCUS main menu (also available at www.citadel.edu/career_services/Students/Resources/focus_workbook.pdf) to understand your results and refer to the **Occupational Outlook Handbook** (<http://www.bls.gov/oco/>) to further research occupations of interest to you.

Cadets: Keep the **5 Lists of Matching Professions** (printed when taking FOCUS) and the **completed FOCUS Workbook** in your **Career Planning Portfolio** (CPP) that is to be turned into the Career Center during your Junior year. To help you determine if the type of job you are after is a good fit, conduct an **Informational Interview** and keep your **Informational Interview Report** (details at www.citadel.edu/career_services/Interview%20Info/InfoInterviewGuide.pdf) in the CPP as well. Bring your Career Planning Portfolio to any future meetings with Mentors or the Career Center and refer to it throughout your Senior year (and beyond) as you fine-tune your search.