



Read the following **FOCUS Guide** to make the most of your time spent on career planning before you take **FOCUS** and view the **FOCUS Presentation** for details about its benefits via www.citadel.edu/career_services/FOCUSv2/FOCUSv2.ppt.

What Is **FOCUS-2**?

FOCUS-2 is an enhanced version of the previous **FOCUS** system; serving as **an online career interest and education planning profile**. It provides 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 one of the top career and education planning systems, as recognized by the National Association of Colleges and Employers (NACE).

Why Take **FOCUS**?

FOCUS has already helped many students make good career and education choices. You are strongly encouraged to take advantage of the opportunity to use **FOCUS** also. **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.

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/FOCUS.htm 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) via the link at www.citadel.edu/career_services/FOCUS.htm.

1. Use a computer connected to a **printer** and follow the instructions, using the **Access Code** of **CITADEL215**.
2. Plan to **dedicate 2-2 ½ hours** to complete **FOCUS**. Or complete it over several shorter spans of time. **FOCUS** saves your work, so you can pickup where you left off; you do not need to complete it in one session.
3. **Retake** any or all components as needed throughout your Citadel career.

***Please Note:** If you have an existing account in the former **FOCUS** system, you will be prompted after creating the new account to import the data and may do so if you wish.

TIPS:

- ~ Use the Goal Statements' document as a guide for completing your Career and Educational Goal Statements in the Career Readiness section. www.citadel.edu/career_services/Students/Fall08/ CPP/FOCUSGoalStatements.pdf
- ~ Review the **Recommended Tools & Websites** listed on the Menu to further your career planning and preparation.
- ~ Once you have completed the program, refer to the **Occupational Outlook Handbook** (www.bls.gov/oco) to further research occupations of interest to you.
- ~ When using the new **FOCUS** program to help find the professions which best fit your interests, the list of matching professions in each section may be long. To help shorten the list, please use the **NARROW AND REFINE YOUR RESULTS** option in the middle of the screen (Main Menu of **FOCUS**).

How To USE Your **FOCUS** Results?

FOCUS-2 is designed to allow you to easily see where your strengths and work interests lie. **Review** and **Print** the results for your reference from each section. After completing the 4 components of Career Readiness, the 5 Self-Assessments, and Exploring Your Possibilities, tie them altogether by **building YOUR Personal Portfolio**, a customized report of your work within **FOCUS**. If you should need further assistance in understanding your results, please email us with your questions via CareerCenter@Citadel.edu.

Cadets: Place **your Personal Portfolio** results in your **Career Planning Portfolio** (CPP) that is to be turned into the Career Center during your Junior year. You may update it as needed throughout your Citadel career. (Details about the CPP may be found at www.citadel.edu/career_services/info-students.htm, Career Exploration section). 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.