



Using FOCUS

FOCUS is a self-paced, online career and education planning tool that enables you to self-assess your career relevant personal qualities and explore career fields and major areas of study that are most compatible with your assessment results. By using FOCUS, you will create better goals and plans and learn how to self-manage their careers.

Use FOCUS to achieve the following while in college:

- More goal focused and motivated
- Higher academic achievement
- Fewer transfers and switching of majors
- Graduate on time

Use FOCUS to achieve the following after graduation:

- Better entry job with higher income
- More satisfied, more productive in their career
- Less career change, faster advancement

HOW TO CREATE YOUR STUDENT USER ACCOUNT

- Go to www.auburn.edu/career
- Click on "FOCUS"
- Select "I am a new user"
- Enter the following Key Code: _____
- Enter your personal information being sure to select a user name and password that you will remember easily.

HOW TO LOG IN AT ANOTHER TIME

(Do not need create another account to reuse FOCUS, your original account remains active and will store all your results each time you use it.)

- Go to www.auburn.edu/career
- Click on "FOCUS"
- Enter your user name and password (do not create a new account)

On the FOCUS main menu, FOCUS will guide you through the career planning process and save your results. Use FOCUS as often as you wish anywhere, anytime (24/7) on any PC or MAC. Use the FOCUS Main Menu tools in any order and repeat any assessment. Once you have completed an assessment, a check mark will appear next to that assessment on the Main Menu.

- You must complete an entire assessment for FOCUS to save your results
- Use the buttons within the FOCUS program; do not use the back browser button.

HOW TO GET STARTED WITH FOCUS

FOCUS can help you to do the following:

Choose Your Major Area of Study

The FOCUS system enables you to identify occupations that best match your personal attributes and the major / education requirements for those occupations. Review the occupations that most appeal to you as potential career goals paying particular attention to the education programs, de-

grees required, courses, skills, requirements and certification needed to prepare you to work in those occupations. This information will help you choose the major area of study that best supports your career goals.

To help you decide about your major area of study, first complete the following two assessments listed in the Main Menu:

Your Interests and Work Values (Parts 1 and 2)

Answer questions to describe your interests and work values. FOCUS identifies occupations that best match your interests and work values profile and helps you analyze and compare the critical features and major areas of study required for those occupations

Your Personality and Life Values

In this assessment answer questions that provide a picture of your personality type and life values, the things in life that are most important to you. FOCUS identifies occupations that best match your Personality and Life Values and helps you analyze and compare the critical features and major areas of study required for those occupations

Verify Preferences or Early Choice of a Career Field

It's best to verify or validate your early decisions about your career goals and study programs so that you do not overlook career options that are compatible with your personal attributes. You are a multi-potential person and undoubtedly have talents, interests, values, personality and skills that qualify you for a wide range of occupations.

Be sure of your choice by completing all the FOCUS assessments in the Main Menu so you can discover all the occupations and career fields that match your assessment profiles. Once you have broadened your career horizons you can narrow down your options by comparing the critical features of the occupations that appeal to you. This process will assure that you have made the best possible choice.

Here is a list of the Assessments and other services on the FOCUS Main Menu that you should use to help you make decisions about your career goals and major area of study.

- Analyze Your Career Planning Status
- Your Interests and Work Values
- Your Education and Training: What Can I Do With A Major In: _____ ?
- Your Personality and Life Values
- Your Leisure Time Preferences
- Your Current or Future Skills
- Your Personal Development Needs
- Research a Single Occupation: Compare Any Two Occupations Side by Side
- Web Site Links to Resources