

Build a career that is consistent with your interests, abilities, knowledge, experiences, personality and values.
Use this workbook to learn about yourself and your career options, then develop a plan for...

Navigating Your Career Journey

With Focus 2

Career Services
Kirkwood Community College
125 Iowa Hall
(319) 398-5540

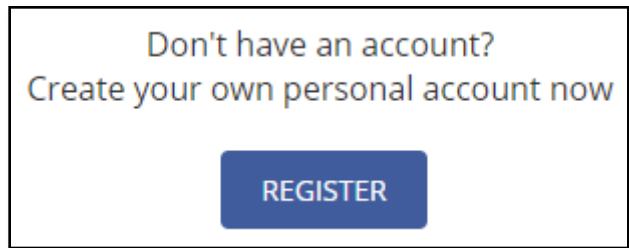
Setting Up Your Focus 2 Account

Create your account at <https://www.focus2career.com/Portal/Login.cfm?SID=1443> by clicking on the blue “Register” button. Once you have an account, you can log in on this same page.

Fill in the registration with your information. The first box will ask for an **Access Code: eagles**

Use the User Name and Password you created to log in to the website. You may wish to record them below for your reference. You can log back into your account at any time. If you forget your user name and/or password, go to the login page and click on the link that says, “Forgot password?”

User Name: _____ Password: _____

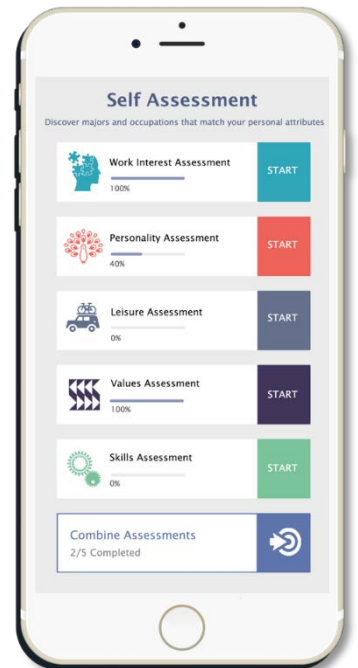


Things to Keep in Mind

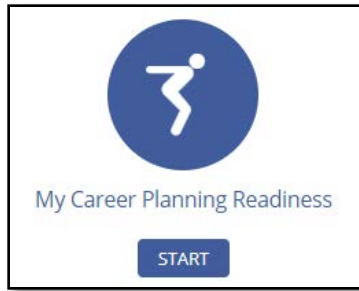
- Create your Focus 2 account and log in, then complete each assessment and record your results in this workbook. This website is also mobile-friendly if you prefer to use your phone.
- If you feel your results are not accurate for any of the assessments, you can change your answers/choices by clicking “Start Over” to explore new options.
- Please make sure to complete the assessment first before responding to the questions in your workbook.
- Recommended occupations are listed in alphabetical order, *not* ranked by best match. You can filter by education level, industry, salary, outlook, and more. ***Be sure to explore the careers you are most interested in – don’t just look at the first few in your list.***
- Save the occupations and majors that most appeal to you. You can review them online any time.



- An overview of your results is located near the bottom of your home page. Click on the red “Review and Print My Portfolio” button. From there, click the blue “Select All” link and press “Build My Portfolio” for a printable summary of your results.
- Please bring this workbook (and the portfolio if you printed it) to the appointment with your career coach. Kirkwood’s Career Services staff can access your results online if you prefer not to print.



*Seek the expert advice of a career coach to enhance your career planning.
Make an appointment with Career Services at (319) 398-5540 or 125 Iowa Hall.*



My Career Planning Readiness

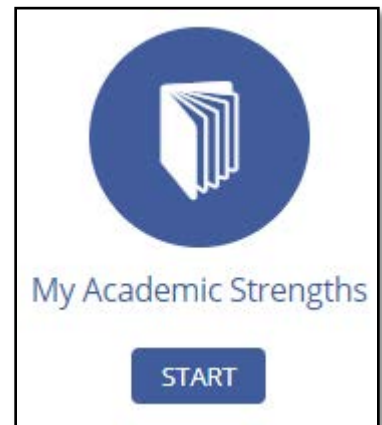
This assessment measures how ready you are to engage in career planning activities. Obstacles that could interfere with your ability to plan could be financial, family responsibilities, etc. If your planning score is low, it would be wise for you to seek help from a career coach to help you resolve your planning concerns.

My Academic Strengths

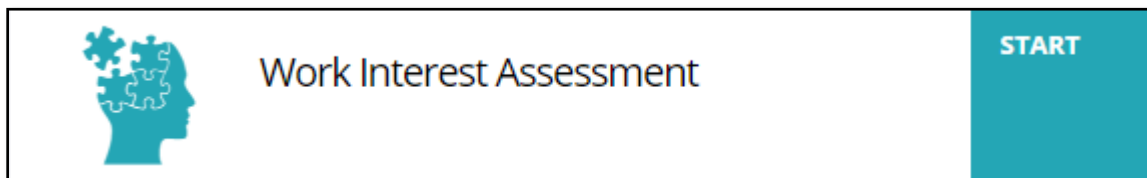
After completing this assessment, please respond to the questions below.

I do very well in...

I do alright in...



Work Interest Assessment



This assessment identifies your Holland Code (a nationally recognized standardized instrument) and matches your work interests to occupations and supporting majors at Kirkwood.

After completing the assessment, please respond to the following below:

What is your Holland Code? _____

What are your top 3 occupations from this assessment?

*(Results are displayed in alphabetical order. **Choose the 3 you are most interested in**, not just the first 3 results.)*

Values Assessment



Values Assessment


START

Knowing your work values helps you to focus on *what is important to you*. Your values are meaningful factors to consider when comparing careers. The recommended occupations in your results involve work values similar to yours, so you may find satisfaction in these careers.

My top 3 work values:

My top 3 occupations:

Personality Assessment



Personality Assessment

START

Using Carl Jung's theory of personality and the Myers-Briggs Type Indicator (MBTI), this assessment measures how you prefer to acquire and handle information, make decisions, and focus your attention.

Using your results, describe the characteristics of your personality and the types of work activities that typically appeal to your personality type:

What are your top 3 occupations?

Skills Assessment



Skills Assessment


START

A skill is defined as the ability to perform an activity proficiently. You have skills that come naturally, but you can also develop skills through education, work experience, and training.

My top 3 skills:

My top 3 occupations:

Leisure Assessment



Leisure Assessment

START

This assessment identifies things you enjoy doing for fun and matches those interests to occupations.

My top 3 leisure interests:

My top 3 occupations:

Combine Assessments



Combine results from the previous 5 assessments to narrow down your results and create a list of potential occupations. Select any combination of assessments you wish. Examine the occupation list. Try different combinations to discover other potential careers.

What are your top 3 occupations when you combine all assessments?

Try a different combination with less than 5 assessments. What are 3 more potential careers?

Explore the Possibilities

Focus 2 offers a variety of tools to help you further explore occupations and majors:



What Can I Do with a Major In...Offered at Kirkwood Community College?

Learn about the majors offered here and the occupations associated with those majors. Save the majors that appeal to you for your reference.

What Can I Do If I Majored In...

Learn the details and specialties for common college majors

Explore Any Occupation

Discover more about 1,000+ occupations

Explore Occupations By Job Family

Explore occupations associated with any industry

Compare 2 Occupations Side by Side

My Saved Occupations

Ongoing exploration of occupations will help you to make informed decisions about your career and education. Be sure to examine the job duties, employment outlook, advancement opportunities, earnings, areas of study and required credentials, etc. associated with an occupation of interest to you.

List 3-5 of your favorite occupations that you have saved:



My Saved Occupations

My Saved Majors



My Saved Majors

List your top choice major and 3-4 other majors that relate to your occupation choices:

Review and Print My Portfolio

Click on the red "Review and Print My Portfolio" button. From there, click the blue "Select All" link and press "Build My Portfolio" for a printable summary of your results.



Review and Print My Portfolio

Next Steps: Build Your Career Development Plan

Take Action

Create a road map of your academic and career development activities

My Education

→

My Professional Development

→

Record your plans for education, professional development, and the experiences you will pursue to support your career development. Reflect upon your long-term goals and the immediate steps you will take in the short term. Completing the Take Action section in Focus 2 can help you identify good places to start.

Follow these steps to help you work toward achieving your goals:

1. Define your goal
2. List specific action steps (break it into smaller tasks)
3. Identify resources that can help you achieve your goal
4. Set deadlines and stick to them!
5. Identify obstacles
6. Adapt as needed

Use the boxes below to begin putting your plan in writing.

Goal 1

Goal 2

Goal 3

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