

# FOCUS Assessment

## Detailed instructions on fully completing the FOCUS Assessment

### Directions:

1. Open Career Services webpage ([www.ipfw.edu/career](http://www.ipfw.edu/career))
2. Scroll to the bottom and click on “Focus Career Assessment”
3. Scroll to the bottom and click on “New users set up a Focus account here.”
4. Fill in “Mastodon” as Your Access Code (without quotes) then fill in your remaining information & submit
5. Click on Continue to login now
6. It asks you if you would like to retrieve old information, click No
7. You’ll reach the Main Menu (see below)

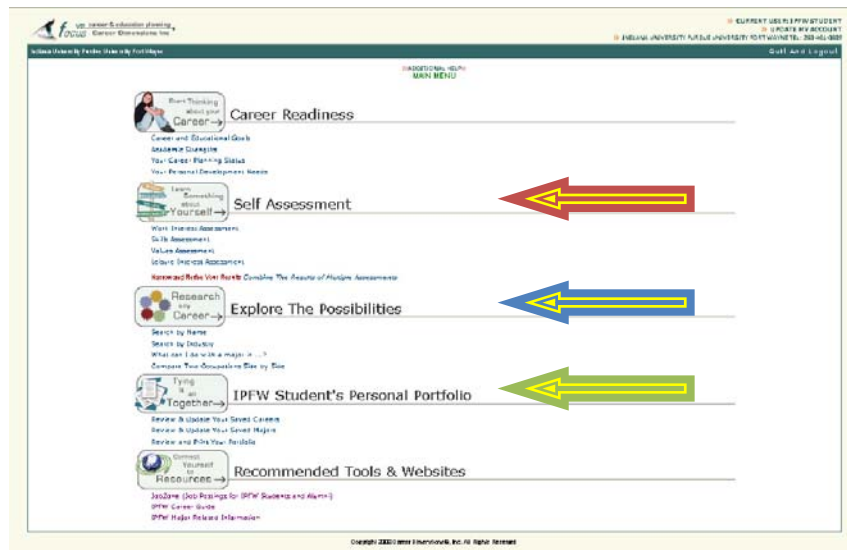
The screenshot shows the main menu of the FOCUS Assessment system. At the top, there is a navigation bar with the logo for 'ipfw career & education planning Career Dimensions Inc.' and user information: 'CURRENT USER: IPFW STUDENT' and 'UPDATE MY ACCOUNT'. Below the navigation bar, the main menu is displayed with five main sections, each with a sub-menu:

- Career Readiness**
  - Career and Educational Goals
  - Academic Strengths
  - Your Career Planning Status
  - Your Personal Development Needs
- Self Assessment**
  - Work Interest Assessment
  - Skills Assessment
  - Values Assessment
  - Leisure Interest Assessment
  - Narrow and Refine Your Results: Combine The Results of Multiple Assessments*
- Explore The Possibilities**
  - Search by Name
  - Search by Industry
  - What can I do with a major in ...?
  - Compare Two Occupations Side by Side
- IPFW Student's Personal Portfolio**
  - Review & Update Your Saved Careers
  - Review & Update Your Saved Majors
  - Review and Print Your Portfolio
- Recommended Tools & Websites**
  - JobZone (Job Postings for IPFW Students and Alumni)
  - IPFW Career Guide
  - IPFW Major Related Information

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8. Complete the 4 sections under **Career Readiness**
9. Click on Career and Educational Goals
10. Answer the questions provided and click Submit Responses
11. Click Finish on the summary page
12. Click on Academic Strengths
13. Answer the questions provided and click Update
14. Click Finish on the Your Academic Strengths and Weaknesses page
15. Click on Your Career Planning Status
16. Click Continue to proceed; this section will take about 10-15 minutes
17. Answer the 18 questions provided and click Next to navigate to next questions
18. Click Finish after answering question 18
19. Review your Career Planning Status Summary & click Finish
20. Click on Your Personal Development Needs
21. Click Continue to proceed; this section will take about 5-10 minutes

22. Answer the 20 questions provided and click Next to navigate to next questions
23. Review Your Personal Development Needs summary & click Finish
24. You are back on the Main Menu page



## SELF ASSESSMENT

### A. Work Interest Assessment

1. Click continue (takes about 10-15 min)
2. Answer the 36 questions provided and click Next to navigate to next page of questions
3. Click Finish after answering question 36
4. If you have a tie, follow directions to break the ties
5. Review Work Interest Profile Summary & click continue
6. Review the Careers That Match Your Interest page
7. Go through **at least three occupations** provided (explore occupations different from the ones you have already looked into). Review all links in the menu column as seen below.
8. Save these occupations by clicking on the “Save This Occupation” link

The screenshot shows the 'Actor/Actress' occupation overview page. It includes a 'MENU' column on the left with options like 'Overview', 'Job Duties', 'Skills', 'Values', 'Outlook', 'Earnings', 'Advancement', 'Interest Profile', 'Working Conditions', 'Contact Info', and 'Areas of Study'. A red arrow points to the 'Back to Occupation List' button, a yellow arrow points to the 'Overview' menu item, and another red arrow points to the 'Save This Occupation' button. The main content area displays the title 'Actor/Actress', a status message 'This Occupation Has Been Saved To Your Profile', a description of the profession, and a video player. A yellow box with an information icon contains the text: 'For more detailed information about this occupation, select any item from the list on the left.'

9. Answer the 3 questions about the career appeal and rank & click Save Occupation
10. Click on “Back to Occupation List” to review and save other occupations **\*\*Note\*\*** the next screen will say that you’ve already saved this occupation and if you want to re-save, Click No and Submit [repeat as necessary]
11. After saving **at least 3 occupations** click on Return to Main Menu **\*\*Note\*\*** the next screen will say that you’ve already saved this occupation and if you want to re-save, Click No and Submit [repeat as necessary]

#### B. Skills Assessment

1. Read instructions for section
2. Click continue (takes about 10-15 min)
3. Choose **ONLY 3** skills that you would like to use in a future career
4. Click Next
5. Review the Occupations That Match Your Skills page
6. Go through **at least three occupations** provided (explore occupations different from the ones you have already looked into). Review all links in the menu column.
7. Save these occupations by clicking on the “Save This Occupation” link
8. Answer the 3 questions about the career appeal and rank & click Save Occupation
9. Click on “Back to Occupation List” to review and save other occupations
10. After saving **at least 3 occupations** click on Return to Main Menu

#### C. Values Assessment

1. Read instructions for section
2. Click continue (takes about 10-15 min)
3. Choose **ONLY 3** values that you would like to have in a future career
4. Click Next
5. Review the Occupations That Match Your Values page
6. Go through **at least three occupations** provided (explore occupations different from the ones you have already looked into). Review all links in the menu column.
7. Save these occupations by clicking on the “Save This Occupation” link
8. Answer the 3 questions about the career appeal and rank & click Save Occupation
9. Click on “Back to Occupation List” to review and save other occupations
10. After saving **at least 3 occupations** click on Return to Main Menu

#### D. Leisure Interest Assessment

1. Click continue (takes about 10-15 min)
2. Answer the 36 questions provided and click Next to navigate to next page of questions
3. Click Finish after answering question 36
4. If you have a tie, follow directions to break the ties
5. Review Leisure Interest Profile Summary & click continue
6. Review the Occupations That Match Your Leisure Interests page
7. Go through **at least three occupations** provided (explore occupations different from the ones you have already looked into). Review all links in the menu column.
8. Save these occupations by clicking on the “Save This Occupation” link
9. Answer the 3 questions about the career appeal and rank & click Save Occupation
10. Click on “Back to Occupation List” to review and save other occupations
11. After saving **at least 3 occupations** click on Return to Main Menu

#### E. Narrow and Refine Your Results

1. Click Combine The Results of Multiple Assessments
2. Click continue (takes about 10-15 min)

3. Select the Work Interest, Skills, & Values Assessments to combine
4. Select the highest level of education you're willing to complete plus all lower levels
5. Go through **at least two occupations** provided (explore occupations different from the ones you have already looked into). Review all links in the menu column.
6. Save these occupations by clicking on the "Save This Occupation" link
7. Answer the 3 questions about the career appeal and rank & click Save Occupation
8. Click on "Back to Occupation List" to review and save other occupations
9. After saving **at least 2 occupations** click on Return to Main Menu

## EXPLORE THE POSSIBILITIES (on the main menu page)

### A. Search by Name

1. Click here to search for an occupation you're interested in but didn't see in previous results
2. Search for **at least two occupations** provided (explore occupations different from the ones you have already looked into). Review all links in the menu column.
3. Save these occupations by clicking on the "Save This Occupation" link
4. Answer the 3 questions about the career appeal and rank & click Save Occupation
5. Click on "Back to Occupation List" to review and save other occupations
6. After saving **at least 2 occupations** click on Return to Main Menu

### B. Search by Industry (*optional*)

1. Click here to search for an occupation you're interested in but didn't see in previous results
2. Search for **at least two occupations** provided (explore occupations different from the ones you have already looked into). Review all links in the menu column.
3. Save these occupations by clicking on the "Save This Occupation" link
4. Answer the 3 questions about the career appeal and rank & click Save Occupation
5. Click on "Back to Occupation List" to review and save other occupations
6. After saving **at least 2 occupations** click on Return to Main Menu

### C. What can I do with a major in ... ?

1. Click continue (takes about 10-15 min)
2. Click a major that interests you
3. Review the major and choose Save This Major if you wish to keep it in consideration
4. Answer the question regarding reason for saving and click Save Major
5. In the 2<sup>nd</sup> cream-colored box, click the blue link "click here" to return to list of majors
6. Review **at least two majors** provided and **save at least two majors**
7. After saving **at least 2 majors** click on Return to Main Menu

### D. Compare Two Occupations Side by Side

1. Select two occupations with a saved disc icon next to the name & click Submit
2. **Print this results page** by clicking on the Printer Friendly icon at the top of the page
3. Repeat (if desired) by clicking "Select different occupations" link at the bottom of the page
4. Click on Return to Main Menu after printing **at least one comparison page**

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## BRING TO YOUR APPOINTMENT WITH A CAREER COUNSELOR:

### YOUR NAME PERSONAL PORTFOLIO

#### A. Review and Print Your Portfolio

1. Click "Review and Print Your Portfolio"
2. This page should show up:

### Build A Customized Report



From this page you can create a customized printable report. Items that are *grayed out* have not been completed and therefore cannot be included. Please select the items you would like to include and click the *Build My Portfolio* button.

[Select All](#)

- Your Account and Contact Information
- Career and Educational Goals
- Academic Strengths
- Work Interest Assessment
- Leisure Interest Assessment
- Skills Assessment
- Values Assessment
- Career Planning Status
- Personal Development Needs
- Your Saved Careers
- Your Saved Areas of Study

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3. Select all boxes and click Build My Portfolio
4. **Print portfolio by clicking “Print” in upper right corner.**

#### B. Research a Single Occupation

1. On the “Main Menu” page, choose “Review & Update Your Saved Careers”
2. Click on an occupation that interests you, one you have not already researched, and **print the description of the occupation**

#### **COMPILE THE PRINTED SHEETS TO BRING IN:**

1. Your Portfolio
2. Compare 2 Occupations
3. Occupation Summary

**DON'T FORGET TO QUIT AND LOGOUT** found on the Main Menu page