

FOCUS 2 ASSIGNMENT INSTRUCTIONS

This assignment will help you explore your own interests, personality, skills, and values to identify potential careers that may be a good fit.

To complete this assignment, you will need to take the Focus 2 assessment, which will consist of 5 parts: Work Interests, Personality, Skills, Values, and Leisure Interests. You will also need to complete the Focus 2 Worksheet.

To take the Focus 2:

1. Go to the UCO Career Development Center website: <http://careers.uco.edu/>
2. Click on the *Focus 2 Assessment* button under *Quick Links* on the right side of the page.
3. Scroll down the page to the Career Assessments section
4. Click on the link for Focus 2.
5. Click on *Register* to create your account
6. Enter the access code: **careers**
7. Fill out the rest of the form and submit your information to complete your registration
8. Once you have completed registration, you should be taken to your dashboard.
9. Click on any of the 5 assessments to start.
10. Make sure to complete all 5 and then complete the worksheet.

UCO Career Development Center
MEANINGFUL LIFELONG CAREER DEVELOPMENT
A Department of Student Affairs

Students
Alumni
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Faculty & Staff
Resources
Virtual Career Center
About Us

HIREBronchos
UNIVERSITY OF CENTRAL OKLAHOMA

Welcome to the UCO Career Development Center

Calendar of Activities

- Employer Resume Critiques 2/5/2019 3:00 PM to 5:00 PM
- Employer Resume Critiques 2/5/2019 3:00 PM to 5:00 PM
- Spring Career & Internship Fair 2/6/2019 12:00 PM to 3:30 PM
- Education Roundtable 3/14/2019 9:30 AM to 11:30 AM
- Spring Suit Up 4/7/2019 6:30 PM to 9:30 PM

NEW in HireBronchos

and monitoring intramural events. Oversee student workers during evening and weekend hours. Mentor and teach officials in their respective sports.

Oklahoma Film + Music Office Spring 2019 Intern
Company/Organization: Oklahoma Film & Music Office

Job information: OF+MO seeks to provide selected interns with an understanding of the film and music industries in a professional state agency by involving them in diverse projects throughout the spring semester. Tasks and projects may include, researching and compiling film and music events throughout Oklahoma for OF+MO's website and newsletter, assisting in the development of directories, marketing, and more.

Quick Links

- REQUEST AN APPOINTMENT
- HIREBronchos
- RESUME REVIEW
- EXPLORE MAJORS
- Focus 2 ASSESSMENT**
- biginterview INTERVIEW PRACTICE
- UCO INTERN UCO

UCO Career Development Center
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Career & Major Exploration

Self Assess
Career Coaching
Career Assessments

We offer three assessments in our program that can look at interests, skills, values, and personality preferences to see a variety of careers that might be best for you based on those responses.

- **FOCUS 2**
FOCUS 2 is a website that offers different assessments on interests, skills, values, and personality available to the student. It is free to use and available anytime. If you would like to talk to a Career Development Specialist about your specific results, please set up an appointment.
 - Login: FOCUS 2
 - Click on New User image under the box
 - When creating your account you will need Your Access Code: careers
- MBTI
- Strong Interest Inventory

If you are interested in learning about the MBTI and Strong Interest Inventory, please contact the Career Development Center to set up an appointment with a Career Development Specialist. These assessments are available for a nominal fee of \$20 each for current students and alumni.

Virtual Career Center
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Find Us

Career Development Center
High University Center
Room 338
(405) 974-3346
careers@uco.edu

Your Focus 2 worksheet is due on _____.

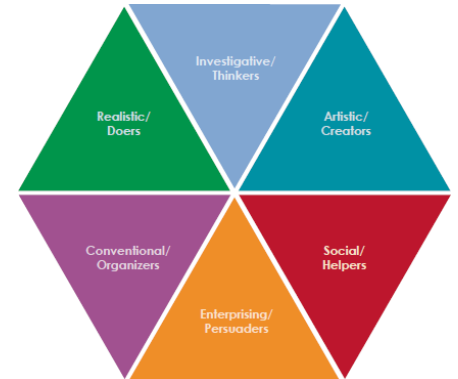
FOCUS 2 WORKSHEET

Before completing this worksheet, make sure that you have completed all 5 assessments in Focus 2: Work Interests, Personality, Skills, Values, and Leisure Interests. This will provide the most information for you to work with.

WORK INTEREST ASSESSMENT

After completing the Work Interest Assessment, you will receive a Holland Code, which is usually 2 or 3 letters related to areas of interest: Realistic, Investigative, Artistic, Social Enterprising, Conventional. After completing the assessment, follow these instructions related to your code:

- Record the theme and description for each of your identified interest areas
- Circle/underline words in each description that sound most like you



Work Interest #1: _____

DESCRIPTION:

Work Interest #2: _____

DESCRIPTION:

Work Interest #3: _____

DESCRIPTION:

Review your list of occupations that match your results. List 3 that you think you would like to explore more.

1. _____ **Supporting Major:** _____

2. _____ **Supporting Major:** _____

3. _____ **Supporting Major:** _____

When looking at your results, you can click the "Save This Occupation" button to save occupations for later.

PERSONALITY ASSESSMENT

Your personality results can give you insights into how you may prefer to interact with others, provide and receive information, make decisions, and interact with the world around you. Complete the sections below and make sure to circle or underline key words that seem to describe you best.

YOUR PERSONALITY TYPE DESCRIPTION:

CHOOSING YOUR CAREER:

Click "Continue" to move on to the next page. At the top of the next page, you will see some personality traits that may fit you. Record the ones that you most identify with.

Trait #1:_____ **Trait #2:**_____ **Trait #3:**_____

Trait #4:_____ **Trait #5:**_____ **Trait #6:**_____

Review your list of occupations that match your results. List 3 that you think you would like to explore more.

1. _____ **Supporting Major:** _____

2. _____ **Supporting Major:** _____

3. _____ **Supporting Major:** _____

LEISURE ASSESSMENT

This assessment will give you some ideas of activities you may enjoy pursuing as hobbies, which can also indicate interests you may want to consider incorporating into a career.

- Record the theme and description for each of your identified leisure interest areas
- Circle/underline words in each description that sound most like you

Leisure Interest #1: _____

DESCRIPTION:

Leisure Interest #2: _____

DESCRIPTION:

Leisure Interest #3: _____

DESCRIPTION:

Review your list of occupations that match your results. List 3 that you think you would like to explore more.

1. _____ **Supporting Major:** _____

2. _____ **Supporting Major:** _____

3. _____ **Supporting Major:** _____

VALUES ASSESSMENT

In career planning, knowing your values will help you to identify what is most important to you in a career. List the 3 values that you selected:

Value #1:_____ **Value #2:**_____ **Value #3:**_____

Review your list of occupations that match your results. List 3 that you think you would like to explore more.

1. _____ **Supporting Major:** _____

2. _____ **Supporting Major:** _____

3. _____ **Supporting Major:** _____

SKILLS ASSESSMENT

Having a career that incorporates your strong skills and/or skills you enjoy using can lead to greater job satisfaction. List the 3 skills that you selected:

Skill #1:_____ **Skill #2:**_____ **Skill #3:**_____

Review your list of occupations that match your results. List 3 that you think you would like to explore more.

1. _____ **Supporting Major:** _____

2. _____ **Supporting Major:** _____

3. _____ **Supporting Major:** _____

IDENTIFYING PATTERNS

After reviewing your results on each of the assessments, were there any occupations that came up for you in multiple categories? List a few of them here:

1. _____ Supporting Major: _____

Which assessment results did this occupation overlap? _____

2. _____ Supporting Major: _____

Which assessment results did this occupation overlap? _____

3. _____ Supporting Major: _____

Which assessment results did this occupation overlap? _____

4. _____ Supporting Major: _____

Which assessment results did this occupation overlap? _____

5. _____ Supporting Major: _____

Which assessment results did this occupation overlap? _____

6. _____ Supporting Major: _____

Which assessment results did this occupation overlap? _____

SUGGESTED NEXT STEPS

An assessment can never tell you what you should or shouldn't do for a career. They can merely offer some suggestions as a starting point based on your responses to the questions you were asked. It is important to do your research on occupations and majors that you have identified as possibilities. Visit the Virtual Career Center (<http://careers.uco.edu/virtual-career-center/index.asp>) *Exploration* module to continue exploring options and for tips on conducting this research.