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Career
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Foundations

Self Assessment

**Explore the Possibilities** 

Take Action FOCUS 2 is an online, selfguided program which identifies your work values, skills, personality preferences, and natural strengths to help you make decisions about your future career goals.





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# Signing Up

The link to sign-up is included on the "Cadets" tab of the VMI Career Services website.

Note: you will need to use your vmi.edu email address.

#### Online Career Resources

Career Services offers several online career resources accessible to cadets 24 hours a day. If you have questions, stop by our office in 311 Carroll Hall or email us at <a href="mailto:careerservices@vmi.edu">careerservices@vmi.edu</a>.

<u>Handshake</u> is an e-recruiting resource for searching jobs, internships, career fairs, and on-Post employer recruiting visits. For assistance, review the <u>Handshake Student Help Center</u> for resources to help get the most out of Handshake.

FOCUS 2 is an online, self-guided program that identifies your work values, skills, personality preferences, and natural strengths to help you make decisions about your future career goals.

<u>CareerShift</u> is an easy to use job search and networking tool. With CareerShift, you can search multiple company and job board listings through one location, find inside contact information for millions of companies, and create and store your job search documents.

<u>VAULT</u> is acareer information center with a wide array of online career information guides regarding numerous topics including resumes, interviews, and job-search advice. Also available are organizational profiles for over 10,000 potential employers in over 180 industries and a searchable list of specific employment opportunities.

<u>VMI Office of Career Services LinkedIn</u> is a Career Networking Group for VMI cadets, alumni, faculty, and staff. The purpose of this group is to provide a supportive environment where members can get direction and support, solve problems, post internships, and learn skills to improve their job search and career.

Getting Started Focus 2 offers recommendations on how to get started on the instructions tab.

#### **Getting Started With Focus 2**

FOCUS 2 is a self-guided career, major and education planning system designed to guide you through the steps of the career planning process. You can use FOCUS 2 at any stage of your education and career planning according to your personal needs. Start with any feature, repeat a feature if desired and use the system as an ongoing resource. All your results are saved and accessible in your FOCUS 2 Portfolio.

#### Suggestions for First Time Users

- Begin with My Career Planning Readiness to understanding of the career planning process.
- Learn about yourself using the Self-Assessments. Discover majors and occupations that match your personal attributes.
- Explore Major Areas of Study that match your interests and support your career goals.

#### Suggestions for Returning Users

- · Use for ongoing career exploration.
- · Begin to solidify your career plans.
- · If applicable, begin thinking about advanced education and training.
- · Explore future options for transitioning into specialized occupations.

#### Getting the Most out of Focus 2

- Use Focus 2 on any device; Computers, phones, tablets.
- Save occupations and major areas of study that appeal to you as you are working through the different sections.

A good strategy after using Focus 2 is to think about your results, and discuss your ideas with your career counselor / advisor. Be sure to continue to use Focus 2 as an ongoing resource.





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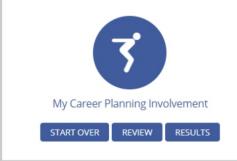
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## Virginia Military Institute Welcome Sara!

Let's get started developing your personalized career and education plans!

# **Career Planning Foundations**

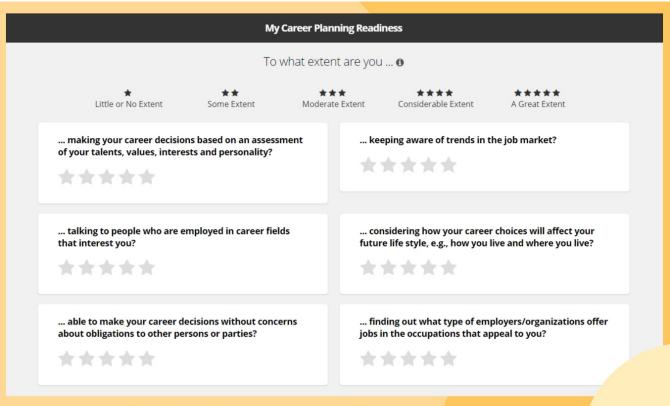






Focus 2 starts with three assessments.

Career Planning Involvement



The first assessment gauges you on three different areas: self-assessment, career exploration, and career planning satisfaction.

Results



#### Self Assessment (Your score: 4.00)

Self Assessment is the first and most important step in career planning and is used to identify occupations and major study areas compatible with your personal attributes. Your *high* self assessment score indicates that you are very involved in examining your interests, values, personality, and skills. It is important that you stay actively involved in self assessment because finding a satisfying career path begins with knowing yourself.

#### Career Exploration (Your score: 4.17)

Career Exploration is important because learning about types of Jobs, educational requirements, and job functions will help you to identify occupations that appeal to you. Your high score indicates that you are very involved in career exploration. It is important that you continue your high involvement in career exploration because it will help you narrow down your options and map out your career goals. Exploration should be ongoing because new career paths are constantly unfolding, traditional ones are changing and shifts may be taking place in skills and educational requirements.

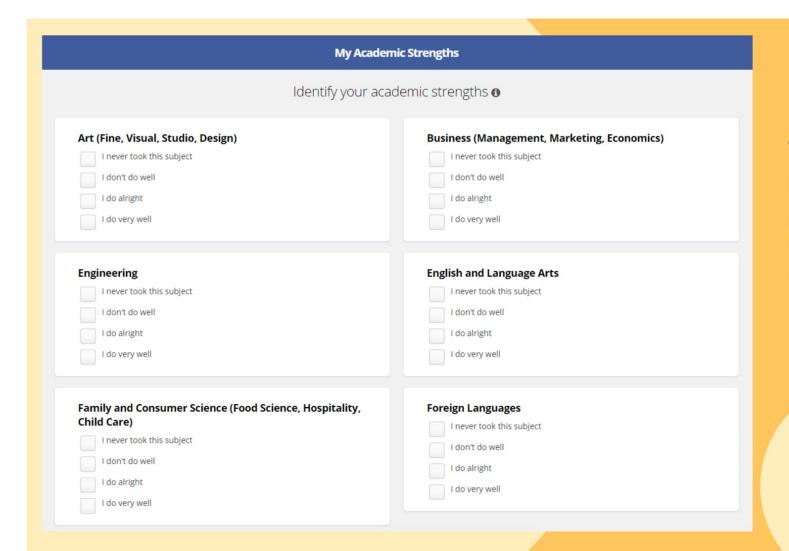
#### Career Planning Satisfaction (Your score: 3.67)

Career Planning Satisfaction measures the extent to which you are satisfied with the results of your career planning activities and your ability to resolve problems that can interfere with your decision making. Your medium score suggests you may be experiencing some problems with your career planning. If you think you are not able to resolve problems of concern on your own, you should discuss them with a career counselor.

Scores range from 1-5, with with 1 being "not prepared" and 5 being "very prepared."

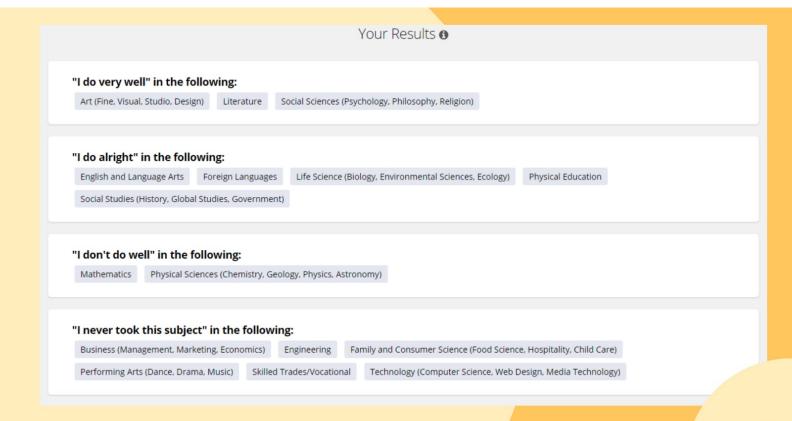
If you are <3.0 in any of these areas, you will want to reach out to career services.

My Academic Strengths



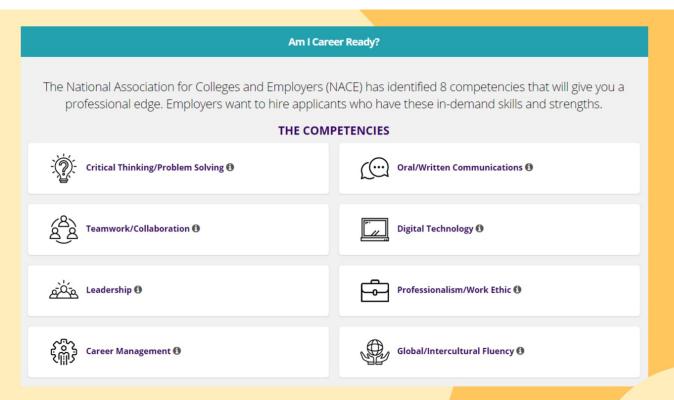
The second assessment gauges your academic strengths.

Results



The results of this assessment can assist career services when coming up with a career plan.

Am I Career Ready?

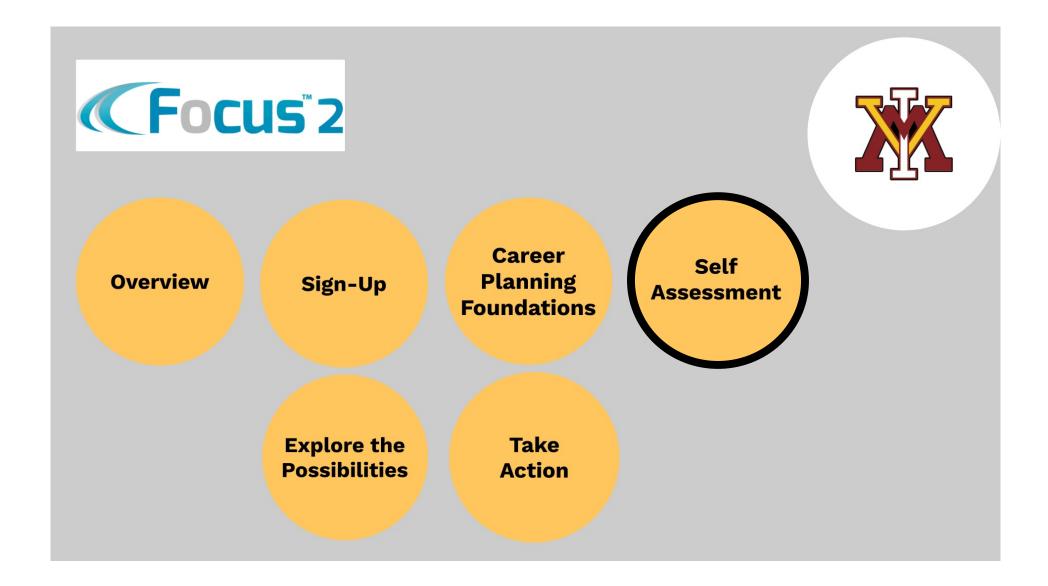


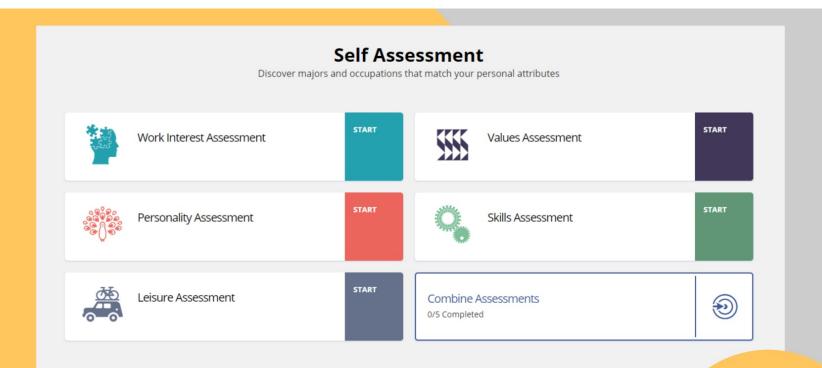
The third assessment gauges your career readiness based on 8 competencies that employers are looking for in employees.

Results

### YOUR CRITICAL THINKING/PROBLEM SOLVING SKILLS Feedback: Your score indicates your Critical Thinking/Problem Solving Skills are: not yet developed slightly developed moderately developed highly developed very highly developed Ways to develop your Critical Thinking/Problem Solving Skills: Select from below how you will develop this competency. Participate in research projects. Practice making step by step plans to solve problems. ☐ Brainstorm various ways you could solve a problem. Ask yourself, "What's missing here?" when analyzing a situation. Ask questions. Avoid accepting ideas as fact. Practice gathering information that will help you solve problems. ☐ Join a debate club or write an opinion piece for your student newspaper. Monitor your emotions during decision making. Participate in class discussions and debates. ☐ Join a club that requires problem solving such as an. ■ Be inquisitive and take initiative to solve problems. Seek out solutions to problems. ☐ Join a club that engages in problem solving activities such as debate, robotics, chess, entrepreneurial club, etc.

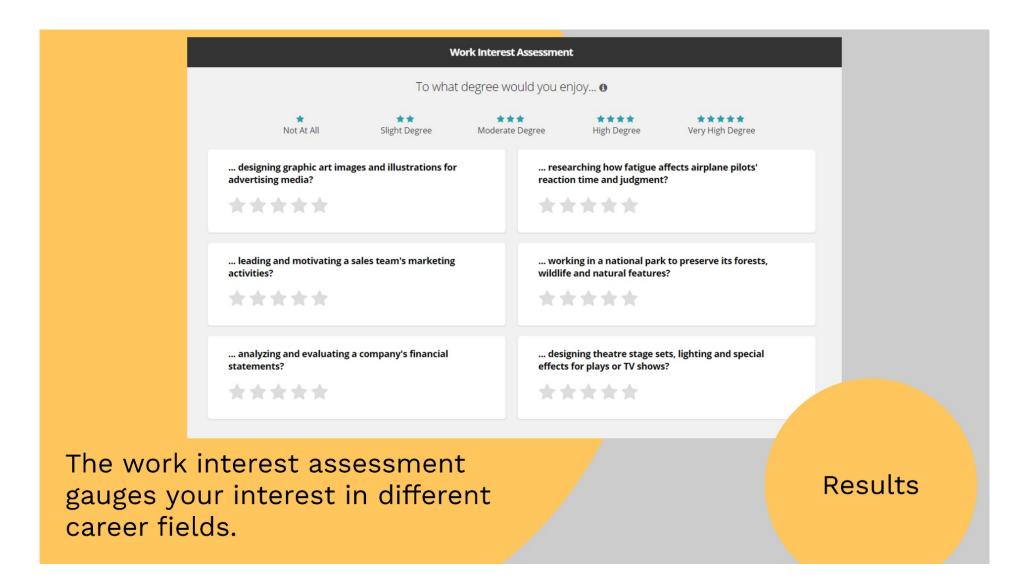
The results pages will offer recommendations on how to develop each of the 8 competencies.

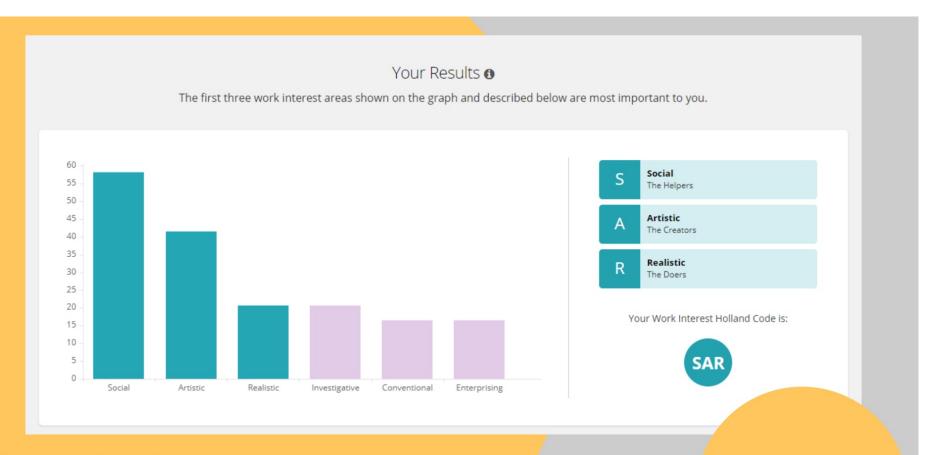




There are 5 self assessments to help you find majors and careers that may interest you based on your values, skills, and personality.

Work Interest Assessment





The results show you what work interest areas may be most important to you.

Description

#### Social: "The Helpers"

- Prefer to work with others with the team approach to problem solving.
- · Enjoy teaching, caring for others, volunteering, mediating disputes, meeting new people, and working in groups.
- · Highly verbal, express themselves well, and get along well in groups.
- · Describe themselves as cooperative, friendly, and understanding.

#### Artistic: "The Creators"

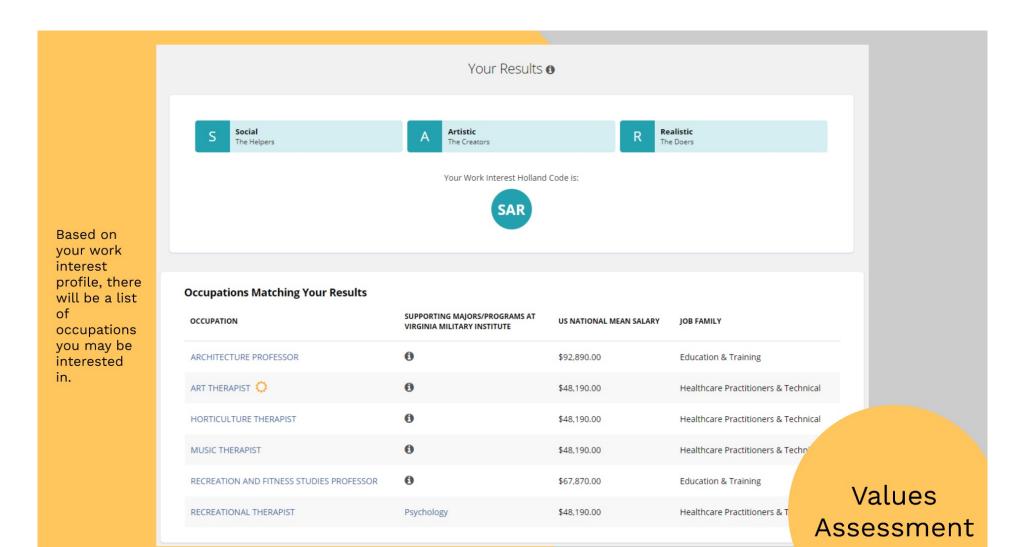
- · Prefer to be expressive and like the opportunity to create new things and be innovative.
- · Typically do not like structure or conformity.
- · Prefer to use their imagination and be creative.
- · Enjoy activities such as: writing, poetry, photography, designing, singing, acting, dancing, painting, attending theaters and exhibits, and reading.

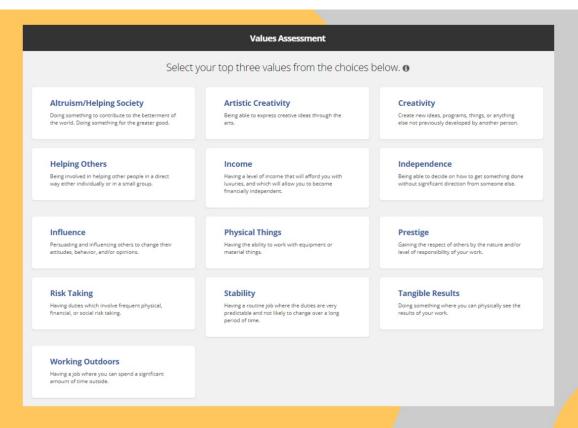
#### Realistic: "The Doers"

- · Prefer to work with objects and things.
- · Enjoy being physically active, repairing equipment, rebuilding cars, fixing electrical things, solving mechanical problems, playing sports, and working outdoors.
- · Enjoy creating things with their hands and using tools and machines.
- · May enjoy working with large, powerful machines like tractors. Prefer precision machinery such as X-ray or electronic equipment.

It also offers an explanation of what each component means.

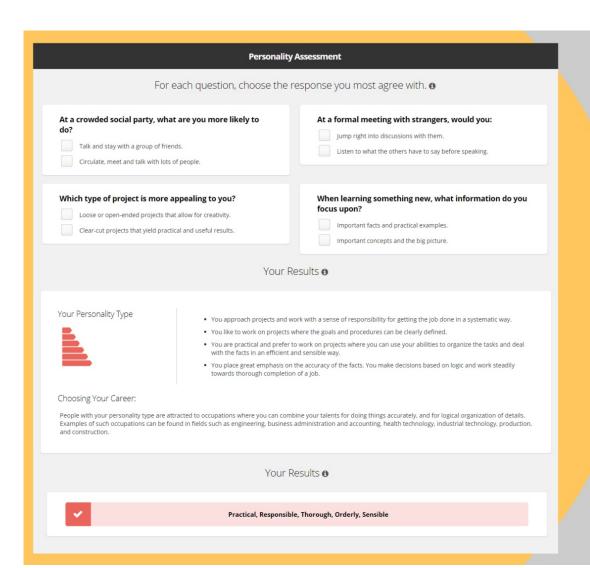
Jobs





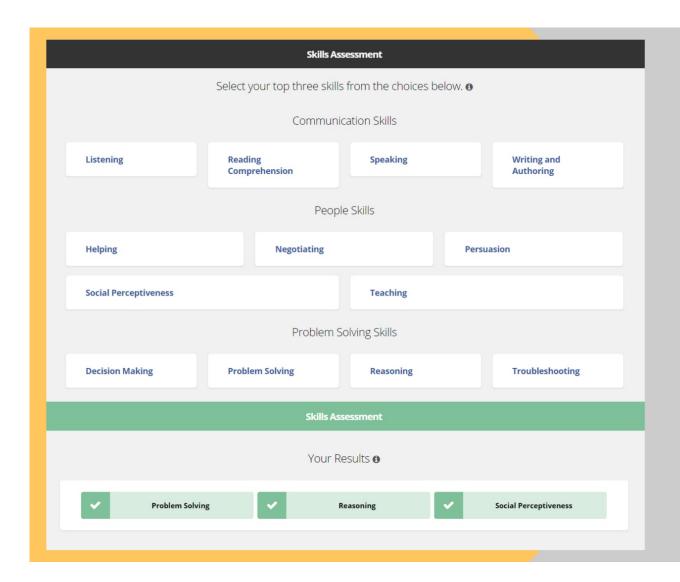
The values assessment gives you a list of potential occupation options based on the three values that you choose.

Personality



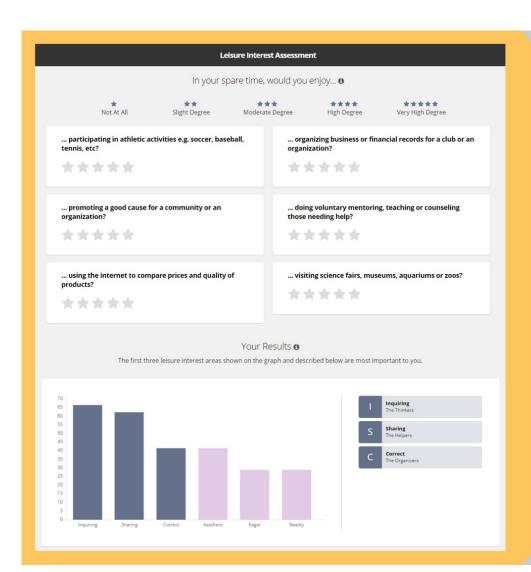
Similarly, the personality assessment offers an overview of your personality type and certain occupations you may enjoy.

Skills Assessment



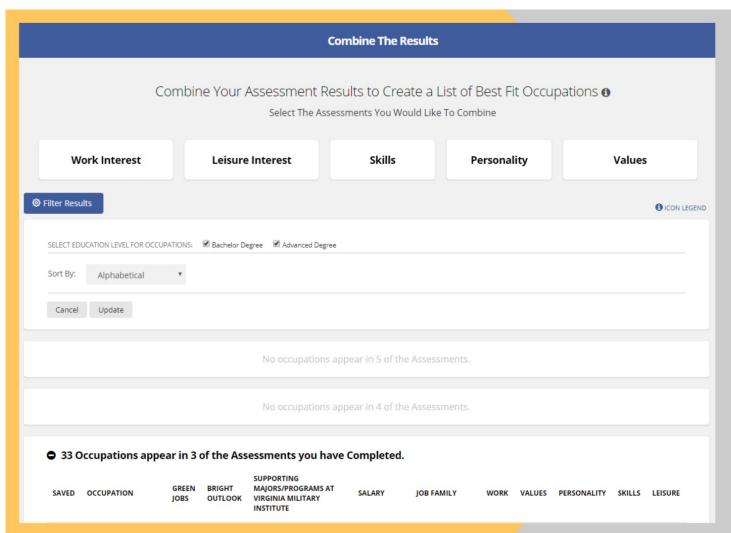
The skills assessment offers recommendations based on your current skill-set.

Leisure Assessment



Finally, the leisure assessment offers recommendations based on what you like to do in your spare time.

Combining Assessments



Once you have completed the assessments, you can then combine them to get a targeted list of potential occupations.





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# **Explore the Possibilities**

Use these tools for ongoing career and education exploration

What can I do with a major in ... Offered at Virginia Military Institute? ♥

What can I do if I majored in ... ♥

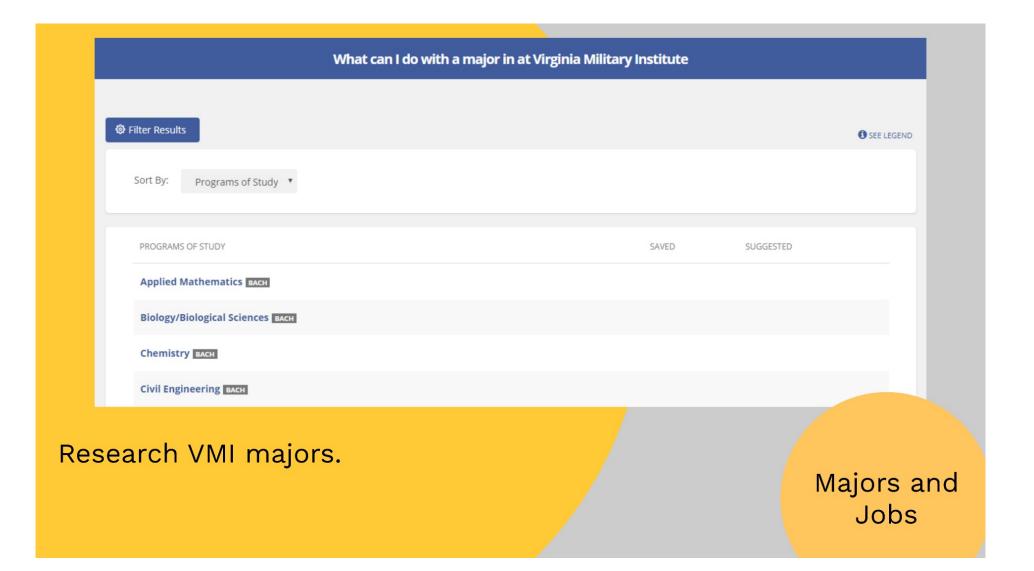
Explore any Occupation 🔊

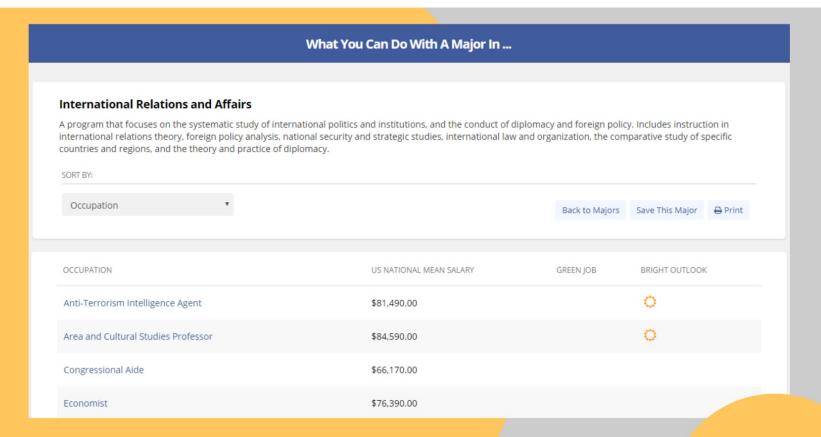
Explore Occupations by Job Family 🕏

Compare 2 Occupations Side by Side ♥

Once you have an idea of careers you may be interested in, you can explore majors and occupations.

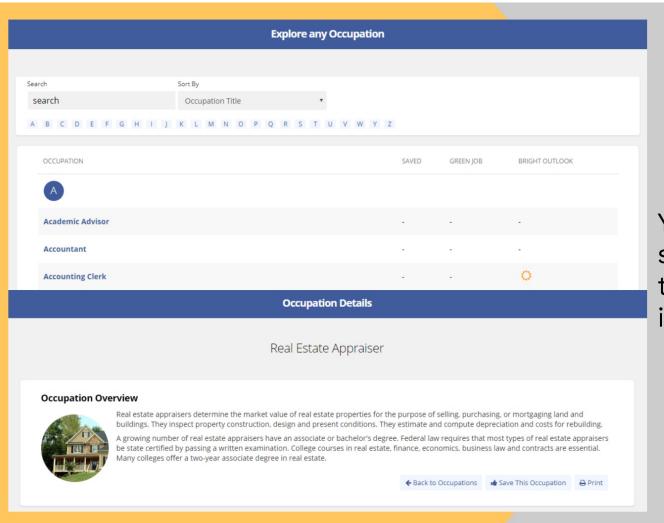
**VMI Majors** 





Research occupation options with specific majors.

Occupations



You can research specific occupations that you are interested in.

Results



For each occupation, you can review the job tasks involved as well as how well your work interest profile matches up with the position.

Continued

#### Skills

#### Listening

Paying attention to what other people are saying, and taking time to understand the points being made.

#### Managing Time

Allocating and budgeting your time for different tasks so that things get done when needed.

#### Reading Comprehension

The ability to understand complex written paragraphs, instructions, or reports.

#### Reasoning

Using logic to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

#### Social Perceptiveness

Being aware of the reactions of others, and understanding why they react the way they do.

#### Speaking

Talking, giving speeches, or speaking in a group to convey information, explain ideas, or give instructions.

#### Teaching

Teaching others how to do something.

#### Values

#### Altruism/Helping Society

Doing something to contribute to the betterment of the world. Doing something for the greater good.

#### Helping Others

Being involved in helping other people in a direct way either individually or in a small group.

#### Work Conditions

#### Authority to Make Decisions

A worker in this job has the authority to make decisions without consulting their supervisor.

#### Face to Face Communication

This job requires having frequent face to face discussions with other people.

#### Public Speaking

The worker is often required to speak in front of a group of other people.

#### Structured

The tasks to be performed by the worker are generally pre-determined. That is, this job is relatively structured.

#### Teamwork

You will be working with others as part of a team.

#### Working Inside

Most of the work day is spent indoors.

#### Education Requirements

People can enter this occupation with more than one type of credentials. The following are the most common:

#### Bachelor Degree

Masters Degre

#### Majors/Areas of Study at Virginia Military Institute:

#### Applied Mathematics

#### SAVE THIS MAJOR

A program that focuses on the application of mathematics and statistics to the solution of functional problems in fields such as engineering and the applied sciences. Includes instruction in natural phenomena modeling continuum mechanics, reaction-diffusion, wave propagation in natural phenomena modeling continuum mechanics, reaction-diffusion, wave propagation and provided to the propagation of the propagati

#### Chemistry

#### SAVE THIS MAIOE

A general program that focuses on the scientific study of the composition and behavior of matter, including its micro- and macro-structure, the processes of chemical change, and the theoretical description and laboratory simulation of these phenomena.

#### English

#### SAVE THIS MAJO

A general program that focuses on the English language, including its history, structure and related communications skills; and the literature and culture of English-speaking peoples.

#### History

#### SAVE THIS MAJOR

A program that focuses on the general study and interpretation of the past, including the gathering, recording, synthesizing and criticizing of evidence and theories about past events. Includes instruction in historiography; historical research methods; studies of specific periods, issues and cultures; and applications to areas such as historic preservation, public policy, and records administration.

#### Outlook

Employment in this field is projected to grow 5% to 8% percent from 2014 to 2024, which matches the average growth rate for all occupations

#### Earnings

People established in their career generally earn between \$46,110 and \$74,160 per year. Exceptional performers can earn in excess of \$92,920.

(These figures are based on data collected from the US Department of Labor)

#### View salary information by state

(Information provided by CareerOnestop & O\*NET)

#### -- select one -- ▼ Submit

#### Professional Association

National Education Association, 1201 16th Street, NW, Washington, D.C. 20036

Website: http://www.nea.org/index.html

National Council for Accreditation of Teacher Education, 2010 Massachusetts Avenue, NW, 5th Floor, Washington, D.C. 20036

Website: http://www.ncate.org/

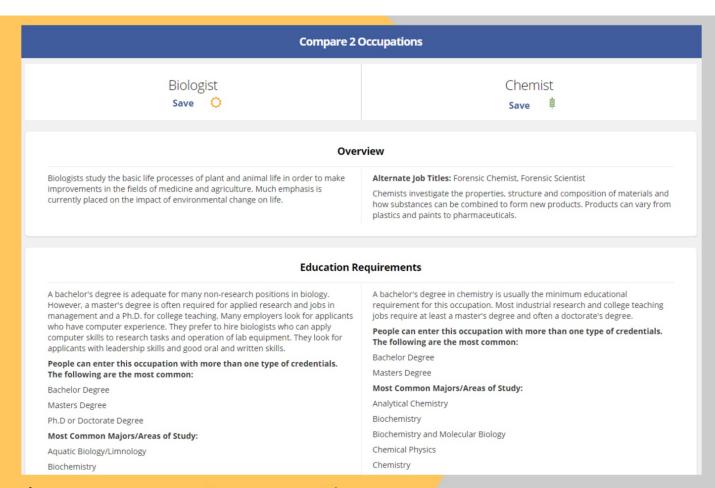
American Federation of Teachers, 555 New Jersey Avenue, NW, Washington, D.C. 20001

Website: http://http://www.aft.org/

Other sections: required skills, values, work conditions, education requirements, job outlook, earnings, and professional associations.

Job Family

# **Explore Occupations by Job Family** O Architecture & Engineering O Arts, Entertainment, Sports, & Media O Building & Grounds Maintenance O Business & Financial O Community & Social Service O Computer & Mathematical For a broader view, you can research Compare occupations by job family.



You can also compare 2 occupations and see which may be a better fit.





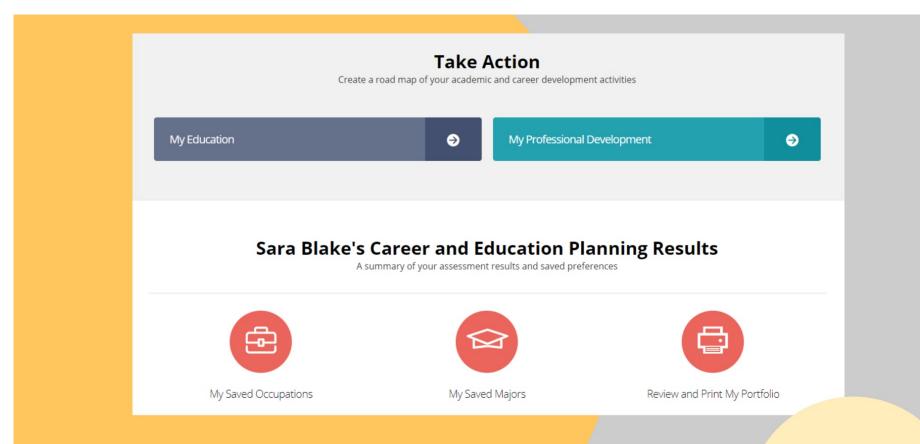
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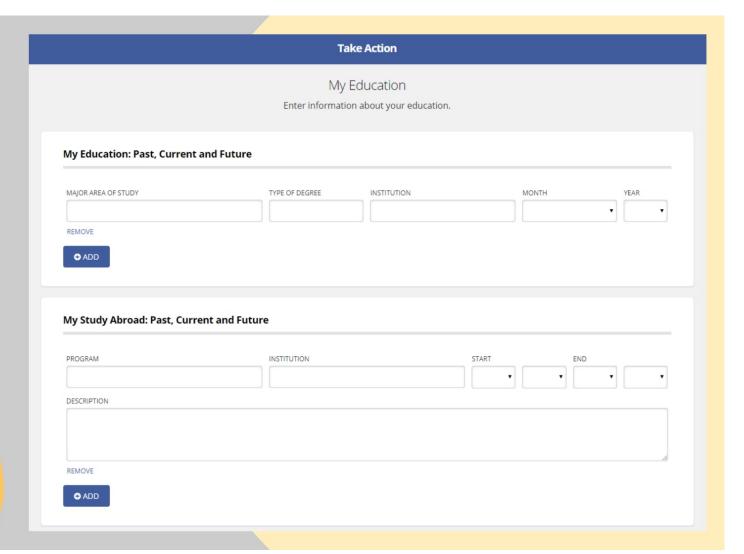


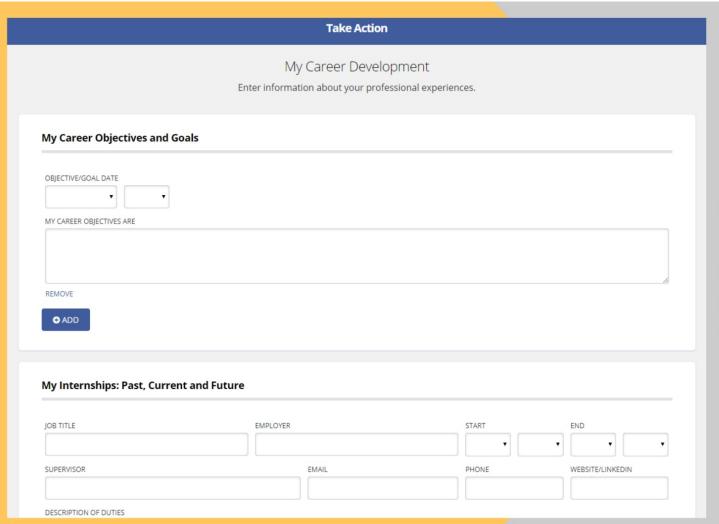
The final section will help you organize your career information.

**Education** 

You can save information about your education.

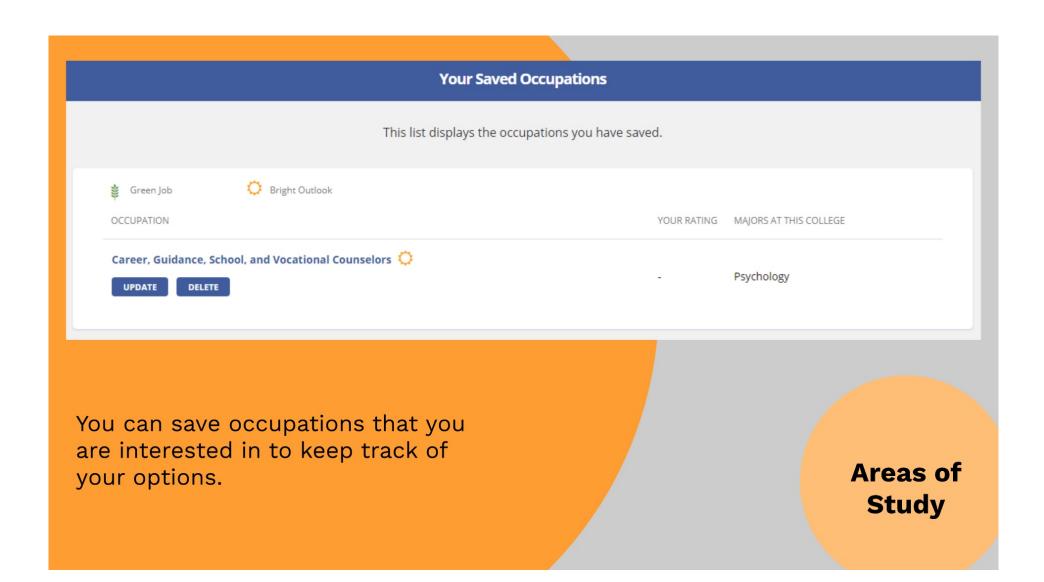
Career Development

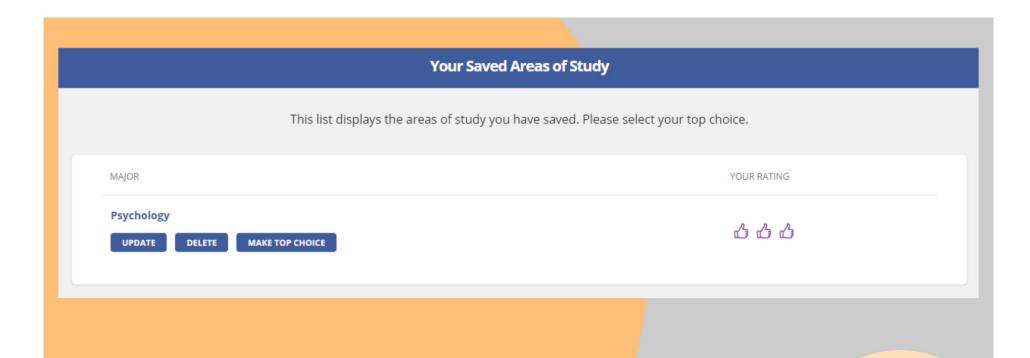




You can also save information about your career development for reference.

Saved Occupations





If you are considering changing majors or are interested in graduate school, you can save majors as well.

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 My Career Planning Involvement My Values Assessment My Values Assessment My Saved Occupations My Saved Majors

Finally, you can create a customized report to review with career services.





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