

## Creating Your Career Plan

Use the space below to reflect on the following:

- Your Academic and Career plans >
- Your Vision for Your Future >
- Your Career Interests >

**Start the FOCUS 2 Career Assessment (Follow the instructions below.)**

### Step 1: Log in to [FOCUS 2](#) or scan QR code and create your account

- Click on Register to create an account
- Enter the Access code: **stormer**
- Follow instructions to create your account
- Record your Username and Password



Username: \_\_\_\_\_ Password: \_\_\_\_\_

### Step 2: Complete the following Self Assessments: These assessments will collect information about your interests, values, and personality type which are then matched to occupations.

- Work Interest Assessment
- Values Assessment
- Personality Assessment

### Step 3: Review Your Work Interest Results

- Click on the **Home Screen** (found on the upper left-hand corner of the screen)
- Under **Self Assessment**, Click on **RESULTS** for **Work Interest Assessment**
- Record your Holland Code (three letter code) \_\_\_\_\_
- Read what your Holland Code means
- As you read the descriptions, in the space below write down a few words that best describe you

S	<b>Social</b> The Helpers
A	<b>Artistic</b> The Creators
E	<b>Enterprising</b> The Persuaders

Your Work Interest Holland Code is:



**Words that best describe me!**

**If you are ready to meet with a Career Coach, STOP HERE**

If you would like to explore your results and occupational matches before meeting with a coach, complete steps 4-6 on the backside of this worksheet. **Taking these extra steps can be beneficial in your conversation with the Career Coach.**

- Click on Continue (This will generate occupational results that best align with your preferences.)

**Step 4: Review Your Occupational Results**

- Review the list of occupations matching your results
- Click on the occupation to obtain information about job tasks, skills required, work conditions, educational requirements, labor market information, earnings, etc.
- Click the **Save This Occupation** feature for those occupations of interest to you (All saved results in FOCUS 2 can be reviewed in your FOCUS 2 Portfolio for future reference.)
- Click the **Back to Occupations** button
- Under **Supporting Majors/Programs at MATC**, click on the “Detail” icon (see picture to the right) to see what program at MATC is a match for this occupation. If no program is shown, please make a note to discuss with a Career Coach, as we may have other options available.
- In the space provided below, take notes on one occupation you would like to discuss with a Career Coach. Please also include what you found appealing and any additional information you found interesting such as earnings, job outlook, job duties, education requirements, etc.



<b>Occupation:</b>	
Job Tasks:	Educational Requirements:
Skills Needed:	Labor Market Info/Earnings:
Working Conditions:	What did you find appealing?

**Step 6: Make a Career Plan! Set Goals! Make it Happen!**

**Career Planning is a process of exploration.** Our Career Coaches are here to empower you to move forward towards your academic and professional goals with greater clarity, focus, momentum and success. Together, Let's Make it Happen!

- Use the area below to identify career and educational goals:

<b>Short Term Goal: (6 to 12 months)</b>	<b>Long Term Goal: (1 to 5 years)</b>
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**What's Next?**

- Schedule an appointment with a Career Coach using the [Career Coach Booking Link](#) or the QR Code
- Take time to complete additional assessments in FOCUS 2, (Leisure and Skill Assessments)
- Use the Combine Results feature found under Self Assessment to create a list of best fit occupations
- Continue to use FOCUS 2 to research careers and programs of interest
- Schedule informational interviews and/or pursue job shadowing opportunities
- Apply to a program at MATC. <https://www.matc.edu/apply/index.html>



<b>My Action Plan:</b>
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