



MAJOR SELECTION AND CAREER DECISION MAKING STARTS HERE

SELF ASSESSMENT WORKBOOK

Information adapted from Career Dimensions, Inc. FOCUS 2 Career and Education Planning Workbook.

THE IMPORTANCE OF CAREER PLANNING & SELF ASSESSMENT

In today's rapidly changing world, new career paths are constantly unfolding, traditional ones are being changed and shifts are taking place in occupation skills and educational requirements. These changes are a result of new technology, modifications in organizational design and the trend towards global business operations. With all these changes, you might ask "What is the point of planning ahead by developing a career plan?" The point is to be ready for change with a set of career goals, strategy and options based on your interests, personality, values, and skills. Once you have a plan, you will be equipped to manage your career and take advantage of changes in the economy and job market rather than becoming a victim of change.

Understanding yourself is a critical aspect of career and educational exploration and planning. The more you know about your career related interests, values, skills, personality type and preferences, the better equipped you will be to identify occupations, college majors, training programs, and educational pathways that are compatible with your personal attributes.

Planning your career is totally your responsibility. It is up to you to prepare and take the necessary actions to obtain the education and training that will support your career plans. However, you don't have to do it alone. Your academic advisor or career counselor can help you navigate through your career planning journey.

FOCUS 2 CAREER SYSTEM

FOCUS 2 CAREER is an online interactive, self-guided career and education planning system designed to help you make decisions about your future career goals and education plans. Typically, students can complete the self-assessments in less than 1-hour.

The FOCUS 2 CAREER system will:

- Assess your career planning involvement, career readiness competencies, work interests, values, skills, personality type and leisure time interests.
- Provide a list of occupations, career fields, majors, and training programs that match your personal preferences and attributes.
- Help you plan a career and educational pathway that will support your personal needs and goals.

SELF ASSESSMENTS

Self-Assessment is an important first step in selecting a major, choosing an occupation, planning your career, and searching for a job. FOCUS 2 CAREER offers five self-assessments: Work Interests, Personality, Skills, Values, and Leisure Interests. The results of each self-assessment include occupations and supporting majors at your college that match these personal attributes.

A good strategy is to use FOCUS 2 CAREER, complete this workbook, then discuss your ideas with your career counselor and academic advisor. Remember, career planning is a life-long journey. FOCUS 2 CAREER as a resource that you can use throughout your academic years and as an alumnus of the University of Maryland Eastern Shore. Now, let's get started!

List 3 occupations that you are currently considering:

Occupation #1: _____

Occupation #2: _____

Occupation #3: _____

Work Interest Assessment: Your Work Interests reflect the kinds of work-related activities and tasks you most enjoy doing. The FOCUS 2 CAREER work interest assessment identifies and matches your work interests to occupations and supporting majors at your college.

Using the results of your Work Interests, complete the following:

What is your 3-letter Holland Code? _____

Based on your results, list 3 occupations that interest you.

Occupation #1: _____

Occupation #2: _____

Occupation #3: _____

Are the same occupations that you are considering found on this list? If yes, indicate those occupations below.

Values Assessment: Your Values are a description of what is most important to you in your life. Your values are matched to occupations that you may find satisfying, based on the similarity between your work values and the work values associated with various occupations. The FOCUS 2 CAREER values assessment identifies and matches your values to occupations and supporting majors at your college.

Using the results of your Values Assessment, complete the following:

List your selected Values:

Value #1: _____

Value #2: _____

Value #3: _____

Based on your results, list 3 occupations that interest you.

Occupation #1: _____

Occupation #2: _____

Occupation #3: _____

Are the same occupations that you are considering found on this list? If yes, indicate those occupations below.

Personality Assessment: Your Personality Type is a description of how you focus your attention, acquire information, handle information, look at the world, and make decisions. The FOCUS 2 CAREER personality assessment identifies and matches your personality type to occupations and supporting majors at your college.

Using the results of your Personality Assessment, complete the following:

What is your Personality Type?

Type #1: _____

Type #2: _____

Type #3: _____

Type #4: _____

Type #5: _____

Based on your results, list 3 occupations that interest you.

Occupation #1: _____

Occupation #2: _____

Occupation #3: _____

Are the same occupations that you are considering found on this list? If yes, indicate those occupations below.

Leisure Interest Assessment: Your Leisure Interests reflect the kinds of activities you most enjoy doing in your free time. The FOCUS 2 CAREER leisure interests assessment identifies and matches your leisure interests to occupations and supporting majors at your college

Using the results of your Leisure Interest Assessment, complete the following:

What is your 3-letter Leisure Interest Code? _____

Based on your results, list 3 occupations that interest you.

Occupation #1: _____

Occupation #2: _____

Occupation #3: _____

Are the same occupations that you are considering found on this list? If yes, indicate those occupations below.

Skills Assessment: A skill is defined as the ability to perform an activity proficiently and can be acquired through education, work experience and job training or can be the result of a natural ability. Your skills reflect your talents and the types of things you easily learn and perform well. The FOCUS 2 CAREER skills assessment identifies and matches your skills to occupations and supporting majors at your college.

Using the results of your Skills Assessment, complete the following:

List your top 3 Skills:

Skill #1: _____

Skill #2: _____

Skill #3: _____

Based on your results, list 3 occupations that interest you.

Occupation #1: _____

Occupation #2: _____

Occupation #3: _____

Are the same occupations that you are considering found on this list? If yes, indicate those occupations below.

COMBINE YOUR RESULTS

Upon the completion of each of the self-assessments, you can combine your results to create a master list of best-fit occupations and majors.

1. Click on Combining Assessments.
2. Select the assessments that you wish to combine.
3. Print the occupation list that is generated.
4. Circle the occupations that immediately appeal to you.
5. Underline the occupations that surprise you but sound interesting.
6. Put an X through the occupations that do not appeal to you.
7. Examine the details of the occupations that you have circled and underlined.

Are the same occupations that you are considering found on this list? If yes, indicate those occupations below.

YOUR SAVED OCCUPATIONS

Ongoing exploration of occupations using the FOCUS 2 CAREER system will help you to make informed decisions about your career and education. Review your saved occupations in your career portfolio. Be sure to examine the job duties, employment outlook, advancement opportunities, earnings, areas of study and required credentials, etc. associated with each of your saved occupations.

CONCLUSION

Now that you have completed the self-assessments and explored the occupations that match your preferences, indicate your top 3 occupations that you find appealing and would like to explore further.

Occupation #1: _____

Occupation #2: _____

Occupation #3: _____