




User Guide

Career Services ▪ University of Wisconsin-Green Bay

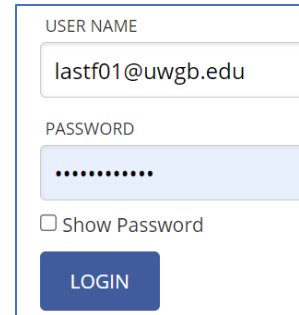
SS1600 ▪ 920-465-2163 ▪ careers@uwgb.edu ▪ uwgb.edu/careers

FOCUS 2 CAREER is an interactive self-assessment and career exploration tool that will help you learn more about yourself and your career options. It will help you identify occupations that are likely to be a good fit for your interests, values, personality, and skills.

GETTING STARTED: To access FOCUS 2, go to the Career Services homepage at www.uwgb.edu/careers and click on the  logo. Use your UW-Green Bay email address and password to login.

You can use FOCUS 2 on any PC or MAC computer, iPad, tablet, or smartphone.

There is no time limit for using FOCUS 2, but plan to spend about 30-60 minutes completing the self-assessment tools. You can use the site as many times as you wish, and in any order. Your results will be saved in your FOCUS 2 account, and you can repeat any sections previously completed.





USER NAME
lastf01@uwgb.edu

PASSWORD
.....

☐ Show Password

LOGIN





CAREER PLANNING FOUNDATIONS: These activities offer insight about your state of preparation and readiness for the career planning process.

 My Career Planning Involvement START	 Am I Career Ready? START
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Use **My Career Planning Involvement** to evaluate your approach to career exploration and decision-making, and to identify potential challenges or obstacles.

Am I Career Ready? helps you assess your development of the 8 essential workplace competencies identified by the National Association of Colleges and Employers (NACE).

SELF ASSESSMENT: The assessment tools in FOCUS 2 have been developed to identify occupations and majors that match your personal attributes. Each one will ask you to rate or prioritize your preferences for **Work Interests, Values, Personality, or Skills**.

 Work Interest Assessment START	 Values Assessment START
 Personality Assessment START	 Skills Assessment START

Complete all 4 of the assessments, or the specific ones indicated by your career advisor.

Click on the  icon to return to the main page when you are finished with each module.

Combine Assessments

2/4 Completed



After completing 2 or more of the assessments, you can use the **Combine Assessments** function to see which occupations and majors match more than 1 of your assessments.

EXPLORE THE POSSIBILITIES: For additional exploration, FOCUS 2 offers several other tools for learning more about occupations and majors, including the specific academic programs available at UW-Green Bay.

What can I do with a major in ... Offered at University of Wisconsin-Green Bay? ➔

What can I do if I majored in ... ➔

Explore any Occupation ➔

Explore Occupations by Job Family ➔

Compare 2 Occupations Side by Side ➔

WHAT SHOULD I DO NEXT?

After completing the assessments and exploring the related careers and majors, you should make an appointment with a career advisor at UW-Green Bay. A Career Services staff member can help you make sense of your results, explain what the assessments mean, and provide you with additional resources.

To schedule an appointment with Career Services, please call the office (920-465-2163) or stop by in person (SS1600) during regular office hours, 7:45 am – 4:30 pm, Monday-Friday.