

Focus 2 Career Assessment Instructions

Focus 2 Career Assessment guides users through a reliable, intuitive career and education decision making model to help them choose a college, select a major, explore occupations, and make informed career decisions.

Follow these instructions from any computer to access and complete the Assessment.

1. Launch the [Focus 2 Career Assessment](#).
2. Click, the **“Register”** button at the bottom of the page
3. Enter the ACCESS CODE: **bears** (case sensitive)
4. Fill out **all** required information
5. Underneath **“SELF-ASSESSMENT”**, take the **Work Interest Assessment**
6. When you have reached the **“YOUR RESULTS”** page after the assessment, scroll down until you see **“Occupations Matching.../Occupations with Majors...”**
7. Review the occupations listed and select an occupation you are interested in
8. Then, click the **“SAVE THIS OCCUPATION”** button in the right corner underneath **“Occupation Overview”**
9. Click, the back button and do this for **ONE (1)** more occupation
10. Once, you have saved the occupations for this assessment, click the **HOME ICON, ON THE TOP LEFT**
11. Now, follow **STEPS 5 – 10** for each of the following assessments:
 - Values Assessment
 - Personality Assessment
 - Skills Assessment
12. Upon completion of all **FOUR (4)** assessments, **SCROLL TO THE BOTTOM OF THE HOME PAGE**, and under **“Career and Education Planning Results”** click **“Review and Print Portfolio”**
13. Select the following:
 - My Work Interest Assessment
 - My Values Assessment
 - My Personality Assessment

- My Skills Assessment
 - My Saved Occupations
14. Now, click “**Build my Portfolio**”
 15. Click the **DOWNLOAD** button at the very top right corner of the page
 16. If you would like to meet with a Career Services staff member to discuss your results send your results to their email or print it out before your appointment.
 17. ***LOG OUT***

If at any point you need assistance with completing the assessment, please call 501-450-3250 during office hours (Monday – Friday, 8:00 am – 4:30 pm) or e-mail bears4hire@uca.edu anytime.