

Focus 2 Career Assessment Instructions

PLEASE READ THOROUGHLY!!

REGISTERING AND COMPLETING ASSESSMENTS:

1. Launch: [Focus 2 Career Assessment](https://uca.edu/career/focus/). (<https://uca.edu/career/focus/>)
2. Click, the “CREATE AN ACCOUNT” button at the bottom of the page
3. Enter the ACCESS CODE: **bears**
4. Create a username; fill out all required information
5. Underneath “SELF-ASSESSMENT”, take the following self-assessments
 - a. Work Interest Assessment - *What interests me?*
 - b. Values Assessment - *What matters most to me?*
 - c. Personality Assessment - *What makes me tick?*
 - d. Skills Assessment - *What are my natural strengths?*

VIEWING AND SAVING RESULTS:

To **view your combined results**, go to the “COMBINE YOUR RESULTS” section, click “COMBINE”.

1. Select each of your completed assessments, and then click “APPLY”.
2. Review your results, saving the occupations and/or majors that interest you.
 - a. Occupations - click the name of the occupation; click the heart to save
 - b. Majors - click the name of the major; click the star to save
 - c. Click the “EXIT TO DASHBOARD” link at the top of the page to return to the home page.

To **view, download, or print your report(s)**,

1. Click the “MY SUMMARY REPORT” menu at the bottom of the dashboard page to see:
 - a. Your Saved Occupations
 - b. Your Saved Majors
 - c. Your Summary Report
 - i. Click on the reports you’d like to include in your report or the “SELECT ALL” button.
 - ii. Click the “CONTINUE” button to view your portfolio.
2. To save or print the report, click the printer or pdf icon at the top of the page.