



What Is FOCUS?

FOCUS is a self-paced, online career and education planning tool for use by college students. It will enable you to self-assess your career relevant personal qualities and explore career fields and major areas of study that are most compatible with your assessment results. Students who use FOCUS make better decisions about their goals and plans and learn how to self-manage their careers..

FOCUS is provided free of charge to currently enrolled students, alumni, and employees of UT by the Career Services Office.

Getting Started: Creating An Account

1. Go to <http://www.utoledo.edu/utlc/career>
2. Click on "Focus Online Assessment"
3. Click on "If you need to create a new account, [click here.](#)"
4. Complete the form. [**Access code** is "toledo"]

Using FOCUS

You can do any or all sections, but we recommend starting at "Career Readiness" and working through all section in order. Each section will take 5-15 minutes. You can do as much as time allows.

As you complete each section, the Main Menu will be updated and will show you which phases you have finished so you can easily stay on track. Your information and progress will be saved under your confidential user identification and password.

Evaluating Your Results

Once you have completed the assessments, we encourage you to contact us and make an appointment with a career advisor to discuss your results. Make sure to print and bring in your results to the review session!

Career Services Student Union 1532 419.530.4341

Using FOCUS: Main Menu Features

Career Readiness

Career and Educational Goals: Record your current career and educational goals

Academic Strengths: Specify your academic strengths and weaknesses

Career Planning Status: An assessment tool that gauges where you are in the career planning process

Personal Development Needs: An assessment tool that gauges your personal development needs

Self Assessment

Work Interest Assessment

Personality Assessment

Skills Assessment

Values Assessment

Leisure Interest Assessment

Assess your work interests, personality, skills, values, and leisure interests and explore careers that match your results.

Combine the Results of Multiple Assessments: Combine the results of multiple assessments to narrow down matching occupations

Exploring Possibilities

Search by Name: Search occupations by name

Search by Industry: Search occupations by industry

What can I do with a major in...?: Search occupations by major

Compare Two Occupations Side by Side

Your Personal Portfolio

Review and update you saved occupations: View and edit the occupations you have saved for reference

Review and update your saved majors: View and edit the majors you have saved for reference

Review and print your portfolio: Print out any/all completed information from your FOCUS account

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