

## Step 1: Create Your Free Account

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1. [Click here](#) to visit the DMACC Focus 2 Career Portal.  
While Focus 2 Career can be accessed on mobile devices, we strongly recommend using a computer instead.
2. Bookmark DMACC's Focus 2 Career page in your browser.  
This will help you return to your Focus 2 Career account easily.
3. Click the red "Create an Account" button and complete the registration form.

The access code for all DMACC users is: **DMACCBEARS**

## Step 2: Complete "Career Planning Foundations" Activities

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1. Complete the "My Career Planning Involvement" activity. (18 questions; ⌚ <5 minutes)  
This activity will help you identify how involved you are in the three primary steps of the career planning process: self-assessment, career exploration, and career planning satisfaction. Your results will help you identify areas of the career planning process where you can improve your engagement. This can help you/your Career Coach select "next steps" in your career planning process.  
  
**My Self-Assessment Score: \_\_\_\_ My Career Exploration Score: \_\_\_\_ My Career Planning Satisfaction Score: \_\_\_\_**  
**After reviewing your results, click "Exit to Dashboard" in the upper right corner to return to your dashboard.**
2. Complete the "My Academic Strengths" activity. (16 questions; ⌚ < 5 minutes)  
This activity will ask you to rate your academic strengths in a variety of subject areas. Recognizing your academic strengths can help inform decisions you make about what college majors and career paths you pursue in the future.

I do "very well" in these academic areas:

I do "alright" in these academic areas:

After reviewing your results, click "Exit to Dashboard" in the upper right corner to return to your dashboard.

## Step 3: Complete Your Self-Assessments

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Complete the Work Interest Assessment. (36 Questions; ⌚ <10 minutes)  
This assessment will ask you to what degree you think you would enjoy or be interested in certain activities. Your results will reveal how strong your interests are in each of the six Holland work interest areas. The first letters of your top three work interest areas are called your "Holland Code" (R-I-A-S-E-C).

**My Holland Code:** \_\_\_\_\_

When I read the descriptions of my top three work interest areas, these phrases or keywords sound the most like me:

**2. Scroll to the bottom of your Work Interest Assessment results and click the Continue button.**

Here, you will find a list of occupations that match your Holland code. The list is sorted alphabetically in “Card View” by default, but you can change the view or filter by degree using the tools in the upper right corner.

♥ **PRO TIP:** Want to save an occupation? Click the ♥ icon or the “Save this Occupation” button. If you find a major you want to save, click the “Save” button. You can access your saved occupations and majors through the My Saved Occupations and My Saved Majors icons located at the bottom of your dashboard.

Based on the results of my Work Interest Assessment, I would like to learn more about these occupations (if any):

Based on the results of my Work Interest Assessment, I would like to learn more about these majors (if any):

**After reviewing your results, click “Exit to Dashboard” in the upper right corner to return to your dashboard.**

**3. Complete the Values Assessment. (Select your top three values; ⌚ <5 minutes)**

This assessment will ask you to choose your top three values from 13 options. When you imagine the type of work you want to do and the environment you want to work in, what is most important to you? What are your “must-haves”? These are your top work values.

**My Top 3 Work Values Are:** \_\_\_\_\_

**4. Scroll to the bottom of your Values Assessment results and click the Continue button.**

Here, you will find lists of occupations that match all three of your values and those that match two out of three of your values. The list is sorted alphabetically in “Card View” by default, but you can change the view or filter by degree using the tools in the upper right corner.

♥ **PRO TIP:** Want to save an occupation? Click the ♥ icon or the “Save this Occupation” button. If you find a major you want to save, click the “Save” button. You can access your saved occupations and majors through the My Saved Occupations and My Saved Majors icons located at the bottom of your dashboard.

Based on the results of my Values Assessment, I would like to learn more about these occupations (if any):

Based on the results of my Values Assessment, I would like to learn more about these majors (if any):

**5. Complete the Personality Assessment. (20 Questions; ⌚ <10 minutes)**

This assessment will ask you questions that will help identify your unique personality and preferences. Your personality type describes how you react to certain situations/people, make decisions, organize information, and go about solving problems.

**After reviewing your results, click “Exit to Dashboard” in the upper right corner to return to your dashboard.**

When I read the description of my personality type, these phrases or keywords sound the most like me:

**6. Scroll to the bottom of your Leisure Interest Assessment results and click the Continue button.**

Here, you will find lists of occupations that match your top three leisure interests. The list is sorted alphabetically in “Card View” by default, but you can change the view or filter by degree using the tools in the upper right corner.

♡ PRO TIP: Want to save an occupation? Click the ♡ icon or the “Save this Occupation” button. If you find a major you want to save, click the “Save” button. You can access your saved occupations and majors through the My Saved Occupations and My Saved Majors icons located at the bottom of your dashboard.

Based on the results of my Skills Assessment, I would like to learn more about these occupations (if any):

Based on the results of my Skills Assessment, I would like to learn more about these occupations (if any):

**After reviewing your results, click “Exit to Dashboard” in the upper right corner to return to your dashboard.**

**7. Complete the Skills Assessment. (Select your top three skills; ⌚ <5 minutes)**

This assessment will ask you to choose your top three skills from 30 options. What are you best at? What comes naturally to you? What kind of activities or subjects require little effort from you? These are your top skills.

**My Top 3 Skills Are:** \_\_\_\_\_

**8. Scroll to the bottom of your Skills Assessment results and click the Continue button.**

Here, you will find lists of occupations that match all three of your skills and those that match two out of three of your skills. The list is sorted alphabetically in “Card View” by default, but you can change the view or filter by degree using the tools in the upper right corner.

♡ PRO TIP: Want to save an occupation? Click the ♡ icon or the “Save this Occupation” button. If you find a major you want to save, click the “Save” button. You can access your saved occupations and majors through the My Saved Occupations and My Saved Majors icons located at the bottom of your dashboard.

Based on the results of my Skills Assessment, I would like to learn more about these occupations (if any):

Based on the results of my Skills Assessment, I would like to learn more about these majors (if any):

**After reviewing your results, click “Exit to Dashboard” in the upper right corner to return to your dashboard.**

**9. Complete the Leisure Interest Assessment. (36 Questions; ⌚ <10 minutes)**

This assessment will identify leisure interest areas you most enjoy engaging in during your free time. The kinds of leisure activities you engage in can be predictive of the kinds of occupations you will find most interesting and enjoyable.

**My Top 3 Skills Are:** \_\_\_\_\_

♡ PRO TIP: Want to save an occupation? Click the ♡ icon or the “Save this Occupation” button. If you find a major you want to save, click the “Save” button. You can access your saved occupations and majors through the My Saved Occupations and My Saved Majors icons located at the bottom of your dashboard.

When I read the descriptions of my top three work interest areas, these phrases or keywords sound the most like me:

## 10. Scroll to the bottom of your Leisure Interest Assessment results and click the Continue button.

Here, you will find lists of occupations that match your top three leisure interests. The list is sorted alphabetically in “Card View” by default, but you can change the view or filter by degree using the tools in the upper right corner.

♡ PRO TIP: Want to save an occupation? Click the ♡ icon or the “Save this Occupation” button. If you find a major you want to save, click the “Save” button. You can access your saved occupations and majors through the My Saved Occupations and My Saved Majors icons located at the bottom of your dashboard.

Based on the results of my Skills Assessment, I would like to learn more about these occupations (if any):

Based on the results of my Skills Assessment, I would like to learn more about these majors (if any):

After reviewing your results, click “Exit to Dashboard” in the upper right corner to return to your dashboard.

## Step 4: Combine Your Assessment Results

Now that you have completed all five of your assessments, you can combine the results to identify career areas that most strongly match your unique interests, values, personality, and skills. **Click on the Combine Results button on your dashboard.** Combine the results of all five assessments to find occupations that appear the most frequently in your results. **Looking back at the results of your assessments and the notes you’ve made, do you see any patterns emerging?**

Looking at the list of occupations that appear when I combine the results of my assessments, I am most interested in exploring these occupations further:

Looking back at the results of your assessments and the notes you’ve made, do you see any patterns emerging?

Patterns I see in the occupations I want to explore further:

Patterns I see in the majors I want to explore further:

## Step 5: Explore the Possibilities

Beyond your assessment results, you can also learn about occupations and majors through these tools:



### Explore the Possibilities

Tools for ongoing career and education exploration

**What can I do with a major in ... Offered at Des Moines Area Community College?**

Learn about the majors offered at DMACC and related occupations.

**What can I do if I majored in ...?**

Learn about common college majors and related occupations.

**Explore any Occupation**

Learn about 1000+ occupations in Focus 2 Career’s database.

**Explore Occupations by Job Family**

Learn about occupations that belong to the same job family.

**Compare 2 Occupations Side by Side**

Pick two occupations to compare side-by-side.

## Step 6: Focus Your Search

All along the way, you have been saving occupations and majors to explore further. Now, take some time to review what you saved and identify 3-5 occupations and majors that you want to focus on exploring right now.

**Occupations I want to focus on exploring right now:**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

**Majors I want to focus on exploring right now:**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

Narrowing your choices down will help you focus your exploration activities and avoid feeling too overwhelmed. Remember, you can always return to your Focus 2 Career account to explore other options or retake your assessments!

## Step 7: Take Your Next Steps

**Now that you have identified some occupations and majors you want to learn more about, a great next step will be to contact DMACC Career Services and set up a career coaching appointment with a member of our staff. At your career coaching appointment, we will...**

- Review your assessment results and the notes you have taken in this packet. Either print this packet and bring it with you or save a PDF version of your packet and email it to your Career Coach before your meeting.
- Talk more in-depth about the occupations and majors you have decided to focus on exploring right now.
- Identify actions you can take to start exploring these areas of interest more deeply.
- Set realistic goals to keep you on-track and moving forward with your career exploration process.

**Exploration activities your Career Coach may recommend for you include...**

- Informational Interviews: Interview a professional currently working in the occupation you are exploring. Ask the professional questions about their personal career journey, what it's like to work in their field, and what advice they have for college students who are considering that occupation.
- Job Shadows: Arrange to spend time (half-day, full day, ## hours throughout one week) "shadowing" a professional working in the occupation you are exploring. Job shadowing allows students to get a sense of what a "typical" day or week looks like for professionals who work in that occupation.
- Faculty Interviews: Interview the program chair or another faculty member at DMACC who teaches in the program you are exploring. Learn about the program, its courses, attributes of successful students, and career outcomes for graduates.
- Academic Advising: Meet with the DMACC Academic Advisor who works with the program you are exploring. Academic Advisors can help answer questions about program requirements, class scheduling, and graduation/transfer planning.
- Student Clubs/Organizations: Explore an area of interest by getting involved in one of DMACC's student clubs/organizations. Getting involved with a student club/organization is a great way to network with peers who share similar interests, learn about a particular program or industry, and develop strong teamwork skills.
- Volunteering: Volunteer with a community organization to explore an area of interest. Volunteering is a great way to learn more about something you are passionate about, expand your network, and develop new skills.
- Part-Time Jobs & Internships: Gain hands-on experience working in a field of interest through part-time employment or an internship. These types of experiences help students build their resumes while simultaneously "trying on" a career.
- Counseling: Meet with one of DMACC's Counselors for additional support in addressing possible barriers to career exploration and decision-making including mental health concerns, family struggles, and other stressors.

**Use our online calendar to make a career coaching appointment today!**

[calendly.com/dmacccareers](https://calendly.com/dmacccareers)

Available for face-to-face (Ankeny campus), Zoom, and phone appointments.

**DMACC** | **CAREER  
SERVICES**

**Phone:** 515-964-6463

**Email:** [careers@dmacc.edu](mailto:careers@dmacc.edu)

**Web:** [careers.dmacc.edu](https://careers.dmacc.edu)

**Office:** Student Center Office, Building 5, Ankeny Campus

**Hours:** Monday-Friday, 8:00 a.m. to 4:30 p.m.