

Freshman Year – Planning to Get From Here to There

Keystone Promise Step 1:

Complete the FOCUS® Career Planning and Exploration Program

- FOCUS® is a web-based assessment. First-time and returning users of FOCUS® can access the program by visiting the Career Development Center webpage (www.keystone.edu/cdc) and clicking on the FOCUS® icon. New users will need to create an account. To complete the new user registration, use the access code: giants
- Assess your work interests, personality, skills, values, and leisure interests by answering a series of questions.
- See how your results align with different academic majors and careers.
- Your results are matched to careers that are enjoyed by individuals who have similar interests, skills and values, and are successful in their fields.
- FOCUS® may also help you to identify majors associated with your desired career path.

Keystone Promise Step 2:

Develop a Career Plan

- After completing the FOCUS® career assessment and meeting with a career counselor, you should have a better understanding of careers you may want to pursue. To ensure that you are fully prepared for what lies ahead, map out what it will take to get to your desired career goal by making a career plan.
- To fulfill the Keystone Promise requirement, you will need to complete the Keystone Career Plan form. Visit the Career Development Center on the 2nd Floor of the Hibbard Campus Center to pick one up. Completing this form will help you develop a plan to reach your goals by:
 - Defining your desired career goal.
 - Learning about entry-level and experienced-level positions.
 - Identifying higher levels of education that may be needed to achieve your goal, as well as potential colleges/universities that have the degree program you will need.
 - Finding at least one professional association associated with your chosen field to learn about networking opportunities and conferences.
 - Identifying courses and activities that will help you build your resume with the skills employers are looking for in their employees.
 - Listing activities that you plan to pursue at Keystone College that will help you to achieve your goal, including internships, experiential learning, clubs, community service, etc.
- The Keystone Career Plan form will help you to determine realistic expectations for your career path. For many students their desired position will not be the first job they accept out of college.
- Once you have completed the form and narrowed down occupations, it may be helpful for you to develop a more detailed action plan that identifies specific steps and indicates a timeline that you have established to achieve each goal.

