

TypeFocus™ is an assessment used worldwide to help students discover their individual personality type and learn how it determines their “fit” within different careers or fields of study.

1. Begin at <https://typefocus.com> Your access code: \_\_\_\_\_ Adelphi2020 \_\_\_\_\_

2. If this is your first time here.

[Register](#)

3. After clicking “Submit,” you can re-enter your account with just your email address and password:

Login (Email): \_\_\_\_\_

Password: \_\_\_\_\_

4. When you have logged in, complete PART ONE.



5. Take the time to view the videos – they are short and will explain important points you will not want to miss!

6. Schedule an appointment to meet with a Career Services Team Member to discuss your career road map!

We can help make sense of your results and help determine if you are on the right path towards a successful career.

Contact us at: \_\_\_\_\_ [careercounselor@adelphi.edu](mailto:careercounselor@adelphi.edu) \_\_\_\_\_

7. Explore PARTS TWO and THREE on your own to develop career readiness competencies, become career ready and find success on the job.

# GUIDE TO TYPEFOCUS™

## Step1: Self-Assessments.

**Personality** – Your results will reveal a four-letter personality type with a brief description of each type as well as a summary of career paths that best “fit” your natural personality strengths.

**Interests** – Your results will provide three occupation areas that best match your expressed interests.

**Values** – Based on your assessment, the results will reveal three values that are most important to you.

**Skills** – Based on your choices, the program will select occupations that match your skills.

**Success Factors** – This shows you what your score in each category says about you, including recommendations that might help you prepare for academic and career success.

## Step 2: Save Occupations and Majors that you find Appealing.

**Assessment Results** – This is the best place to start as it creates a short list of occupations that match your assessment results. Click on an occupation to “open it up” and if it interests you, be sure to “save” it. Save at least three occupations and three majors.

**Explore Other ways** – You can explore by Major, Occupation Title, and Career Cluster in PART TWO.

## Step 3: Create Your Career Roadmap

Step 3 can be challenging. This is where your hard work really pays off. Work through PART ONE and when you finish, you will have a good career path that will guide you to a career that is motivating and satisfying.

## PART TWO

### EXPLORE ALTERNATIVES

- Explore by Major
- Explore by Job title
- Explore by Cluster
- Explore by Comparison

PART TWO is helpful if you have not found the occupation and major that excites you in PART ONE.

Each of these options offers something unique to you. Be sure to watch the videos to know what to expect.

## PART THREE

**PART THREE**

**FINDING YOUR DREAM JOB**

- 💡 What can I do with my Major?
- 🗣 Are you Career Ready?
- 🌐 Branding and Networking
- 📝 Skills Employers want
- 📋 Resiliency

### Step 4: Are you career ready?

Discover what employers are looking for in a new employee.

### Step 5: Get the job you want.

Learn how to answer tricky interview questions and network with ease.

### Step 6: Success on the job.

Learn what it takes to get promoted.

## PUTTING IT ALL TOGETHER

You are starting an important journey! The choices you make today will stick with you. Do not hesitate to talk to your career professionals because they want to help you.

