

TypeFocus Research Guide

Question 1:

How can I find salary information for an occupation I am interested in researching?

Answer:

1. Click on "Choose an Occupation" listed under "Let's Make a Plan" to select an occupation from those that match your assessments or those that you have saved.
2. Click on the occupation that you want to research. This will open ONET in a new window.
3. Scroll down to "Job Outlook" and click "Local Salary Info"
4. Select your State or input your Zip Code and click "Go"

Question 2:

Where can I find my results to the Success Factors assessment?

Answer:

1. Click on "Success Factors" listed under "Career Assessments" to see your results.
2. For information about each topic and your result, click the topics listed in blue.

Question 3:

Where can I find out how to incorporate my results in a resume?

Answer:

1. Click on "Branding and Networking" under "Finding Your Dream Job"
2. Review the personality strengths and tips listed under the "Resume" section

TypeFocus Research Guide

Question 4:

Where can I learn more about all 16 personality types?

Answer:

1. Click on “Personality” listed under “Career Assessments”
2. Click the “Type Table” tab and then click on the personality type you would like to learn more about.

Question 5:

How can I save occupations to review later?

Answer:

1. Click on “Explore Alternatives”, then choose how you would like to search for occupations (by Job Title, Cluster, or Comparison)
2. Once you find an occupation that you would like to save, click the gray “Save” next to the occupation.
3. Rate your level of interest in the occupation and save it to review later
4. Click on “Choose an occupation” listed under “Let’s Make a Plan”
5. Click on “Saved Careers and Majors” to review the occupations you have previously saved

Question 6:

How can I compare two occupations?

Answer:

1. Click on “Explore by Comparison” listed under “Explore Alternatives”
2. Select two occupations and click “Submit”
3. Review the side-by-side comparison to see the similarities and differences of the two occupations

TypeFocus Research Guide

Question 7:

What are the various ways I can identify careers that fit my personality type?

Answer:

1. Click on “Choose an Occupation” listed under “Let’s Make a Plan” to see the careers that match 2 or more of your assessments
2. Click on any of the options listed under “Explore Alternatives” to explore occupations by job title or career cluster.

Question 8:

Where can I locate skills statements, as well as technical skills, for my career field to customize my resume as well as audit my candidacy?

Answer:

1. Click on one of the options listed under “Explore Alternatives” or click “Choose an Occupation” listed under “Let’s Make a Plan”
2. Click on an occupation. This will open ONET in a new window.
3. Scroll down to “Skills” and “Abilities” to find statements that will be helpful in customizing your resume.

Question 9:

Where can I find out about training and education required for my career field?

Answer:

1. Click on one of the options listed under “Explore Alternatives” or click “Choose an Occupation” listed under “Let’s Make a Plan”
2. Click on an occupation. This will open ONET in a new window.
3. Scroll down to “Education” to find information about education, training, certification, and more.

TypeFocus Research Guide

Question 10:

How can I identify other occupations similar to my desired career field that I should explore?

Answer:

1. Click on one of the options listed under “Explore Alternatives” or click “Choose an Occupation” listed under “Let’s Make a Plan”
2. Click on an occupation. This will open ONET in a new window.
3. Scroll down to “Explore More” and click any of the occupations listed to learn more.

Question 11:

Where can I find out more about the job availability by state?

Answer:

1. Click on “Choose an Occupation” listed under “Let’s Make a Plan” to select an occupation from those that match your assessments or those that you have saved.
2. Click on the occupation that you want to research. This will open ONET in a new window.
3. Scroll down to “Job Outlook” and click “Check Out My State”
4. Find your state on the map or table to see the occupation’s job outlook.