

TypeFocus™ Careers



Overview of Features and Modules

Career and Personal Planning Program

Empowerment Through Self-awareness

FEATURES AND MODULES

of the

TypeFocus™ Careers Program

TypeFocus Careers is an in-depth and comprehensive online career program that has many useful features. These features are not immediately obvious, so this section has been designed to familiarize the facilitator with them.

These features are in the FULL program that is available ONLY to registered sites (<http://careers.typefocus.com>) and should not be confused with the public site which is available to anyone connected to the Internet (<http://typefocus.com>).

GENERAL FEATURES

1. **CONFIDENTIAL FILES:** each user registers their own username and password under the site password of licensed sites. This creates a totally confidential file for each user and allows the reports that are printed to have the user's name and institution inserted into them. The reports look very professional.
2. **AUTOMATIC LOGOUT:** after 10 minutes of no activity, the program will automatically logout the user. This feature protects the user in case they leave the computer and forget to logout themselves. Occasionally, a user who has been inactive for 10 minutes will discover that they have been logged out while they are still at the computer – in this case the program simply asks them to re-enter the program by entering their username and password again.
3. **EASY ACCESS:** any computer connected to the Internet can access the program. This means that organizational resources do not have to be used. It frees your users to work at more convenient times and places and gives facilitators much more flexibility in program delivery.
4. **CONFIRMATION PROCESS.** When the personality questionnaire has been completed and submitted, the program reports the user's personality type and asks the person to CONFIRM their type – that is, they have to agree that the reported result makes sense to them. This is the normal professional approach that is taken when debriefing someone who has had their personality type assessed, and is called determining one's "best fit" or "true type," and it is an important step. The reason it is so important is that the program empowers the user immediately – it makes a strong suggestion about what the person's personality is, but lets the person make the final decision. Secondly, if the program did not have this double-check, and the person did not agree with the reported result, they would dismiss the program without further thought.

FEATURES IN THE HEADER AT TOP OF SCREEN

1. **LOGOUT.** When the user is finished, he or she can protect their files by logging out using this button. By logging out, no one else can enter their file without first logging in with the proper username and password.
2. **CONTACT.** As a courtesy to any user, we want to encourage their open and easy communication to us. If the user's computer has been set up properly, they will be able to email us directly from this link. However, since some lab computers have their email disabled, we have included our email address as well so anyone can contact us.
3. **RESOURCES.** This section has several "personality tools" such as
 - a) **View all 16 types** - this feature allows all 16 types to be quickly seen together with their personality, school and career summaries (this is very helpful to check on a friend's strengths or to compare two or more types to see if one describes them better than another),
 - b) **Change their type** - this brings the user back to the "confirmation process" so they can change their type without having to take the questionnaire over again or lose any of their files. Please note that once this process is started, one must re-confirm ALL four factors.
 - c) **Start fresh** - if a user DOES want to re-do the questionnaire, they can do so using this function and they won't lose any of their files or have to re-register using a different name.
 - d) **Notebook or Journal** feature allows the user to record personal notes at anytime. For instance, if the user suddenly had a good idea they didn't want to forget, this would be the ideal place to record it. Also, they could "copy and paste" significant URLs from their browsing into this area.
4. **HOME PAGE.** This button will always bring one back to the very first page in the program.

FEATURES IN EACH OF THE THREE MAIN REPORTS

A. DISCOVER YOUR STRENGTHS REPORT.

Once a person has completed and confirmed their personality assessment questionnaire, this report is totally complete and ready to be printed using the browser's print button. There are several pop-up windows throughout the report that add a lot of useful information:

1. **Theory:** Personality type theory is explained in sufficient depth that the user will accept the theory and feel comfortable that the recommendations and applications are based upon a credible body of knowledge.
2. **Interpersonal Relationships:** This link has two exciting features:
 - a) General Work Relationships - based on one's own personality type, the program selects four situations that will help one understand his or her opposite type.
 - b) Understanding a Teammate – this is an *interactive* feature that will compare and contrast the strengths of one's personality type with the personality type of his or her teammate
 - c) TypeFlexing and Reframing - two important concepts relating to excellent communication skills are explained
3. **Lifelong Learning:** This module identifies one's four personality type strengths as they apply to learning and provides specific tips and suggestions for improvements depending upon the user's personality type.
4. **Preference Strengths:** This feature shows the preference strengths of the person's original results. These results won't change (unless the person "starts fresh"). Please note that it is possible for a person to confirm their results differently from the scored results. This happens in approximately 25% of the cases and since it is always the confirmed results that are used for the reports, the bar graph's type won't match the reports' type. E.g., if the original reported result was an ESTJ, but this was confirmed to be an ESTP, then the reports would be written for an ESTP. However, since the graph shows the original results, it will always remain as an ESTJ.
5. **Understanding Work Strengths** – one's four personality type strengths are explained in terms of work strengths and related to the types of careers where these strengths are most often used. This feature boosts self-esteem because every personality type brings strengths to the workplace.
6. **Career Clusters** – between two to four career clusters are presented in rank order for each of the 16 personality types. This provides a quick reference point for future directions. NOTE: the full interactive feature of this section is found in the next report - part 5.

B. FINDING YOUR WAY REPORT.

This is an **interactive** report and allows the user to quickly determine what values, skills, interests, careers and training is needed for their career development strategy. As the user works through the report, all their information is saved in their own password-protected file. This is a sophisticated, interactive and intelligent program that will create an in-depth career file for their portfolio.

1. **Values:** Users can save/edit 35 values associated with career success.
2. **Interests:** Interests are explained and users have an open-ended opportunity to list their interests.
3. **Skills:** users analyze their skills, values and interests to learn valuable insights about themselves.
4. **Matching Personality to Career Clusters:**
 - a) Users can quickly review which careers have been associated with their personality type.
 - b) Each career that is listed can be clicked on to reveal more information about working conditions and education needed.
 - c) There is a “save” button that can save this career into the person’s career report.
 - d) Each career that is “saved” is also **automatically linked** to the Training and Education report.
5. **Why Not?** – this feature is a sub-set of the Matching Personality to Career Clusters and has been designed for the student who is interested in a specific career but has not found it in the selected career clusters. Naturally, they wonder “why not?” Usually it is because the career in question does not “fit” closely with the natural preference strengths the user brings to the job. However, the user is NOT automatically told to avoid this career, but to understand the differences and if need be, learn how to accommodate their strengths to this career. This accommodation has been called **niching** and offers an advanced level of personal awareness not usually found in software programs. Over 20 pages of examples and links assist users to understand themselves in this way.
6. **Develop a Focus** – once users have found careers that interest them, they are encouraged to develop a focus that excites them; it will be included automatically in their career report.
7. **Training and Education Module.** This module has three advanced features:
 - a) Automatic Listing of Saved Careers – every career that has been saved from the Career Choice module is automatically listed in this module with additional, extensive information on what training and education is needed.
 - b) Training and Education Report – offers a form to be completed by the user which guides them to explore the usual questions that must be answered from the information presented for their particular circumstances.
 - c) Internet Resources – excellent links available (e.g., colleges and universities across the nation) so the user can investigate where they will take the training and education.

C. GETTING THE JOB REPORT:

Once a person has completed and confirmed their personality assessment questionnaire, this report is totally complete and ready to be printed using the browser's print button. There are several pop-up windows throughout the report that add a lot of useful information:

1. **Resume.** The unique personality type strengths of the user are identified so they can be included in the resume. Links to excellent websites specializing in resumes and cover letters are included.
2. **Networking.** One's personality type strengths are highlighted in terms of networking skills. Links to excellent websites specializing in networking are included.
3. **Interviewing.** Suggestions are made on how to use one's personality strengths in an interview. Links to excellent websites specializing in interviews are included.

PLEASE NOTE:

TypeFocus Careers has several facilitator manuals that come with the program.