

## Instructions for Career Assessments

It is recommended that students take both career assessments, offered by Northeast Lakeview College, the Focus 2 and the Career Coach.

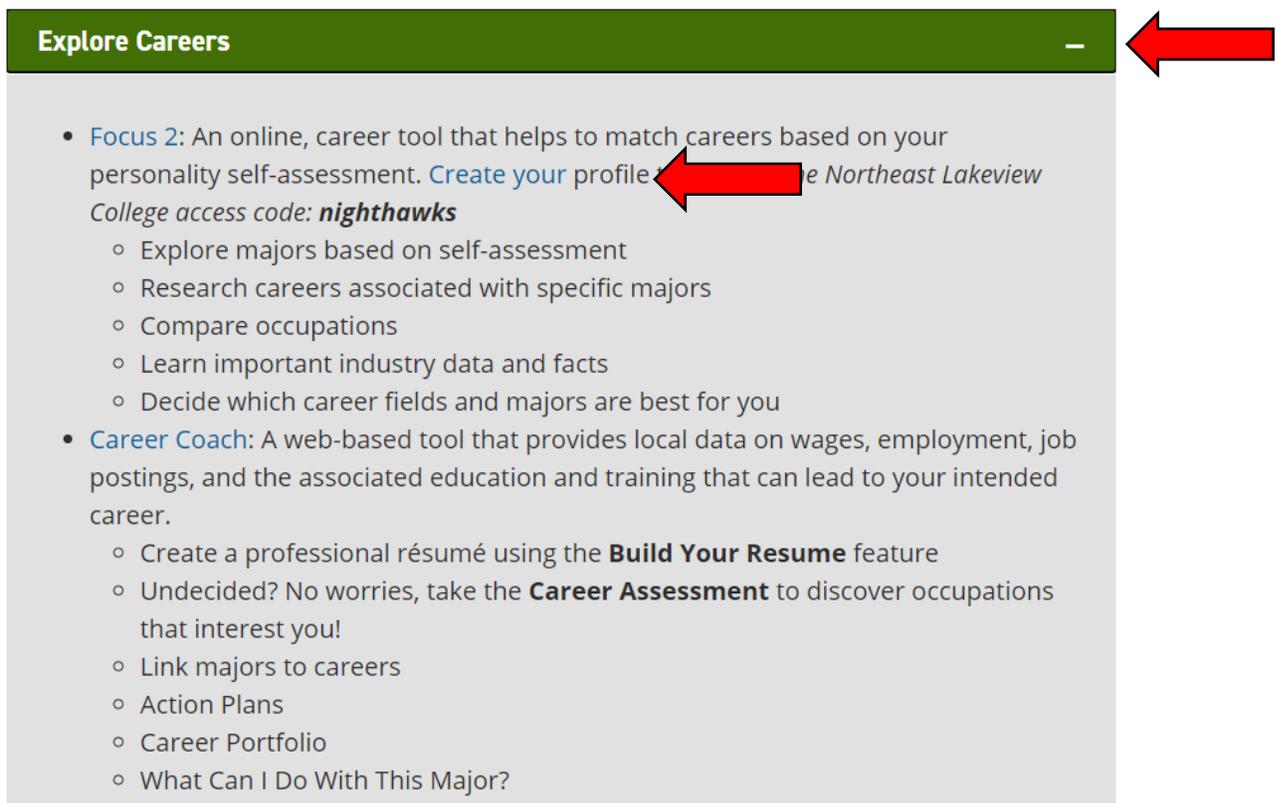
### Instructions for the Focus 2:

1) Visit the Northeast Lakeview College, Career Engaged Learning website at:

<https://www.alamo.edu/nlc/careers>

2) Scroll down to about the middle of the webpage and expand the “**Explore Careers**” toolbar.

3) To launch the Focus 2, click the link to “**Create your profile.**”

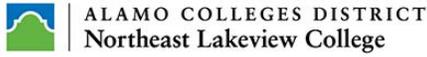


The screenshot shows a green header bar with the text "Explore Careers" and a minus sign on the right. Below the header is a list of items:

- **Focus 2:** An online, career tool that helps to match careers based on your personality self-assessment. [Create your profile](#) *at the Northeast Lakeview College access code: **nighthawks***
  - Explore majors based on self-assessment
  - Research careers associated with specific majors
  - Compare occupations
  - Learn important industry data and facts
  - Decide which career fields and majors are best for you
- **Career Coach:** A web-based tool that provides local data on wages, employment, job postings, and the associated education and training that can lead to your intended career.
  - Create a professional résumé using the **Build Your Resume** feature
  - Undecided? No worries, take the **Career Assessment** to discover occupations that interest you!
  - Link majors to careers
  - Action Plans
  - Career Portfolio
  - What Can I Do With This Major?

Two red arrows point to the "Explore Careers" header and the "Create your profile" link.

4) A Focus 2 landing page will open. If already have an account, log in using your credentials. If you do not have an account, click the blue “Register” button on the bottom, center of the page.



Northeast Lakeview College Contact Information

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FOCUS 2 CAREER - A Career, Major and Education Planning System

USER NAME

PASSWORD

Forgot password?

[LOGIN](#)

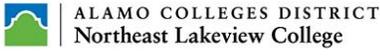
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Don't have an account?  
Create your own personal account now

[REGISTER](#) 

[Terms and Conditions](#)

- 5) For new users, you will be prompted to establish user credentials, such as email login and password.
- 6) The NLC Access Code is: **nighthawks**
- 7) For the Access Code, please note: nighthawks is all lower case letters and all one word.



Northeast Lakeview College Contact Information

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PERSONAL DETAILS

\* Required

YOUR ACCESS CODE (NEED HELP?) \*

FIRST NAME \*



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EMAIL

CONFIRM EMAIL

- 8) When establishing a password, please note: your password must be at least 8 characters and contain one upper case letter, one lower case letter, and one number.

Your password must be at least 8 characters in length, contain both an upper and lower case letter and at least 1 number.



PASSWORD *	CONFIRM PASSWORD *
.....	

- 9) Once on the main inventory page, scroll slightly to the “Self Assessment” section.
- 10) Begin taking the “Work Interest Assessment,” which is the teal section, in the top left section. You may take the other assessments if you would like.
- 11) Click the “Start” link to begin. If you have previously completed an inventory, you may review your results or retake the assessment by starting over.

### Self Assessment

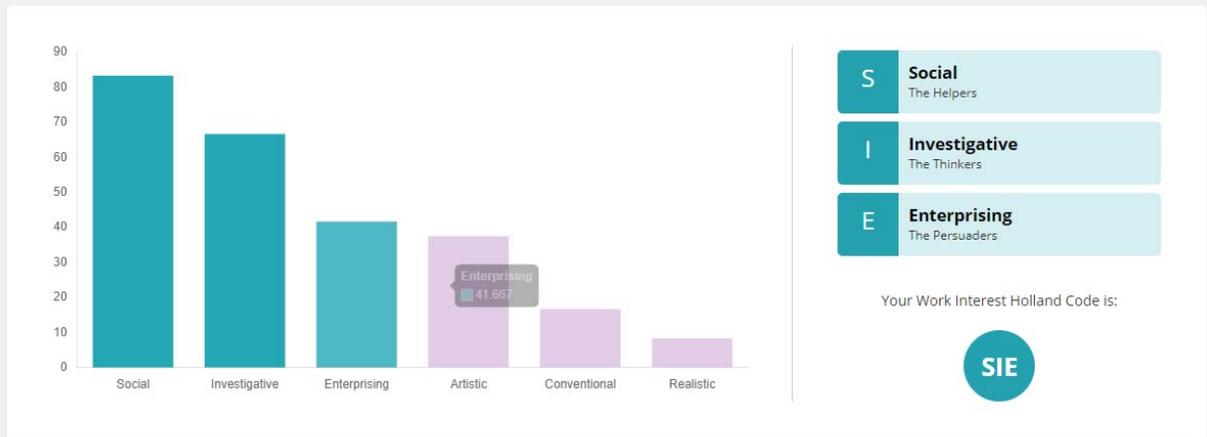
Discover majors and occupations that match your personal attributes

 Work Interest Assessment 100% Complete <a href="#">Start Over</a>	 Values Assessment <a href="#">START</a>
 Personality Assessment 100% Complete <a href="#">RESULTS</a> <a href="#">Review</a> <a href="#">Start Over</a>	 Skills Assessment <a href="#">START</a>
 Leisure Assessment <a href="#">START</a>	 Combine Assessments 2/5 Completed

- 12) Once you have completed the inventory questions, your results will be shown with an accompanying graph. You may then scroll down to read the profile of your top three interest codes.

## YOUR RESULTS ①

The first three work interest areas shown on the graph and described below are most important to you.



13) After reading about your interest profile, scroll down to the bottom and click the “Continue” button.

### Conventional: "The Organizers"

- Prefer orderly, systematic work such as keeping records, and organizing written and numerical materials according to a plan.
- Like to see things run efficiently and smoothly.
- Pay attention to administrative details.
- Enjoy working with numbers, using a computer, keeping accurate records, and organizing.

### Realistic: "The Doers"

- Prefer to work with objects and things.
- Enjoy being physically active, repairing equipment, rebuilding cars, fixing electrical things, solving mechanical problems, playing sports, and working outdoors.
- Enjoy creating things with their hands and using tools and machines.
- May enjoy working with large, powerful machines like tractors. Prefer precision machinery such as X-ray or electronic equipment.

CONTINUE



14) On the next page, suggested occupations matching your interest profile will be listed. You may click through the individual occupations to review more information about job descriptions and tasks, education preparation, average salaries, and more.

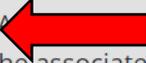
### Occupations Matching Your Results

OCCUPATION	SUPPORTING MAJORS/PROGRAMS AT NORTHEAST LAKEVIEW COLLEGE	US NATIONAL MEAN SALARY	JOB FAMILY
AGRICULTURAL SCIENCES PROFESSOR	Biology/Biological Sciences	\$96,630.00	Education & Training
AREA AND CULTURAL STUDIES PROFESSOR 	Spanish	\$84,590.00	Education & Training
BIOLOGY PROFESSOR 	Biology/Biological Sciences	\$90,420.00	Education & Training
COMMUNITY HEALTH NURSE 	Pre-Nursing Studies	\$72,180.00	Healthcare Practitioners & Technical
COMPUTER SCIENCE PROFESSOR	Computer Science	\$89,670.00	Education & Training
COUNSELING PSYCHOLOGIST 	Elementary Education and Teaching Special Education and Teaching Psychology	\$78,690.00	Life, Physical, & Social Science
CURRICULUM AND ASSESSMENT DIRECTOR 	Business Administration and Management	\$65,500.00	Education & Training

### Instructions for the Career Coach Assessment:

- 1) Visit the Northeast Lakeview College, Career Engaged Learning website at:  
<https://www.alamo.edu/nlc/careers>
- 2) Scroll down to about the middle of the webpage and expand the “Explore Careers” toolbar.
- 3) Click the link to launch Career Coach.

## Explore Careers

- **Focus 2:** An online, career tool that helps to match careers based on your personality self-assessment. [Create your profile today!](#) Use the *Northeast Lakeview College* access code: **nighthawks**
  - Explore majors based on self-assessment
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- 4) Sign up to save your assessments results and matched careers. If you already have account, sign in to review your previous results.



- 5) For new users, you will be prompted to establish user credentials, such as email login and password. You may use either a personal or school email address.
- 6) When establishing a password, please note: your password must be at least 8 characters and contain one upper case letter, one lower case letter, and one number.

Already have an account? [Log In](#)

**First Name**

**Last Name**

**Email**

**Password**   
8 characters, one number, upper and lower

**Current School**

I acknowledge that I have read the [Privacy Policy](#)



7) Once on the main page, click the blue, “Take the Assessment” button.

ALAMO COLLEGES DISTRICT

Search Login Sign Up

Assessment Careers Education/Training Programs Résumé Builder Career Resources

## Welcome to Career Coach

Discover majors and in-demand careers and education based on your interests!

### Take Career Assessment

Take a Career Assessment to learn about yourself and Career Coach will give you career suggestions based on your interests.

### Browse Careers

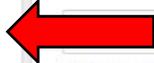
Browse or search for careers and we will give you relevant data on wages, employment, and the training you need.

[Or Browse all Careers](#)

### Browse Education/Training Programs

Browse or search for the available Education/Training Programs that lead to the career you want.

[Or Browse all Education/Training Programs](#)



8) It is recommended that students take the 30-question, standard assessment.

## Assessment

Progress

**Select your assessment**

We'll help you find out what your interests are and how they relate to the world of work.

**Quick Start Assessment**  
6 questions

**Standard Assessment**  
30 questions



9) After answering the inventory questions, you will be able to review your assessment results for your top three traits. Your results will be unique, but will look similar to the example below.

## Assessment Results

**Your top three traits are...**

**Social**  
Social people are friendly and outgoing. They are cooperative and enjoy working with and being around other people. They are understanding and insightful concerning the feelings and problems of others. They like to be helpful to others by serving in facilitative roles such as those of teachers... [Show More](#)

**Enterprising**  
Enterprising people are self-confident, outgoing, and optimistic. They like to organize, direct, and control the activities of groups. They are ambitious and like to be in positions of authority. They place a high value on status, power, money, and material possessions. They like to feel that they... [Show More](#)

**Artistic**  
Artistic people are very creative, original, and individualistic. They like to be different and strive to stand out from the crowd. They like to express their personalities by creating new and different things with words; with music; with materials, through painting, carving, sculpturing, engraving... [Show More](#)



10) Below the summary of your top three traits, a listing of potential career matches will be grouped by industry. Again, your results will be unique to you, but below provides an example.

Your top career matches are...

<b>&gt; Education and Training</b>		100% Match
Planning, managing and providing education and training services, and related learning support services.		
<b>&gt; Human Services</b>		89% Match
Preparing individuals for employment in career pathways that relate to families and human needs.		

11) After expanding the industry, you will see career paths related to the broader industry. You may click on any career path to review more specific occupational titles.

<b>Education and Training</b>		100% Match
Planning, managing and providing education and training services, and related learning support services.		
	<b>Teaching and Training</b>	91% Match
	<b>Education Administration</b>	67% Match
	<b>Professional Support Services</b>	50% Match

12) Within each career path, more specific occupations will be listed.

## Teaching and Training

People with these jobs instruct students in school, sports, and various vocational skills.

### Law Teachers, Postsecondary



Teach courses in law. Includes both teachers primarily engaged in teaching and those who do a combination of teaching and research.

**Median Salary**  
\$55,610

**Top Entry-level Education**

- A Master's or Professional Degree 64%
- A Doctoral Degree or More 35%



Save

### Foreign Language and Literature Teachers, Postsecondary

Teach languages and literature courses in languages other than English. Includes teachers of American Sign Language (ASL). Includes both teachers primarily engaged in teaching and those who do a combination of teaching and... [Show More](#)



13) Click on individual career titles to review occupational information, such as job descriptions and tasks, education preparation, average salaries, and more.

## Law Teachers, Postsecondary

Save

Overview About Wages Employment Similar Careers Live Job Postings

### \$55,610

Median Salary

New workers start around \$29,458. Normal pay is \$55,610 per year. Highly experienced workers can earn up to \$99,590.

### 719

Annual job openings

Openings are regional vacancies due to growth and turnover in this career.



100% Match

Available Education/Training Programs

#### Paralegal Studies (Public Service Institute)

A.A.S.

Below are institutions that provide this Education/Training Program.

[San Antonio College](#)

Region Selection



14) If you would like to meet with a career advisor to review and interpret your results, please email: [nlc-careers@alamo.edu](mailto:nlc-careers@alamo.edu) to schedule an appointment.