

ANSWERS TO YOUR TYPEFOCUS RESEARCH QUESTIONS

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

1. Click on the “Explore” tab.
2. Click on an occupation under your assessment results OR select an option from “Another Way to Explore.”
3. Click on “Specific and Additional Information from ONET” under the additional information section.
4. You are now on ONET’s website. Scroll down to “Wage and Employment Trends.”
5. Click on “Local Salary Info” next to the State Wages.
6. Select your state from the dropdown options.

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

1. Click on the “Portfolio” tab.
2. Click on the “Success Factors” link in the left hand corner directly below your assessment results.

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

1. Click on the “Jobs” tab.
2. Click on “Personal Branding.”
 - a. Here you will learn how to connect your personality type with skills that can be represented on your resume and discussed during an interview.

4. Where can I learn more about all 16 personality types?

1. Click on the “Assess” tab.
2. Click on “Personality Assessment.”
3. Click on “Type Table” to learn more about each of the 16 types.

5. How can I save occupations to review later?

1. Click on the “Explore” tab to view occupations you are interested in researching.
2. Click on “Back to List” when you are finished with your research.
3. Rate your level of interest in the career and save it to your Portfolio to review later. (You can also click on Cancel if you do not want to save it).
4. Click on “Portfolio.”
5. Click on “Saved Careers” to review the occupations you have previously saved.

6. How can I compare two occupations?

1. Click on the “Explore” tab.
2. Click on “Compare Occupations.” (in the left hand corner)
3. Select two occupations and compare them side-by-side to see their similarities and differences.

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

1. Click on the “Explore” tab.
2. Click on “Other Ways to Explore.” You can explore occupations by Skills, Major, and Career Clusters.

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

1. Click on the “Explore” tab.
2. Select a way to search for an occupation.
3. Click on the Occupation.
4. Click the “Specific and Detailed Information from ONET” link under “Additional Information.”
5. You are now on the ONET website. Scroll down to “Skills” and Abilities” to find statements that will be helpful in customizing your resume.

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

1. Click on the “Explore” tab.
2. Select a way to search for an occupation.
3. Click on the Occupation.
4. Click on the “In-depth Look at Training and Education” link.
5. You are now on the Occupational Outlook Handbook website. Click on the “How to Become One” tab near the top of the webpage.

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

1. Click on the “Explore” tab.
2. Select a way to search for an occupation.
3. Click on the Occupation.
4. Click on the “In-depth Look at Training and Education” link.
5. You are now on the Occupational Outlook Handbook website. Click on the “Similar Occupations” tab near the top of the webpage.

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

1. Click on the “Explore” tab.
2. Click on an occupation under your assessment results OR select an option from “Another Way to Explore.”
3. Click on “Specific and Additional Information from ONET” under the additional information section.
4. You are now on ONET’s website. Scroll down to “Wage and Employment Trends.”
5. Click on “Employment Trends.”
6. Select your state from the dropdown options.