



First Year Career Awareness Program (FY CAP)

On behalf of the Center for Career Development, welcome to Washington College! We are so glad you've joined the WAC family and we are looking forward to working with you for your entire college career.

The First Year Career Awareness Program (FY CAP) is done in collaboration with the Provost's Office, Student Affairs, and the Center for Career Development. These offices will be working with the First Year Advisors and Peer Mentors to guide you through this yearlong program managed through a FYCAP Canvas class page. All first year students will receive an email inviting them to join the class in mid to late August. You must accept it in order to see the required assignments.

Note: The most up to date and accurate information can always be found on Canvas. Any questions about assignments for the FYCAP can be directed to the career center at career_center@washcoll.edu.

Wardrobe Recommendation

You may choose to participate in an event requiring you to dress in professional attire, regardless of your major. It is highly recommended that you bring at least one suit and dress shoes with you as part of your collegiate wardrobe to be worn on such an occasion.

Focus 2 Assignment Instructions

As a WC student, you have the opportunity to complete **Focus 2**, a comprehensive career-planning program that provides guidance and information to help students make important career and educational decisions. **FOCUS 2** assesses your personality, interests (leisure and work), abilities, and values to help you consider major and career options that are a good match for you. Doing the inventory will either confirm your direction, or perhaps offer you alternative paths to consider.

Focus 2 is housed inside of **Handshake**, our comprehensive student career management system. You'll use Handshake to register for events, workshops, make appointments, post your resume, search for internships and jobs, schedule interviews, and so much more. It is an important tool that you'll need to use during all four years at WAC!

To access **Focus 2**:

1. Log in to Handshake at <https://washcoll.joinhandshake.com>. (Handshake has an app for Android and iPhone!)
2. Click the blue "**Single Sign On**" button and enter your Washington College username (i.e.: kmoore2) and password. (It's the same information you use to sign into email)

**** Take time to complete your user profile as this will help Handshakes analytics to refer appropriate content to you.****

3. Once you arrive at your home page, click the "**Career Center**" tab on the top tool bar to the right.
4. Select the "**Resources**" box on the page.
5. Scroll down and open the "**Focus 2 Career Exploration Tool**" tab. Once it opens, click the link.
6. Click the blue "**Register**" button at the bottom of the page to create your account.
7. Use the access code "**shoremen**" (all lowercase) and enter the remaining information.
8. Complete the Self-Assessment exercise that consists of 5 mini-assessments (Work Interest, Personality, Leisure Interest, Skills and Values). **ALL 5 ASSESSMENTS MUST BE COMPLETED.**
9. Once completed, results can be saved, downloaded and/or printed.
10. You can log back in later to manage your account, review results, retake assessments, and use other modules.

***** **Your Focus 2 Assessment must be completed by Friday, August 25, 2023.** *****