



Your Name:

Date:

21st Century Skills Checklist

The goal of this checklist is to provide a potential employer and/or graduate school admissions officer an easy way to locate students with specific talents and skills. **Please check the TOP 5 skills** you are most proficient in and can demonstrate with evidence at this time. These must be skills you have developed or strengthened while earning your Engaged Clipper digital badges and/or participating in other activities while attending UMM. You will choose a faculty/staff member, supervisor/employer etc. who has worked with you and who can verify your skill development and proficiency. Please refer to the **UMM's definitions** of these terms.

Put an X next to 5 skills

Adaptability/Flexibility
Creative Thinking/Entrepreneurial Mindset
Critical Thinking/Problem Solving
Digital Fluency/Technology
Global/Intercultural Fluency & Diversity Awareness
Initiative
Leadership
Oral Communication
Professionalism/Work-Ethic
Resilience/Grit
Self-Awareness
Teamwork/Collaboration
Written Communication
Other: Please specify

Once you have checked your TOP 5 skills, **specify the EC/UMM experiences** that helped you develop these skills in the place below. Please provide details.

For Example: Leadership: (bullets or text is appropriate)

- Courses that focus in leadership or have attended leadership training through the Student Life programs.
- President of my sorority/fraternity or captain of a collegiate athletic team.
- Officer of a student club or organization on campus.
- Recognized for my student leadership or academic achievement while attending UMM.

What specific EC/UMM experiences have helped you to gain these skills?

You may make additional comments about other verifiable skills you have developed.

Endorser: I have seen this students' work and can verify that he/she has developed proficiency in the above skills as indicated.

Endorser's signature: _____

How do you know this student?



Definitions of 21st Century Skills

Adaptability/Flexibility: Open to new experiences; Can adapt to change & adjust to stress; learns from mistakes; sees multiple ways to approach a problem & can adapt to the situation.

Creative Thinking/Entrepreneurial mindset: Able to think & work in an imaginative way characterized by a high degree of innovation, divergent thinking & risk taking; Seeks new knowledge, skills; Thinks of new ideas & ways of doing things; Able to combine/synthesize existing ideas in original ways; Demonstrates inventiveness.

Critical Thinking/Problem Solving/Analysis: Exercises sound reasoning to analyze issues, make decisions, formulate opinions & solve problems; Able to obtain, interpret & use knowledge & facts; Reflects critically on learning experiences & processes; asks clarifying questions.

Digital Fluency/Technology: Effectively uses online tools & software; Understands privacy settings & professional use of social media; Can adapt to new & emerging technologies. (You should name the tools you are proficient in using. See examples below).

Global/Intercultural Fluency & Diversity Awareness: Values, respects & learns from diverse perspectives; Demonstrates openness, inclusiveness & sensitivity; Develops & improves relationships with diverse others; Recognizes & challenges one's own cultural biases.

Initiative: Able to “take the initiative” & find opportunities; Follows-through; Self-directed learner.

Leadership: Leverages the strengths of others to achieve common goals & uses interpersonal skills to motivate/guide others; Can organize, prioritize & delegate work in a group; Can act as a catalyst & perform necessary duties to get a job done. Acts responsibly with the interests of the larger community in mind; Finds positive ways to deal with differences.

Oral Communications: Articulates thoughts & ideas clearly & effectively in oral forms; Prepared, purposeful, effective speaking in various contexts; Capacity to adjust tone & word choice for both formal & informal settings.

Professionalism/Work Ethic: Demonstrates personal accountability & effective work habits; Produces results; demonstrates integrity & ethical behavior; Can be counted on/dependable.

Resilience/Grit: Bounces back when things go wrong; Has determination; Perseveres.

Self-Awareness: Able to articulate one's skills & knowledge; Recognizes one's strengths and weaknesses or areas for growth.

Teamwork/Collaboration: Builds collaborative relationships; Can negotiate & manage conflict within a group; Uses active listening skills; Finds common ground; team player/collegial.

Written Communication: Articulates thoughts & ideas clearly & effectively in written forms; Can write/edit emails, reports, papers etc.; Can work in many genres & styles of writing.

OTHER SKILLS YOU MAY WANT TO ADD (in “Other” or in the description):

- **Research Skills:** Designs an experiment, plans a project; collects & analyzes data; applies methods and/or has laboratory skills/conducts research in a lab etc.
- **Creative Activity/Performance:** Creates a product, art/music piece, performs etc.
- **Quantitative Literacy:** Competency & comfort in working with numerical data; Can create sophisticated arguments supported by quantitative evidence & clearly communicate those arguments in different formats (words, tables, graphs, equations, etc., as appropriate).
- **Interpersonal Skills:** Able to interact with others effectively in various contexts; Understands the impact of non-verbal communication; listens to others.
- **Business skills:** Accounting, Finance, Business plans, Marketing etc.
- **Empathy:** The capacity to listen actively; validate others' feelings & perceptions. Can determine the credibility of sources; Evaluates the relevance of contexts & accounts for the complexities of an issue; Supports ideas with evidence.
- **Organization/Planning/Attention to Detail/Time Management:** Sets personal goals & prioritizes; Project management & strategic planning skills; Attention to detail; Time management skills; Sets priorities & goals, anticipates possible consequences & has back-up plans.
- **Foreign Language Proficiency**
- **Technology/Digital Tool Examples:** Think about all the technology, programs, applications you are proficient at using. Below are only examples to get you thinking. Multi Media (i.e., After Effects, Corel Presentation etc.); Databases (Access, dBase etc.); Programming (C++, UNIX etc.); Internet (i.e., Web site design; HTML); Spreadsheets (Excel, Quick books); Word Processing/Collaborating (i.e., MS Office Suite, Google); Creative/Graphic Design/Desktop Publishing (i.e., InDesign, Photoshop); Social Media for Marketing and Analytics (i.e., Facebook, LinkedIn, You Tube, Twitter); Statistical Programs/Survey Design (SASS, Minitab); Website Development; App creating, Product design/Maker skills

21st Century Skills Sources

Association of American Colleges and Universities (AAC&U). VALUE Rubric Development Project. <https://www.aacu.org/value-rubrics>

Career Readiness for the New College Graduate: A Definition of Competencies. The National Association of Colleges and Employers (NACE), 2017.

<http://www.nacweb.org/uploadedfiles/pages/knowledge/articles/career-readiness-fact-sheet.pdf>

Education Design Lab, 21st Century Skills Badges, 2018.

https://eddesignlab.org/wp-content/uploads/2018/03/badge_menu_v11-1.pdf

New World of Work: Competencies, Attributes and Traits for the “Top 10” 21st Century Skills

<https://www.newworldofwork.org/wp-content/uploads/2016/10/21st-Century-Skills-Competencies-Attributes-Traits-Final-2017.pdf>

Mozilla Foundation’s national comparison of College/Career Ready Competencies (2015):

<https://drive.google.com/file/d/0B9qOTaXg3UmRdXBDOEtSIlpNFU/view>

Partnership for 21st Century Skills: P21 Framework Definitions. 2009.

http://www.p21.org/storage/documents/P21_Framework_Definitions.pdf

Once your 21st Century Skills Checklist is completed and signed please **upload** this form into the appropriate Learning Pathway Meta-Badge in Credly along with the links to your 3 level badges in that same pathway. Contact ummcareer@maine.edu if you have any questions.

UMM Engaged Clipper is an affiliated digital badging learning pathway within the University of Maine's Engaged Black Bear Digital Badging Initiative.