



**Your Name:**

**Learning Pathway:**

## 21<sup>st</sup> 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 Black Bear digital badges and/or participating in other activities while attending UMaine. 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 **UMaine'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 EBB/UMaine experiences** that helped you develop these skills in the place below. Please provide details.

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

- Minor in leadership and attended leadership training through the Student Life Program.
- President of my sorority and became a Team Maine leader (Dirigo Leadership L3)
- Wilderness training and became a Maine Bound wilderness adventure guide, earning my Outdoor Leadership badges.

- Awarded several awards for my student leadership while attending UMaine.
- What specific EBB/UMaine 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:**

**Date:**

**How do you know this student?**



## Definitions of 21<sup>st</sup> 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 (SPSS, Qualtrics); Website Development; App creating, Product design/Maker skills

### **21<sup>st</sup> 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,** 21<sup>st</sup> Century Skills Badges, 2018.

[https://eddesignlab.org/wp-content/uploads/2018/03/badge\\_menu\\_v11-1.pdf](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” 21<sup>st</sup> 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/0B9qOTaXq3UmRdXBDOEttSIlpNFU/view>

**Partnership for 21<sup>st</sup> Century Skills:** P21 Framework Definitions. 2009.

[http://www.p21.org/storage/documents/P21\\_Framework\\_Definitions.pdf](http://www.p21.org/storage/documents/P21_Framework_Definitions.pdf)

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