

# 21st Century Job Skills Checklist

JOB TITLE	COMPANY	COMPLETED BY (NAME, ROLE)
-----------	---------	---------------------------

How important are the following skills for successful job performance? »

Very Important

Somewhat Important

Not Important



## Personal Mindset

» Needs minimal supervision to complete tasks.			
» Attempts to complete tasks independently before asking for help.			
» Follows rules/directions as required by the task/situation.			
» Maintains focus on tasks despite internal (e.g., emotional) and/or external distractions.			
» Avoids actions that have produced undesirable consequences or results in the past.			
» Strives to overcome barriers/set-backs, seeking assistance when needed.			
» Adapts approach in response to new conditions or others' actions.			



## Planning for Success

» Sets and prioritizes goals that reflect a self-awareness of one's capabilities, interests, emotions, and/or needs.			
» Breaks goals into actionable steps.			
» Accurately estimates level of effort and establishes realistic timelines.			
» Manages time to complete tasks on schedule.			
» Applies existing/newly acquired knowledge, skills, and/or strategies that one determines to be useful for achieving goals.			
» Monitors progress and own performance, adjusting approach as necessary.			
» Demonstrates a belief that one's own actions are associated with goal attainment.			



## Social Awareness

» Recognizes the consequences of one's actions.			
» Balances own needs with the needs of others.			
» Takes into consideration others' situations/feelings.			
» Develops and implements strategies for navigating in different contexts (i.e., manages different patterns of behavior, rules, and norms).			



## Verbal Communication

» Organizes information that serves the purpose of the message, context, and audience.			
» Uses and adjusts communication strategies as needed based on the purpose of the message, context, and audience.			
» Signals listening according to the rules/norms of the context and audience.			
» Seeks input to gauge others' understanding of the message.			
» Asks questions to deepen and/or clarify one's understanding when listening to others.			



## Collaboration

» Completes tasks as they have been assigned or agreed upon by the group.			
» Helps team members complete tasks, as needed.			
» Encourages the ideas, opinions, and contributions of others, leveraging individual strengths.			
» Provides feedback in a manner that is sensitive to others' situation/feelings.			
» Clarifies areas of disagreement/conflict that need to be addressed to achieve a common goal.			
» Seeks to obtain resolution of disagreements/conflicts to achieve a common goal.			



## Problem Solving

» Defines problems by considering all potential parts and related causes.			
» Gathers and organizes relevant information about a problem from multiple sources.			
» Generates potential solutions to a problem, seeking and leveraging diverse perspectives.			
» Identifies alternative ideas/processes that are more effective than the ones previously used/suggested.			
» Evaluates the advantages and disadvantages associated with each potential solution identified for a problem.			
» Selects and implements best solution based on evaluation of advantages and disadvantages of each potential solution.			