

21st Century Skills Checklist*

BATEC Faculty Survey

Name _____

In the first column estimate the importance of each of these skills to industry in by filling in the appropriate circle:				In the second column rate the importance of each of the skills as they are emphasized in your course by filling in the appropriate circle:				
4 = critical 3 = very important		2 = somewhat important 1 = not very important		4 = critical 3 = very important		2 = somewhat important 1 = not very important		
Importance to industry	Importance in your course							
4 3 2 1	4	3	2	1				
0 0 0 0	0	0	0	0	ATTENDANCE/PUNCTUALITY – Attends work and meetings and is always on time			
0 0 0 0	0	0	0	0	PERSEVERANCE – Attends to tasks; continues until completed			
0 0 0 0	0	0	0	0	LISTENING – Receives, attends to,” listens to learn,” responds effectively to verbal messages			
0 0 0 0	0	0	0	0	SPEAKING – Organizes ideas and presents them logically, clearly, concisely and in standard English			
0 0 0 0	0	0	0	0	WRITTEN COMMUNICATION – Organizes ideas and presents logically, clearly and concisely in standard English			
0 0 0 0	0	0	0	0	INITIATIVE – Finds work to do without being told; is self-motivated			
0 0 0 0	0	0	0	0	RELIABILITY – Attends to assigned tasks until completed, without constant supervision			
0 0 0 0	0	0	0	0	ADAPTABILITY – Adjusts to changes in schedules, new or difficult job assignments			
0 0 0 0	0	0	0	0	LEADERSHIP – Understands and adheres to standards and leads by example			
0 0 0 0	0	0	0	0	SELF MANAGEMENT – Maintains self control, accepts responsibility for behavior			
0 0 0 0	0	0	0	0	RECEPTIVITY – Open to suggestions for improvement			
0 0 0 0	0	0	0	0	TEAMWORK – Adopts, encourages, and cooperates toward attainment of common goals			
0 0 0 0	0	0	0	0	PERSONAL PRESENTATION – Grooming and dress appropriate for situation			
0 0 0 0	0	0	0	0	INTEGRITY/HONESTY – Recognizes ethical issues; demonstrates honesty and trustworthiness			
0 0 0 0	0	0	0	0	CRITICAL THINKING – Applies rules/principles to process/procedure; uses logic to draw conclusions			
0 0 0 0	0	0	0	0	PROBLEM SOLVING – Solves problems using innovation, reasoning, creativity, knowledge and past experience			
0 0 0 0	0	0	0	0	TIME MANAGEMENT – Sets priorities an plans time to meet deadlines			
0 0 0 0	0	0	0	0	DIVERSITY – Shows tolerant of others’ views and feelings; courteous and respectful; uses appropriate language			
0 0 0 0	0	0	0	0	PEER RESOURCES – Cooperates with and asks for advice and help from and gives advice and help to others			
0 0 0 0	0	0	0	0	NETWORKING – Develops and maintains a broad list of contacts who can be used as resources as needed			
0 0 0 0	0	0	0	0	RESOLVING CONFLICTS - Collaboratively resolves conflicts using, negotiation, consensus			
0 0 0 0	0	0	0	0	POSITIVE ATTITUDE – Displays enthusiasm, motivation and willingness to learn			

Please indicate any additional skills that are high priority for you.



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*Revised from Pierce College “Workplace Behaviors Checklist” – all questions relate to skills for entry-level workers