











Employability Skills: Criteria for earning Digital Badges Communication Badges

Badge Image	Name of Badge	Criteria for earning Badge
	Basic Communication Badge (Knowledge)	Knowledge and awareness of a variety of communication strategies (verbal and/or non-verbal) <ol style="list-style-type: none"> 1 Speak in a way that is appropriate for the task, purpose or audience 2 Write in a manner that is appropriate for the task, purpose or audience 3 Read in a manner that is appropriate for the task, purpose or audience 4 Listen in a manner that is appropriate for the task, purpose or audience
	Read Badge (Skill)	Demonstrate effective knowledge and skills in reading.... <ol style="list-style-type: none"> 1 Interpret written instructions/directions 2 Construct responses based on what was read 3 Identify the purpose, main ideas or any biases from a piece of reading
	Write Badge (Skill)	Demonstrate effective knowledge and skills in writing... <ol style="list-style-type: none"> 1 Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience. 2 Create and convey thoughts, opinions or information in writing 3 Develop/strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach.
	Speak Badge (Skill)	Demonstrate effective knowledge and skills in speaking. <ol style="list-style-type: none"> 1 Create and convey thoughts, opinions or information by speaking 2 Adjust tone and word choice for appropriate audience 3 Speak effectively in various settings or styles
	Listen Badge (Skill)	Demonstrate effective knowledge and skills in listening... <ol style="list-style-type: none"> 1 Listen and respond actively by providing feedback to speaker that confirms listeners engagement in communication (ie: eye-contact, asking questions for clarification, present thoughts, etc...) 2 Focus attention and choose appropriate listening strategy(ies) related to the purpose 3 Listen to and engage with diverse formats (verbally and/or non-verbally) and respond appropriately
	Communication Badge (Ability: includes all previous badges)	Successful demonstration of communication over time <ol style="list-style-type: none"> 1 Participate in a range of conversations and/or collaborations with diverse partners, building on others' ideas and expressing or adapting your own ideas clearly in a variety of context and/or over time. 2 Consistently select effective and appropriate medium or mode of communication for conveying the message. (such as face-to-face, written, broadcast, digital) 3 Demonstrate honesty, openness to alternative views that encourages the flow of information, and respect for others' freedom to dissent. 4 Integrate new information with prior knowledge to keep communication current/relevant.

Critical Thinking Badges

Badge Image	Name of Badge	Criteria for earning Badge
	Information Analysis Badge (Knowledge)	Knowledge and awareness of a variety of information analysis strategies. <ol style="list-style-type: none"> 1 Determine what information is needed or missing to make the analysis 2 Search for and identify information that is relevant and reliable 3 Determine why information is presented the way it is 4 Differentiate between quantitative or qualitative data
	Problem Solving Badge (Skill)	Demonstrate effective knowledge and skills in problem solving. <ol style="list-style-type: none"> 1 Recognize that a problem exists/a solution is warranted 2 Apply information analysis 3 Identify innovative solutions 4 Choose the most appropriate solution for the context
	Adaptability Badge (Skill)	Demonstrate effective knowledge and skills in adaptability. <ol style="list-style-type: none"> 1 Responds to changes in a positive and professional manner 2 Adjusts/pivots quickly when faced with challenges/obstacles 3 Engages willingly in new/different experiences (for example: work/learning environments, roles, and tasks). 4 Incorporates suggestions/feedback from others
	Critical Thinking Badge (Ability: includes all previous badges)	Successful demonstration of critical thinking over time. <ol style="list-style-type: none"> 1 Transfer knowledge from prior learning and/or experience to objectively solve a problem 2 Apply an iterative process to create, test, and revise ideas and/or behavior to reach desired outcome 3 Synthesize available information in order to frame the context and complexity of the situation 4 Provide rationale/support for decisions and solutions

Self-Management Badges (Knowledge + 4 out of 5 to earn ability badge)






Badge Image	Name of Badge	Criteria for earning Badge
	<p>Self-Awareness Badge (Knowledge)</p>	<p>Knowledge and awareness of a variety of self-awareness strategies.</p> <ol style="list-style-type: none"> 1 Explains or describes work-appropriate behavior. 2 Explains or describes how to apply guidelines or rules of the work setting in order to stay safe. 3 Identify and describe personal strengths, skills, and areas of needed growth. 4 Identify and describe what it means to take personal responsibility. 5 Recognizes that collaborating with a diverse team, in person or remotely, benefits everyone.
	<p>Initiative Badge (Skill)</p>	<p>Demonstrate effective knowledge and skills in initiative.</p> <ol style="list-style-type: none"> 1 Engages in self-directed or self-guided work. 2 Evaluates situations and plans ahead. (For example: ask questions; anticipate potential barriers; demonstrate a solution mindset; contribute ideas, suggestions, or effort) 3 Creates a process for completing projects/tasks. 4 Assesses a situation and reacts without prompting.
	<p>Adaptability Badge (Skill)</p>	<p>Demonstrate effective knowledge and skills in adaptability.</p> <ol style="list-style-type: none"> 1 Responds to changes in a positive and professional manner. 2 Adjusts/pivots quickly when faced with challenges/obstacles. 3 Engages willingly in new/different experiences. (For example: work/learning environments, roles, and tasks). 4 Incorporates suggestions/feedback from others.
	<p>Time Management Badge (Skills)</p>	<p>Demonstrate effective knowledge and skills in time management.</p> <ol style="list-style-type: none"> 1 Completes projects/tasks by or before the deadline while producing quality results. 2 Shows up on time consistently or properly informs supervisor/instructor of absences. 3 Prioritizes tasks based on importance and urgency.
	<p>Team Work Badge (Skill)</p>	<p>Demonstrate effective knowledge and skills in team work.</p> <ol style="list-style-type: none"> 1 Addresses conflict in a positive manner and/or interacts respectfully with teammates. 2 Contributes to the team (for example: completing own/assigned share of tasks, validating ideas, suggestions, and/or efforts, active listening, being dependable). 3 Demonstrates flexibility within a team to contribute to overall outcomes/goals.
	<p>Resilience Badge (Skill): optional</p>	<p>Demonstrate effective knowledge and skills in resilience.</p> <ol style="list-style-type: none"> 1 Persists through adversity/academic challenges to complete goals/tasks (for example: meeting deadlines, managing stress, overcoming obstacles) 2 Effectively manages stress in order to continue to make progress towards goal 3 Demonstrates mental, emotional, and/or behavioral flexibility as it pertains to external and/or internal demands (for example: self-regulation and/or self-awareness, Grit (growth, resilience, initiative, and tenacity))



Self-Management
Badge
(Ability: includes
knowledge and 4
out of 5 skill
badges)

- 1 Consistently practices workplace and/or classroom etiquette.
- 2 Consistently follows safety protocols.
- 3 Regularly maintain appropriate/proper attire for job/class setting.
- 4 Acknowledges personal responsibility in actions and words. (For example: manages emotions and behavior even under stress; respectfully working with others, consistently completing tasks on time)
- 5 Makes decisions and/or compromises that are appropriate to the situation(s) and/or goal(s)
(For example: demonstrate ability to compromise, adjusts/pivots quickly when faced with challenges/obstacles, resolving conflict, listen to other voices, chooses tasks that are a good match for personal strengths and skills)

Digital Literacy/Citizen Badges

Badge Image	Name of Badge	Criteria for earning Badge
	<p>Foundational Digital Badge (Knowledge)</p>	<p>Knowledge and awareness of a variety of foundational digital strategies.</p> <ol style="list-style-type: none"> Determine the correct computing device for a given task. Identify the appropriate application for a given task. (word-processing, messaging, internet browser, collaboration tools) Identify the appropriate storage for specific information. Identify common security risks.
	<p>Online Communication/Collaboration Badge (Skill)</p>	<p>Demonstrate effective knowledge and skills in online communication and collaboration.</p> <ol style="list-style-type: none"> Apply etiquette in all forms of digital communication (for example: How you communicate - educational and professional) Collaborate through the use of digital tools Communicate information based on policy, standards, and confidentiality (for example: what you communicate, who you communicate with)
	<p>Digital Security and Ethics Badge (Skill)</p>	<p>Demonstrate effective knowledge and skills in digital security and ethics.</p> <ol style="list-style-type: none"> Follow digital acceptable use policies (educational and professional) Identify and take the appropriate action to address common digital security threats Use digital resources in a safe, ethical and legal manner (for example: applications, internet resources, data, etc.) Find, manage and/or store digital information/content securely, safely, ethically and legally (for example: strong passwords, encryption, http vs https)
	<p>Digital Problem-Solving Badge (Skill)</p>	<p>Demonstrate effective knowledge and skills in digital problem solving.</p> <ol style="list-style-type: none"> Utilize the appropriate application for your needs (educational and professional) Use the internet to find information that helps solves problems and/or complete a task (for example: sources, tutorials and advice) Evaluate the value of an online resource (for example: credibility, reasonableness, accuracy, support and bias)
	<p>Digital Citizenship Badge (Ability) (Includes all previous badges)</p>	<p>Successful demonstration of digital knowledge and skills over time and/or across contexts.</p> <ol style="list-style-type: none"> Display consistent proficiency when using a diverse range of digital tools. Practice consistent ethical behavior when using technology and the Internet Utilize digital resources to effectively adapt to new technologies relevant to context (educational or professional) Engage in digital security best practices as it pertains to your context

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