

Purpose

The purpose of the Level V Job-Related Activity Project is to demonstrate the significance of your contributions to the vision and mission of your agency.

Requirements

- The activity must positively impact your workplace.
- The activity must demonstrate the use of the Public Sector & Management competencies emphasized in Levels IV & V.
- The activity must involve interaction with other people.
- The activity must be completed and signed by your supervisor prior to submission.
- The activity must be completed, approved and submitted prior to receiving credit for Level V and before beginning Level VI.

Process

A. Mission of Agency-

Indicate the Mission of your agency.

B. Vision of Agency-

Indicate the Vision of your agency.

C. Job Description & ESCP IV Competencies-

Indicate your job description and identify how the ESCP Level IV competencies are used for your job.

ESCP IV & V- Public Sector Competencies

- Self- Management
- Interpersonal Skills
- Communication Skills
- Self-Development

ESCP IV & V- Management Competencies

- Emotional Maturity
- Working Through Others

- D. Contribution to the Mission and Vision-** Using your job description and the ESCP Level IV competencies, describe how your job contributes to the mission and vision of your agency.

E. The “Extra Mile”- Outside of your current job, describe what you can do to go the “Extra Mile” for your agency. Emphasize how going the extra mile is going to benefit you, your division and your agency.

Supervisor’s Approval- The ESCP Level V job-related activity must be discussed and approved by your supervisor before submission.

Evaluation Criteria for Activity Report

- Report must be typed in 12 size font with double spacing, divided into appropriate paragraphs and clear of grammar errors.
- Report must follow the format of the Job-Related Activity form.
- Report must connect with the ESCP Level V- Contributing to the Vision.

***Confidentiality:** All projects become the property of the ESCP Program and will not be returned to the participant. The reports will be kept in the strictest confidence. Projects should be designed to take positive action.*



Level V-Job Related Activity Project

Name of Participant:

Title:

Address (*Street/City/Zip*):

Telephone Number: ()

Email address:

Organization/Division:

A. Mission of Agency:

B. Vision of Agency:

C. Job Description & ESCP Level IV Competencies:



Level V-Job Related Activity Project

D. Contributions to the Mission and Vision:

F. The “Extra Mile”:

Participant Signature:

Date:

Supervisor's Approval:

Date:

ASCP Director’s Approval:

Date:

Send to:

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ASCP Director**



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