FINAL PROJECT CLASS 2 hr

* The final project for this course asks you to create a job description and evaluation from the ground up. You will select an organization and identify a service it could provide. From there, you will move through the necessary steps: conducting a skills inventory of the organization, creating a description of the job itself, identifying the mode of service delivery, and determining the best model for performance evaluation of the position.

The final deliverable, due in Unit 9, is a consolidation of the parts, but you will need to synthesize all the pieces into a unified whole rather than simply connecting the components in one large document.

One approach to organizing the material would be the following:

* + Define the position title.
  + Describe the purpose and goals of the new position.
  + Describe the major responsibilities within the new position.
  + Describe specific tasks within each major responsibility.
  + Rank the tasks in order of their importance to performing the job.
  + Clarify the essential responsibilities of the new position.
  + Define and clarify minimum and desired education, skills, knowledge, and capabilities.
  + Clarify the physical requirements of the job from the perspective of outcomes.
  + Identify the working environment, noting any unusual conditions.

Project Objectives

To successfully complete this project, you will be expected to:

* + Revise writing as needed in response to feedback.
  + Determine an appropriate delivery model for a given job, based on requirements and public sector human resources management theory.
  + Describe a detailed strategy to recruit the best candidate for a position, justified by best practices and theories.
  + Describe a detailed strategy to determine compensation for a position, justified by best practices and theories.
  + Describe a detailed strategy to manage an employee’s performance, justified by best practices and theories.
  + Create cogent criteria to evaluate the appropriateness of new service, skill competencies, and delivery models for a given job.
  + Write clearly, with correct spelling, grammar, syntax, and good organization, following APA guidelines.
* [Toggle Drawer](https://courseroomc.capella.edu/webapps/blackboard/content/listContent.jsp?course_id=_76543_1&content_id=_6422168_1&mode=reset)

https://courseroomc.capella.edu/images/ci/icons/generic_updown.gifProject Requirements

To achieve a successful project experience and outcome, you are expected to meet the following requirements.

The job description and evaluation will include the job description, which should be formatted in the manner your organization uses. You should approach the evaluation section as a research paper and therefore are expected to meet the following requirements:

* + Written communication: Written communication is free of errors that detract from the overall message.
  + APA formatting: Resources and citations are formatted according to current [APA style and formatting.](https://campustools.capella.edu/redirect.aspx?linkid=1540)
  + Number of resources: Minimum of 10 resources.
  + Length of paper: 15–20 typed double-spaced pages (both job description and evaluation).
  + Font and font size: Arial, 12 point.
* [Toggle Drawer](https://courseroomc.capella.edu/webapps/blackboard/content/listContent.jsp?course_id=_76543_1&content_id=_6422168_1&mode=reset)

https://courseroomc.capella.edu/images/ci/icons/generic_updown.gifProject Grading Criteria

| Recruitment, Management, and Evaluation Scoring Guide Grading Rubric | | | | |
| --- | --- | --- | --- | --- |
| Criteria | Non-performance | Basic | Proficient | Distinguished |
| Revise writing as needed in response to feedback.  14% | Does not make any needed revisions to writing. | Makes some needed revisions to writing in response to feedback. | Revises writing as needed in response to feedback. | Revises writing as needed in response to feedback, and goes beyond to make further improvements. |
| Determine an appropriate delivery model for a given job, based on requirements and public sector human resources management theory.  14% | Does not determine a delivery model for a given job, based on requirements. | Determines a delivery model for a given job, based on requirements, but does not apply public sector human resources management theory. | Determines an appropriate delivery model for a given job, based on requirements and public sector human resources management theory. | Creates and applies cogent criteria to evaluate the appropriateness of delivery models for a given job, based on requirements and public sector human resources management theory. |
| Describe a detailed strategy to recruit the best candidate for a position, justified by best practices and theories.  14% | Does not describe steps for recruiting candidates for a position. | Describes steps for recruiting candidates for a position, but does not justify them with best practices and theories. | Describes a detailed strategy to recruit the best candidate for a position, justified by best practices and theories. | Evaluates the applicability of best practices and theories for recruiting the best candidate for a position, and applies them. |
| Describe a detailed strategy to determine compensation for a position, justified by best practices and theories.  14% | Does not describe steps for determining compensation for a position. | Describes steps for determining compensation for a position, but does not justify them with best practices and theories. | Describes a detailed strategy to determine compensation for a position, justified by best practices and theories. | Evaluates the applicability of best practices and theories for determining compensation for a position, and applies them. |
| Describe a detailed strategy to manage an employee’s performance, justified by best practices and theories.  14% | Does not describe ways to manage an employee’s performance. | Describes ways to manage an employee’s performance, but does not justify them with best practices and theories. | Describes a detailed strategy to manage an employee’s performance, justified by best practices and theories. | Evaluates the applicability of best practices and theories for managing an employee’s performance, and applies them. |
| Create cogent criteria to evaluate the appropriateness of new service, skill competencies, and delivery models for a given job.  15% | Does not articulate cogent criteria to evaluate the appropriateness of new service, skill competencies, and delivery models for a given job. | Articulates, but does not create, cogent criteria to evaluate the appropriateness of new service, skill competencies, and delivery models for a given job. | Creates cogent criteria to evaluate the appropriateness of new service, skill competencies, and delivery models for a given job. | Creates cogent criteria to evaluate the appropriateness of new service, skill competencies, and delivery models for a given job, and supports a summary using public sector human resources management theory. |
| Write clearly, with correct spelling, grammar, syntax, and good organization, following APA guidelines.  15% | Does not write clearly, and there are errors in spelling, grammar, syntax, organization, and compliance with APA guidelines. | Writes clearly overall, but there are some errors in spelling, grammar, syntax, organization, or compliance with APA guidelines. | Writes clearly, with correct spelling, grammar, syntax, and good organization, following APA guidelines. | Writes concisely with excellent clarity and organization; with no errors in spelling, grammar or syntax; following APA guidelines; and employing critical or analytical reasoning as needed. |

* [Toggle Drawer](https://courseroomc.capella.edu/webapps/blackboard/content/listContent.jsp?course_id=_76543_1&content_id=_6422168_1&mode=reset)

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| Project Component | Course Grade Weight | Unit Due |
| --- | --- | --- |
| New Service and Competency Inventory | 22% | 3 |
| Job Description and Delivery Model | 23% | 6 |
| Recruitment, Management, and Evaluation | 25% | 9 |
| Total: | 70% |  |

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https://courseroomc.capella.edu/images/ci/icons/generic_updown.gif[u03a1] Unit 3 Assignment 1

New Service and Competency Inventory

In this initial component of the course project, you will:

* + Identify a public service organization.
  + Briefly describe the organization, the main elements of its mission (and vision if applicable), and the key services it currently offers to the public. Describe the demographics of the majority of the organization's clients.
    - Identify the theory by name as well as explain theoretical bases and main models of service delivery employed in this organization.
  + Determine a new service the organization could offer that would be aligned with the organization's mission and would serve its clientele.
    - Identify the theory by name as well as explain the theoretical bases that support this new service.
  + Comprehensively describe the tasks that would be required for organization to provide the new service.
    - Describe the process flows required for the new service.
    - Analyze how these process flows may affect worker requirements and expectations.
  + Describe the competencies (including knowledge, skills, and abilities) that the organization's staff would need to fulfill the required tasks.
  + Make an inventory of the competencies of the organization's current staff to determine if they possess the required competencies, if they can acquire them, or if you would need to recruit new staff that possess these competencies.

**Assignment Requirements**

* + Written communication is free of errors that detract from the overall message.
  + Resources and citations are formatted according to current APA style.
  + Length of paper: 5–8 typed, double-spaced pages.
  + Font and font size: Arial, 12 point.
  + Submit your draft assignment to Turnitin and use the results of your Originality Report to assist you in editing your work.
  + Submit your final draft to this assignment.

Note: your instructor may also use the Writing Feedback Tool to provide feedback on your writing. In the tool, click on the linked resources for helpful writing information.

**Resources**

* + Website icon[New Service and Competency Inventory Scoring Guide](https://courseroomc.capella.edu/bbcswebdav/institution/DPA/DPA8424/170700/Scoring_Guides/u03a1_scoring_guide.html).
  + Website icon[APA Style and Format](http://campustools.capella.edu/redirect.aspx?linkid=1540).
  + Website icon[Writing Feedback Tool](http://campustools.capella.edu/redirect.aspx?linkid=2037).
  + Website icon  [Turnitin](http://campustools.capella.edu/redirect.aspx?linkid=2684).
* [Toggle Drawer](https://courseroomc.capella.edu/webapps/blackboard/content/listContent.jsp?course_id=_76543_1&content_id=_6422168_1&mode=reset)