

Specification of Competency Standards
for the Automotive Industry
Unit of Competency

Functional Area - Corporate Management

Title	Appraise staff performance and professional knowledge
Code	108568L4
Range	This unit of competency is applicable to workplaces of the automotive industry. Practitioners should be able to understand the scope of work and the required performance standard of their subordinates. They should also be capable of conducting appraisal on the performance of their subordinates and writing appraisal report objectively.
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (The criteria for performance appraisal)</p> <ul style="list-style-type: none"> • Good understanding of the functional areas of the department to which one belongs to and the staff appraisal system of the organisation. • Understand that staff performance is composed of working attitude, competency level, degree of diligence and records of achievement. • Master the scope of work and the expected performance standard of subordinates. • Good understanding of the criteria for staff's performance appraisal. <p>2. Performance (Appraise staff performance)</p> <ul style="list-style-type: none"> • Communicate with staffs about the objectives, plans and standard of the department so as to arrive at a mutually agreed staff performance standard. • Continually monitor staff performance during daily operation according to the objectives and standard of the department in the organisation. • Conduct specific competency assessments, such as good operation trade test, examination and internal assessment specified by vehicle manufacturer. • Appraise staff performance during specific periods according to the appraisal procedures of the organisation and job requirements; and referring to staff record of continuing study in industry-related subjects when writing appraisal reports and make suggestions for improvement when necessary.
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are that the practitioner being assessed shall prove that he/she is:</p> <ul style="list-style-type: none"> • Capable of understanding the composition of staff performance and appraisal criteria according to the appraisal procedure; and objectively conduct assessment on staff performance according to their performance during relevant periods; and • Capable of writing staff appraisal reports and providing suggestion for improvement when necessary.
Remark	