

**Specification of Competency Standards**  
**for the Banking Industry**  
**Unit of Competency**

Functional Area - 10. General Management  
(Key Function – 10.2 Human Resources Management)

Title	Conduct recruitment process
Code	109547L5
Range	Processing activities related to personnel recruitment, internal movement or succession planning. This applies to recruitment of different ranks and positions of employees.
Level	5
Credit	4 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the Subject Area</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Understand bank policies in personnel administration including recruiting, interviewing, testing and selection procedures and apply the knowledge in the recruitment process;</li> <li>• Understand the job requirements, job specifications and urgency of the vacancy for executing suitable processes and perform appropriate job / candidates match.</li> </ul> <p>2. Applications</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Conduct recruitment according to the recruitment process and standards to fulfil the strategic business needs;</li> <li>• Take steps to ensure that the recruitment advertisement is published at appropriate channels and time to attract the targeted candidates;</li> <li>• Deal with external agencies (e.g. advertising firms, job search etc.) when needed to source and attract right candidates for meeting the manpower needs of the business;</li> <li>• Administer and provide overall support to global / regional / local employee succession programmes if applicable;</li> <li>• Arrange replacement through internal transfer (e.gg. movement between departments, secondment form subsidiaries / overseas) or promotion before pursuing external recruitment when appropriate.</li> </ul> <p>3. Professional Behaviour and Attitude</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Conduct interviews in accordance with recruitment guidelines and job positions' specific needs;</li> <li>• Select suitable candidates impartially to ensure who can fit the requirements stated on job descriptions in accordance with the bank's recruitment policies and procedures;</li> <li>• Complete all engagement formalities (e.g. reference check, offer letter) and conduct orientation for the new recruits on the early days of employment.</li> </ul>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Execution of recruitment or staff movement after judging the situations and nature of the job vacancy in order to provide suitable persons for different jobs.</li> </ul>
Remark	