

Title	Identify suitable person to fill up job vacancy
Code	106729L4
Range	Process activities related to personnel recruitment, internal movement or succession planning. This applies to different ranks and positions of employees.
Level	4
Credit	4 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Understand bank policy in personnel management <p>Be able to:</p> <ul style="list-style-type: none"> • Understand bank policy in regards to personnel administration including recruiting, interviewing, testing, and selection procedures • Understand the job requirements, job specification and urgency of the vacancy for executing suitable processes 2. Attract or source suitable candidates who can fulfill requirements of job vacancies <p>Be able to:</p> <ul style="list-style-type: none"> • Conduct recruitment according to the recruitment process and standards • Take steps to ensure that the recruitment advertisement is published at appropriate channels and time • 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 • Administer and provide overall support to global trainee program if applicable 3. Participate in the selection of suitable candidate for respective post <p>Be able to:</p> <ul style="list-style-type: none"> • Ensure lawful identity of applicants • Conduct interviews in accordance with recruitment guidelines • Select suitable candidates who can fit the requirements stated on job descriptions in accordance with the bank's recruitment policies and procedures • Complete all engagement formalities (e.g. reference check, offer letter) and conduct orientation for the new recruits on the first day of employment • Arrange replacement through internal transfer (e.g. movement between departments, secondment from subsidiaries / overseas) or promotion before pursuing external recruitment when appropriate
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • 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.
Remark	