

1. Title	Implement recruitment procedures		
2. Code	BEZZOM306A		
3. Range	Implement recruitment procedures effectively at beauty-related workplaces according to the current status of operation and future business development needs of the organization.		
4. Level	3		
5. Credit	3 (for reference only)		
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Knowledge about recruitment exercise</p> <ul style="list-style-type: none"> <li>◆ Know about the operational structure and workflow of the organization</li> <li>◆ Understand recruitment procedures and criteria of the organization</li> <li>◆ Understand the terms of appointment of the organization</li> <li>◆ Know about different recruitment channels and effects</li> <li>◆ Know about the requirements of existing regulations on recruitment, such as: <ul style="list-style-type: none"> <li>• Employment Ordinance</li> <li>• Sex Discrimination Ordinance</li> <li>• Family Status Discrimination Ordinance</li> <li>• Personal Data (Privacy) Ordinance</li> </ul> </li> <li>◆ Understand the future business development and staff wastage of the organization, and other internal and external factors</li> <li>◆ Understand the current human resources market situation, salary trend and objective condition of the organization</li> <li>◆ Understand the skills of writing recruitment advertisements</li> </ul> <p>6.2 Implement recruitment procedures</p> <ul style="list-style-type: none"> <li>◆ Identify manpower demand according to current and future business development of the organization</li> <li>◆ Identify job position demand according to the operational structure and needs of the organization, such as: <ul style="list-style-type: none"> <li>• Job vacancies and precise requirements for them such as: educational level, working experience, professional qualifications, etc.</li> <li>• Form of employment such as: long-term/short-term contract, full-time/part-time, etc.</li> <li>• promotion system</li> </ul> </li> <li>◆ Establish a recruitment plan according to the guidelines of the organization, such as: <ul style="list-style-type: none"> <li>• Deciding the recruitment budget</li> <li>• Selecting suitable recruitment channel, including: internal selection and promotion, external recruitment, etc.</li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>◆ Implement recruitment procedures according to corporate guidelines, such as: <ul style="list-style-type: none"> <li>• Carrying out preliminary selection according to the recruitment principles of the organization</li> <li>• Arranging interviews of candidates, including: oral examination, written examination, practical operation, etc.</li> <li>• Appraising the applicants according to the established standards of the organization</li> </ul> </li> <li>◆ Accurately check and confirm that candidate to be employed for the professional position possesses relevant professional qualifications so as to comply with the legal requirements</li> </ul>
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to implement effectively the established recruitment procedures of the organization according to relevant legal requirements as well as the current operation and future business development needs of the organization.</p>
8. Remarks	