

1. Title	Formulate staff recruitment, deployment and attendance procedures	
2. Code	BEZZOM507A	
3. Range	With regard to the beauty industry, fully master human resources management knowledge and formulate staff recruitment, deployment and attendance procedures suitable for the organization in order to tie in with the corporate resources management strategy.	
4. Level	5	
5. Credit	9 (for reference only)	
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Knowledge of human resources management</p> <ul style="list-style-type: none"> ◆ Understand modern human resources management pattern and its importance ◆ Understand the operational structure of the organization and functions of different departments ◆ Understand the human resources plan of the organization ◆ Understand personnel management skills ◆ Understand the pros and cons of different recruitment means, including internal and external recruitment ◆ Know about labour regulations and relevant legal requirements ◆ Understand the content requirements, uses and importance of proper staff records <p>6.2 Formulate staff recruitment, deployment and attendance procedures</p> <ul style="list-style-type: none"> ◆ Accurately analyze and formulate human resources plan of the organization, including: <ul style="list-style-type: none"> • Forecasting the business development of the organization and the staff and grade demand • Assessing staff wastage of the organization, including: internal and external factors • Anticipating the change in organizational structure caused by internal promotion ◆ Formulate staff recruitment, deployment and attendance procedures according to the human resources management strategy of the organization and in compliance with relevant legal requirements, including: <ul style="list-style-type: none"> • Setting the criteria for the scale and scope of recruitment • Setting the criteria for the selection of recruitment means • Formulating the methods of collecting job applicants' information and the handling procedures • Formulating interview arrangement procedures 	

	<ul style="list-style-type: none"> • Setting the standard for recruitment selection of all ranks, including: <ul style="list-style-type: none"> ▸ Setting of examination items ▸ Examination criteria • Formulating interview guidelines for interviewers and examiners • Formulating attendance checking method, assessment criteria and penalty for breaking the rules • Formulating criteria and procedures for promotion and deployment • Formulating human resources management information system • Maintaining proper staff records ◆ Ensure through effective means of communication that the people concerned fully understand the staff recruitment, deployment and attendance procedures of the organization
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to formulate staff recruitment, deployment and attendance procedures suitable for the organization to tie in with the human resources management strategy of the organization according to the organization's present situation and future business development and in compliance with relevant requirements of labour regulations; and</p> <p>(ii) Capable to ensure through effective means of communication that the people concerned fully understand the staff recruitment, deployment and attendance procedures of the organization.</p>
8. Remarks	