

# Specification of Competency Standards of the Beauty and Hairdressing Industry

## Unit of Competency

### Functional Area: Operational Management

Title	Implement Recruitment Procedures
Code	105421L3
Range	This unit of competency (UoC) is applicable in hair salons and related workplaces. It involves judgement and analysis. Practitioners should be able to implement recruitment procedures according to the current status of operation and future business development needs of the organization, so as to cater its manpower demand.
Level	3
Credit	6 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Possess knowledge of recruitment procedures <ul style="list-style-type: none"> <li>• Know about the operational structure and workflow of the organization</li> <li>• Understand recruitment procedures, criteria and terms of appointment of the organization</li> <li>• Know about different recruitment channels and their effects <ul style="list-style-type: none"> <li>• Know about the requirements of existing regulations on recruitment, such as the Employment Ordinance, the Sex Discrimination Ordinance, the Family Status Discrimination Ordinance, the Personal Data (Privacy) Ordinance, etc.</li> </ul> </li> <li>• Understand the 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>• Master the skills of writing recruitment advertisements</li> <li>• Master the techniques of attracting and exploring competent people</li> </ul> </li> <li>2. Implement recruitment procedures <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>• Precise requirements for the job position such as: educational level, working experience, professional qualifications, etc.</li> <li>• Form of employment of the job position 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 <ul style="list-style-type: none"> <li>• Deciding the recruitment budget</li> <li>• Selecting suitable recruitment channel, including: internal selection, external recruitment, etc.</li> <li>• Implement recruitment procedures according to corporate guidelines, including: carrying out preliminary selection; arranging interviews, oral examination, written examination and practical operation; and appraising the candidates</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> </li> <li>3. Exhibit professionalism <ul style="list-style-type: none"> <li>• Comply with the Code of Practice on Employment relating to equal opportunities to understand how to comply with Sex, Disability and Family Status Discrimination Ordinances in employment process, so as to avoid breaching discrimination-related ordinances</li> <li>• Comply with the requirements of the Personal Data (Privacy) Ordinance on recruitment advertisements</li> <li>• Comply with the Code of Practice on Human Resource Management under the Personal Data (Privacy) Ordinance</li> </ul> </li> </ol>

**Unit of Competency**

**Functional Area: Operational Management**

Assessment Criteria	The integrated outcome requirement of this UoC is the ability to: <ul style="list-style-type: none"><li>• 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.</li></ul>
Remark	