

Specification of Competency Standards of the Beauty and Hairdressing Industry

Unit of Competency

Functional Area: Operational Management

Title	Formulate Staff Recruitment, Deployment and Attendance Procedures
Code	105444L5
Range	This unit of competency (UoC) is applicable to management staff of the organization. It involves critical planning, analysis, evaluation and judgement, and some management duties. Practitioners should be able to fully master human resources management knowledge and formulate staff recruitment, deployment and attendance procedures suitable for the hairdressing organization in order to tie in with the corporate resources management strategy.
Level	5
Credit	9 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Possess knowledge of staff recruitment and deployment <ul style="list-style-type: none"> • Understand modern human resources management pattern and its importance, and personnel management skills • Understand the organization's human resources plan, operational structure and functions of different departments • Master labour regulations and relevant legal requirements of Hong Kong • Understand the pros and cons of different recruitment means, including internal and external recruitment • Understand the content requirements, uses and importance of proper staff records • Understand human resources conditions and measures of the industry • Understand the competency requirements and duties of each job position 2. Formulate staff recruitment, deployment and attendance procedures <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 • Conduct analysis and assessment on the characteristics of each job position • 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, scope of recruitment and the criteria for the selection of recruitment means • Formulating the methods of collecting job applicants' information, the procedures of handling the information and interview arrangement procedures • Setting the standard for recruitment selection of all ranks, e.g.: setting examination items and 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 • Setting human resources management information system and proper staff records • Ensure through means of communication that the people concerned fully understand the staff recruitment, deployment and attendance procedures of the organization 3. Exhibit professionalism <ul style="list-style-type: none"> • Comply with the Code of Practice on Employment relating to equal opportunities and the Sex, Disability and Family Status Discrimination Ordinances in the employment process, so as to avoid breaching discrimination-related ordinances • Ensure the staff recruitment, deployment and attendance procedures formulated meet the requirements of the labour regulations

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Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: <ul style="list-style-type: none">• Formulate appropriate staff recruitment, deployment and attendance procedures 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• Ensure through means of communication that the people concerned fully understand the staff recruitment, deployment and attendance procedures of the organization.
Remark	