

Specification of Competency Standards
for the Elderly Care Service Industry
Unit of Competency

Functional Area - Management

Title	Recruit and Select Staff
Code	110838L4
Range	This Unit of Competency is applicable to practitioners who provide human resources and management work in the elderly care service industry. The application requires performing skilled tasks in familiar and some new working environments, and its execution requires analytical and decision-making skills. Practitioners should be able to help discover the most suitable staff to serve in the organization, according to the organization's procedures on staff recruitment.
Level	4
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on recruiting and selecting staff</p> <ul style="list-style-type: none"> • Understand the organization's current and future staff needs • Understand the responsibilities and scope of work of staff in different positions in the organization • Understand the organization's procedures on staff recruitment and selection criteria • Understand the government laws and regulations related to staff recruitment, such as: <ul style="list-style-type: none"> ○ The major labor laws in Hong Kong, such as: <ul style="list-style-type: none"> ▪ "Employment Ordinance" ▪ "Minimum Wage Ordinance", etc. ○ Hong Kong's laws against discrimination, such as: <ul style="list-style-type: none"> ▪ "Race Discrimination Ordinance" ▪ "Sex Discrimination Ordinance" ▪ "Family Status Discrimination Ordinance" ▪ "Disability Discrimination Ordinance" ○ Regulations related to professional qualifications and registrations, such as: <ul style="list-style-type: none"> ▪ "Social Workers Registration Ordinance" ▪ "Supplementary Medical Professions Ordinance" ▪ "Physiotherapists (Registration and Disciplinary Procedure) Regulation" ▪ "Nurses Registration Ordinance", etc. ○ "Personal Data (Privacy) Ordinance" ○ Qualifications to legally work in Hong Kong, etc. • Understand the skills related to recruiting and selecting staff, such as: <ul style="list-style-type: none"> ○ Skills for conducting interviews ○ Assess work experience and academic qualifications, etc. <p>2. Recruit and select staff</p> <ul style="list-style-type: none"> • Recruit staff according to the organization's procedures, such as: <ul style="list-style-type: none"> ○ Issue job vacancies through different media channels <ul style="list-style-type: none"> ▪ Internal recruitment sources, such as: the organization's intranet, staff chats, announcements and memos, etc. ▪ External recruitment sources, such as: job advertisements, professional organizations, magazines and newsletters, staff referrals, online applications, etc. ○ List the positions and entry qualifications for each vacancy ○ Ensure that the recruitment program complies with legal requirements, etc. • Perform interviews according to the organization's procedures, such as: <ul style="list-style-type: none"> ○ Establish the interview format and criteria for candidates

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	<ul style="list-style-type: none"> ○ Selection of interview host and participating staff ○ Establish the interview's assessment criteria, etc. ● Select staff according to the organization's selection criteria, such as: <ul style="list-style-type: none"> ○ Analyze the candidate's work experience and relevant academic qualifications ○ Evaluate their on-site interview performance and/or written test results ○ Avoid conflicts of interests, etc. ● Process the information of successful interviewees according to the organization's procedures ● Regularly review the procedures and criteria for recruitment and selection of staff, in order to meet the changes and development of the labor market, and suggest improvements to the seniors for development purposes ● Appropriately store the documents or materials used when recruiting and selecting staff <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> ● Maintain objective, fair and unbiased attitudes when recruiting and selecting staff ● Ensure that the recruitment procedure complies with the relevant laws and regulations, in order to avoid violating the laws of Hong Kong
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> ● Able to perform recruitment and selection procedures according to the organization's procedures, and select suitable staff for different job positions; and ● Able to regularly review the staff recruitment and selection methods, and suggest improvements for development purposes.
Remark	