

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

Functional Area - Management

Title	Recruit and Select Staff
Code	106157L4
Range	This unit of competency is applicable to employees in the Elderly Care Service Industry in charge of human resource management. This Competency involves the ability of analysis, making judgment and assessment. Employees are required to help the institution select the most suitable candidates to work for the institution according to prescribed 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> <p>Be able to</p> <ul style="list-style-type: none"> <li>• Understand existing and future manpower needs of the institution</li> <li>• Understand different posts and their scope of work within the institution</li> <li>• Understand the staff recruitment procedures of the institution and selection standards</li> <li>• Understand relevant laws on staff recruitment, such as: <ul style="list-style-type: none"> <li>○ Labour Ordinance</li> <li>○ Equal Opportunities Ordinance</li> <li>○ Race Discrimination Ordinance</li> <li>○ Personal Data (Privacy) Ordinance</li> <li>○ registry of professional statuses</li> </ul> </li> <li>• Understand relevant techniques to recruit and select staff, such as: <ul style="list-style-type: none"> <li>○ Techniques to hold an interview</li> <li>○ Ability to assess working experience and educational qualifications</li> </ul> </li> </ul> <p>2. Recruit and select staff</p> <p>Be able to</p> <ul style="list-style-type: none"> <li>• Recruit staff according to procedures prescribed by the institution, such as <ul style="list-style-type: none"> <li>○ Announce job vacancies on different media</li> <li>○ Recruit staff via internal channels, such as newsletter, notice and memorandum</li> <li>○ Recruit from external sources, such as recruitment advertisements, professional groups, magazines and media, staff referral and online applications</li> <li>○ State responsibilities and requirements for each post</li> <li>○ Ensure the procedures adhere to legal requirements</li> </ul> </li> <li>• Arrange interviews according to procedures prescribed by the institution, including: <ul style="list-style-type: none"> <li>○ Set the format of interviews and recruitment standards for the post</li> <li>○ Select a convenor and other interviewers</li> <li>○ Establish assessment standards for staff selection</li> </ul> </li> <li>• Select staff according to standards formulated by the institution, including: <ul style="list-style-type: none"> <li>○ Analyse working experiences and relevant qualifications of applicants</li> <li>○ Assess interview performance on the spot</li> <li>○ Avoid conflict of interest</li> </ul> </li> <li>• Handle information of successful applicants according to procedures formulated by the institution</li> <li>• Review procedures and standards of staff recruitment regularly to keep abreast of with the changes and development of labour market; provide suggestions to supervisor for improvements</li> <li>• Store documents and any information related staff recruitment and selection properly</li> </ul>

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

Functional Area - Management

	<p>3. Exhibit professionalism</p> <p>Be able to</p> <ul style="list-style-type: none"><li>• Stay objective, fair and unbiased when recruiting and selecting staff</li><li>• Ensure procedures follow relevant laws to prevent legal offences</li></ul>
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"><li>• Ability to select staff for different posts according to procedures of recruiting and selecting staff formulated by the institution, and</li><li>• Ability to review the methods of recruiting and selecting staff regularly and provide suggestions for improvement</li></ul>
Remark	