

# Specification of Competency Standards for Human Resource Management

## Unit of Competency

Title	Develop recruitment policies and procedures
Code	106936L5
Range	Developing policies to govern recruitment based on the organisation's strategic direction, and developing recruitment procedures to get qualified candidates for the vacancies effectively and efficiently. This applies to the development and implementation of policies and procedures for all types of recruitment for both domestic and international assignments in a compliant, fair, consistent and transparent manner.
Level	5
Credit	5
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Knowledge in the Subject Area <ul style="list-style-type: none"> <li>• Understand the elements and requirements of a recruitment policies and related compliance issues</li> <li>• Understand the development or latest update of local and / or international employment related ordinances and statutory regulations</li> </ul> </li> <li>2. Applications and Processes <ul style="list-style-type: none"> <li>• Develop recruitment policies for the organisation with reference to the approved human resource strategies, local and / or international employment related ordinances and statutory regulations</li> <li>• Develop recruitment procedures in details for compliance, fair treatment, consistency and transparency</li> <li>• Engage major stakeholders to implement the recruitment policies and procedures</li> </ul> </li> <li>3. Professional Behaviour and Attitude <ul style="list-style-type: none"> <li>• Always maintain documentation of the recruitment policies and procedures through a proper filing system, and maintain it accessible to all employees on a shared platform</li> <li>• Review and revise existing recruitment policies and procedures for compliance, fair treatment, consistency and transparency</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Establishment and implementation of recruitment policies in compliance with employment related ordinances and statutory regulations.</li> <li>• Establishment and implementation of recruitment procedures for compliance, fair treatment, consistency and transparency.</li> <li>• Engagement with major stakeholders for implementation of the recruitment policies and procedures.</li> </ul>
Remark	