

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Develop recruitment process
Code	106937L5
Range	Developing recruitment process with details (e.g. approval matrix, mechanism, relevant documents) to meet the diversified and ever-changing business needs. This applies to the development and implementation of recruitment process for both domestic and international assignments that provides the organisation with a pool of qualified candidates to enable selection in a compliant, fair, consistent and transparent manner.
Level	5
Credit	5
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Knowledge in the Subject Area <ul style="list-style-type: none"> • Understand the elements and requirements of an effective recruitment process for the organisation • Understand employment related ordinances and statutory regulations when designing an effective recruitment process 2. Applications and Processes <ul style="list-style-type: none"> • Develop approval matrix and mechanism (e.g. acquisition's approval levels, number of approvers, interviewer's levels, number of interviews for each position) as an integral part of the organisation's recruitment process • Develop document templates for respective operating markets and jurisdictions for recruitment purpose (e.g. headcount requisition form, employment application form, interviewer's feedback form, reference check consent form) • Identify the standard procedures with which key personal information is collected and filed during recruitment process (e.g. academic certificate, reference letter from previous employers, residential address and phone number) 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Conduct regular review to govern the recruitment process and relevant documentation that are strictly complied with employment related ordinances and statutory regulations • Revise the current recruitment process to meet the diversified and ever-changing business needs on a regular basis
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Establishment and implementation of approval matrix and mechanism as an integral part of the recruitment process. • Establishment and implementation of standard recruitment procedures, workflows and document templates for respective operating markets and jurisdictions to increase efficiency and maintain consistency with equal opportunity and diversity principles.
Remark	