

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Develop policies to facilitate internal employee mobility
Code	106938L5
Range	Developing policies to govern internal recruitment / transfer based on the organisation's strategic direction and context. This applies to the development and implementation of policies for facilitating internal / regional / international employee mobility to fill the vacancies concerned effectively and efficiently.
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 internal recruitment / transfer policies of the organisation • Understand the development or latest update of employment related ordinances and statutory regulations in respective operating markets and jurisdictions 2. Applications and Processes <ul style="list-style-type: none"> • Develop internal recruitment / transfer policies to facilitate internal employee mobility (e.g. job rotation, job advancement) • Develop relevant procedures, workflows and document templates for respective operating markets and jurisdictions based on the approved internal recruitment / transfer policies to effectively facilitate internal employee mobility • Articulate internal recruitment / transfer policies with all levels of employees • Maintain documentation of internal recruitment / transfer policies and procedures through a proper filing system, and make it available on a shared platform to enable easy access 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Conduct regular document review to govern the internal recruitment / transfer policies and procedures that are strictly complied with employment related ordinances and statutory regulations • Revise the internal recruitment / transfer policies, procedures and related documents 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 of internal recruitment / transfer policies in compliance with employment related ordinances and statutory regulations. • Establishment of procedures, workflows and document templates for respective operating markets and jurisdictions to facilitate internal employee mobility.
Remark	