

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Assess potential recruitment agencies / vendors
Code	106941L5
Range	Assessing potential business partners to implement recruitment process and achieve recruitment objectives and targets. This applies to the selection process of recruitment agencies / vendors and ongoing management of vendor relationship for effective local and / or global workforce planning and resourcing.
Level	5
Credit	5
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the Subject Area</p> <ul style="list-style-type: none"> • Understand the latest trends and development of recruitment services in respective operating markets and jurisdictions • Understand reputation, relevant industry experience, recruitment consultant profiles, candidates' database, fees and other conditions of potential recruitment agencies / vendors <p>2. Applications and Processes</p> <ul style="list-style-type: none"> • Develop the criteria for selecting appropriate recruitment agencies / vendors • Identify potential recruitment agencies / vendors via different channels (e.g. referral, online search) • Develop or maintain a database to keep track of the operating capabilities and services of each of the potential recruitment agencies / vendors • Develop selection mechanisms (e.g. interviews) to assess potential recruitment agencies / vendors based on the predefined criteria • Conduct selection of recruitment agencies / vendors <p>3. Professional Behaviour and Attitude</p> <ul style="list-style-type: none"> • Always conduct reference check for service quality of the potential recruitment agencies / vendors
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Establishment of criteria and mechanism for assessing potential recruitment agencies / vendors. • Implementation of assessment against specific criteria for identifying appropriate recruitment agencies / vendors in accordance with predefined criteria.
Remark	