Specification of Competency Standards for Human Resource Management
Unit of Competency

Title	Complete recruitment content details and deploy the identified recruitment channels and methods
Code	106943L4
Range	Providing an overview of the position that summarises key responsibilities and the importance of the role to the overall success of the organisation. This applies to the production of a job posting and a newspaper / social media advertisement to motivate the right kind of candidates to apply for the job.
Level	4
Credit	4
Competency	Performance Requirements 1. Knowledge in the Subject Area - Understand the key elements and requirements of an effective recruitment communication - Understand various sources to locate potential candidates in the market for different job openings 2. Applications and Processes - Complete clear and precise recruitment content details based on the organisation's job specification and job description - Use content marketing to attract the right candidates by building and showcasing a compelling employer brand to potential candidates - Adopt the most cost-effective recruitment channels and methods - Adjust existing recruitment channels and methods if necessary to maximise recruitment outcome 3. Professional Behaviour and Attitude - Proactively search for new recruitment channels and methods to improve cost-effectiveness and recruitment result
Assessment Criteria	The integrated outcome requirements of this UoC are: - Completion of recruitment contents in a clear and precise manner. - Execution of candidate search through the identified recruitment channels and methods.
Remark	