

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Monitor recruitment budget
Code	106945L4
Range	Applying analytical skills to monitor the recruitment expenditures against budget. This applies to the process of keeping track of all the expenses incurred by the recruitment process, and managing budget variance with departmental corrective action plans.
Level	4
Credit	4
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 key elements of general recruitment budget and the budgeting process in the organisation • Understand how departmental budgets work and demonstrate analytical skills in order to monitor recruitment budget 2. Applications and Processes <ul style="list-style-type: none"> • Complete recruitment expenses report with support from finance department • Monitor and review the actual recruitment expenses and budget variance of each department, in collaboration with finance department and department heads • Implement departmental corrective action plans for significant budget variances, in collaboration with finance department and department heads, to maintain workforce expenses within approved budget 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Update the departments with unplanned / unbudgeted items and cost projection in a timely manner • Proactively search for new recruitment channels and methods to save cost and maximise results
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Establishment of recruitment expenses report for monitoring the recruitment budget. • Monitoring of departmental corrective action plans with relevant parties (e.g. finance department, department heads) to maintain workforce expenses within approved budget.
Remark	