

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Provide training and support to the hiring manager on hiring and selection process
Code	106946L5
Range	Providing timely training and support to hiring managers with reference to the organisation's recruitment policies and procedures. This applies to the hiring and selection process for both domestic and international assignments involving the hiring managers for consistency in implementation of recruitment policies and procedures.
Level	5
Credit	6
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 an effective hiring and selection process • Understand the hiring and selection process adopted by the organisation 2. Applications and Processes <ul style="list-style-type: none"> • Develop or revise job advertisement based on the updated job specification and description for hiring manager's endorsement • Define the selection criteria for the job opening with the hiring manager • Validate and revise the job advertisement if response is slow • Provide training to the hiring managers on the key skills and steps in hiring and selection process • Provide support to the hiring manager in making selection decision 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Always use the most up-to-date job specifications and descriptions in hiring and selection process • Maintain collaboration with hiring managers throughout the hiring and selection process
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Production of job advertisement based on the updated job specification and description. • Establishment of selection criteria for the job opening with the hiring manager. • Provision of supporting to hiring managers on the key skills (e.g. interviewing skills). • Establishment of procedures in hiring and selection process.
Remark	