

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Assess candidate's background and experience against job requirements through initial screening
Code	106947L4
Range	Assessing the applicants' background, experience, basic skills and qualifications required for the job. This applies to the verification of employment history, credential and education, as a key process for identifying shortlisted candidates for interviews.
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 importance of initial screening to the overall effectiveness of the selection process • Understand key job requirements and core competencies in the job descriptions of the job openings 2. Applications and Processes <ul style="list-style-type: none"> • Adopt a clear set of criteria for initial screening (e.g. academic qualifications, skill sets, years of relevant experience), in collaboration with the hiring manager • Adopt a scoring system for standardising the initial screening process as well as maximising objectivity of the initial screening • Screen applications and resumes received according to the pre-determined screening criteria • Produce a list of potential candidates for the hiring manager's consideration after initial screening in order to identify shortlisted candidates for interviews • Search and recommend new options for conducting initial screening (e.g. group selection by a panel, use of electronic tools) for enhancing effectiveness and objectivity 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Always strictly comply with equal opportunities and other employment related ordinances when conducting initial screening • Always handle candidate's information with care and confidentiality
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Execution of initial screening for identifying shortlisted candidates for interviews. • Production of a list of potential candidates after initial screening.
Remark	