

# Specification of Competency Standards for Human Resource Management

## Unit of Competency

Title	Devise and implement interview process of senior positions
Code	106948L5
Range	Evaluating suitability of the identified candidates in the interview process. This applies to the interview process of senior positions for both domestic and international assignments in compliance with employment related ordinances and selecting the most qualified candidate for the job, in collaboration with the hiring managers.
Level	5
Credit	6
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Knowledge in the Subject Area <ul style="list-style-type: none"> <li>• Understand the importance of a positive interviewing experience on employer branding and reputation management</li> <li>• Understand the importance and possible consequences of violating employment related ordinances and statutory regulations in the process of interviewing and selection</li> </ul> </li> <li>2. Applications and Processes <ul style="list-style-type: none"> <li>• Employ the most effective format of interview (e.g. structured and panel interviews) that best meets the hiring manager's preference and the nature of hiring position</li> <li>• Set up questions for conducting preliminary interviews with the identified candidates in compliance with employment related ordinances</li> <li>• Analyse candidates' suitability to the job based on their performance during interview and responses to questions related to job requirements</li> <li>• Educate hiring managers to ask questions based on job requirements in compliance with employment related ordinances and statutory regulations during the interview</li> <li>• Coach the hiring managers to express an appropriate degree of sensitivity and empathy to candidates during the interview</li> </ul> </li> <li>3. Professional Behaviour and Attitude <ul style="list-style-type: none"> <li>• Identify improvement areas to enhance the recruitment result and candidate experience in the interviewing and selection process</li> <li>• Proactively evaluate the interview experience with the hiring managers</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Establishment of interview questions relating to the basic requirements of the job and in compliance with employment related ordinances.</li> <li>• Implementation of interview process for selecting the most qualified candidate for the job.</li> </ul>
Remark	