

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Interview candidates for junior positions
Code	106949L4
Range	Obtaining a better understanding of and evaluating the identified candidates in the interview process. This applies to the interview process of junior positions in compliance with employment related ordinances and selecting the most qualified candidate for the job.
Level	4
Credit	5
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 a positive interviewing experience on employer branding and reputation management • Understand the importance and possible consequences of violating employment related ordinances and statutory regulations in the process of interviewing and selection 2. Applications and Processes <ul style="list-style-type: none"> • Use the most effective format of interview for recruiting junior positions (e.g. one-to-one interviews, written test) • Use appropriate criteria for recruiting junior positions (e.g. relevant working experience, academic record, knowledge and skills) • Arrange and conduct interviews with the identified candidates in compliance with employment related ordinances • Review candidates' suitability to the job based on their performance during interview and responses to questions related to job requirements • Ask questions based on job requirements and in compliance with employment related ordinances and statutory regulations during the interview 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Express an appropriate degree of sensitivity and empathy to candidates during the interview
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Establishment of appropriate interview format and criteria for recruiting junior positions. • Implementation of interview process for selecting the most qualified candidate for the job.
Remark	