

# Specification of Competency Standards for Human Resource Management

## Unit of Competency

Title	Source and apply appropriate assessment tools
Code	106950L5
Range	Sourcing and applying valid, fair and effective assessment tools to meet specific recruitment needs for filling critical vacancies at all levels. This applies to the assessment of qualified candidates for all levels of positions in support of making selection decisions for both domestic and international assignments.
Level	5
Credit	5
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 key factors for evaluating, selecting and applying appropriate tools for different levels of positions (e.g. the validity and reliability of the assessment)</li> <li>• Understand the assessment tools available in the market</li> </ul> </li> <li>2. Applications and Processes <ul style="list-style-type: none"> <li>• Analyse the strengths and weaknesses of the available assessment tools in the market</li> <li>• Source the most appropriate and cost-effective assessment tools based on the job requirements for different positions</li> <li>• Evaluate the trend in conducting assessments and the associated tools available in the market</li> <li>• Analyse a variety of factors (e.g. confidentiality, compatibility with different technology platforms) to identify and select appropriate assessment tools for different levels of positions</li> <li>• Apply the adopted assessment tools in order to collect job-related information on qualified candidates</li> </ul> </li> <li>3. Professional Behaviour and Attitude <ul style="list-style-type: none"> <li>• Proactively validate effectiveness of the adopted assessment tools for different levels of positions</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 criteria and mechanism for selecting appropriate assessment tools for different levels of positions.</li> <li>• Implementation of assessment based on predefined criteria and mechanism for identifying and selecting appropriate assessment tools.</li> <li>• Application of adopted assessment tools for making an employee selection decision.</li> </ul>
Remark	