

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Implement the approval process of employment offer
Code	106951L5
Range	Implementing the appropriate approval process for both domestic and international assignments with due consideration of internal relativity and external benchmarking. This applies to implementation of internal relativity and external benchmarking, background and reference check, and completion of appropriate approval process of employment offers for all levels of positions.
Level	5
Credit	5
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the Subject Area</p> <ul style="list-style-type: none"> • Understand the key elements of recruitment and selection under local and / or international employment related ordinances and statutory regulations • Understand the procedures of making an employment offer adopted by the organisation • Understand the employer's legal obligations of relocating employees abroad and / or hiring expatriates <p>2. Applications and Processes</p> <ul style="list-style-type: none"> • Develop an employment offer with compensation and benefits package and job grade with reference to the internal grading system, salary mapping and market benchmarking • Analyse the latest market salary survey data for all job levels relevant to the positions in the organisation • Articulate the proposed compensation and benefits package with necessary documentation to the hiring manager for endorsement and, when necessary, approval • Conduct background and reference check to verify information accuracy (e.g. qualification, work experience, visa) with the candidate's consent and validate legitimacy of relevant documents (e.g. reference letters from previous employer(s) provided by the candidate) • Conduct internal relativity and external benchmarking before making each local or international employment offer <p>3. Professional Behaviour and Attitude</p> <ul style="list-style-type: none"> • Always strictly comply with employment related ordinances and statutory regulations during the employment offer process • Always obtain candidate's consent prior to conducting background check
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Establishment of each local or international employment offer with compensation and benefits package and job grade with reference to the internal grading system, salary mapping and market benchmarking. • Completion of the approval process before making each local or international employment offer.
Remark	