

# Specification of Competency Standards for Human Resource Management

## Unit of Competency

Title	Execute the process of making an employment offer
Code	106952L4
Range	Executing the process of making an employment offer based on the approved employment terms and conditions, and negotiating with the successful candidate if necessary. This applies to the process of making local or international employment offer to the successful candidate.
Level	4
Credit	4
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 employment related ordinances and statutory regulations in respective operating markets and jurisdictions in order to make employment offers</li> <li>• Understand the procedures of work permit / visa application in respective operating markets and jurisdictions for making employment offer to non-local candidates</li> </ul> </li> <li>2. Applications and Processes <ul style="list-style-type: none"> <li>• Deliver verbal employment offer to the successful candidate and outline the compensation and benefits package and other terms and conditions of the offer, and negotiate with the successful candidate if necessary</li> <li>• Prepare employment contract with the proposed terms and conditions for senior management's approval following the recruitment policies</li> <li>• Verify validity of the successful candidate's work visa / permit prior to the contract commencement date, or provide assistance in application</li> </ul> </li> <li>3. Professional Behaviour and Attitude <ul style="list-style-type: none"> <li>• Effectively communicate with the selected candidate on the approved employment terms and conditions</li> <li>• Always keep the employment contract terms and conditions strictly confidential</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Implementation of the process of making local or international employment offer to the successful candidate.</li> <li>• Implementation of negotiation with successful candidate if necessary.</li> <li>• Preparation of local or international employment contract for every successful candidate that includes specific employment terms and conditions.</li> </ul>
Remark	