Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Schedule interviews with applicants
Code	106953L2
Range	Scheduling interview dates and times with applicants. This applies to the implementation of recruitment procedures to get qualified candidates for the vacancies effectively and efficiently.
Level	2
Credit	2

Competency	Performance Requirements
	1. Knowledge in the Subject Area
	    • Understand the importance of an effective interview schedule for both the applicant and the organisation
	    • Understand the organisation's recruitment procedures and scheduling tool for interview
	2. Applications and Processes
	    • Comply with data protection principles and avoid non-compliance
	    • Follow standard operating procedures for scheduling interviews with applicants
	    • Contact the shortlisted applicants for interviews in accordance with the available timeslots
	    • Record the confirmed schedule for each applicant in the organisation's scheduling tool for interview
	    • Update the record in the organisation's scheduling tool for interview when there is change in the interview schedule (e.g. cancellation)
	    • Send confirmation of the interview schedule to applicants
	3. Professional Behaviour and Attitude
	    • Remind the applicants to attend interviews as scheduled via agreed channel (e.g. phone, email)

Assessment Criteria	The integrated outcome requirements of this UoC are:
	    • Implementation of scheduling interviews with the shortlisted candidates.
	    • Implementation of accuracy check during data entry for data quality and consistency.

Remark	