

# Specification of Competency Standards for Human Resource Management

## Unit of Competency

Title	Handle and file information of the unsuccessful applicants
Code	106954L2
Range	Handling information of the unsuccessful applicants in a prudent manner and filing related documents systematically. This applies to the implementation of operating procedures for processing the unsuccessful applicants' personal data in compliance with employment related ordinances and statutory regulations in respective operating markets and jurisdictions.
Level	2
Credit	2
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 ordinances and statutory regulations related to data protection and release of personal data in respective operating markets and jurisdictions</li> <li>• Understand data protection principles and established policies and guidelines on data protection in compliance with Personal Data (Privacy) Ordinance</li> </ul> </li> <li>2. Applications and Processes <ul style="list-style-type: none"> <li>• Comply with data protection principles and avoid non-compliance</li> <li>• Follow the organisation's guidelines and directives for data protection and release of personal data</li> <li>• Perform accuracy check during data entry and for data management</li> </ul> </li> <li>3. Professional Behaviour and Attitude <ul style="list-style-type: none"> <li>• Follow the standard operating procedures to operate a well-organised documentation system for unsuccessful applicants to capture, manage, store, preserve, deliver and dispose their personal data and interview records</li> <li>• Handle and file the unsuccessful applicant's personal data, and interview records if applicable, in accordance with standard operating procedures (e.g. store for future recruitment processes for a pre-determined period of time, dispose of the application forms and resumes after a pre-determined period)</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 accuracy check during data entry for data quality and consistency.</li> <li>• Implementation of standard operating procedures to handle human resource (HR) data and file HR records.</li> </ul>
Remark	