

## Specification of Competency Standards for Human Resource Management

### Unit of Competency

Title	Work with relevant departments to prepare necessary resources for new employees
Code	106956L3
Range	Providing assistance in preparing necessary resources for new employees in collaboration with the hiring manager and relevant departments. This applies to the provision of onboarding supports for new employees.
Level	3
Credit	3
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 importance of effective onboarding, induction, and orientation to both the new employees and the organisation</li> <li>• Understand details of the onboarding procedures as well as the induction and orientation programmes adopted by the organisation</li> </ul> </li> <li>2. Applications and Processes <ul style="list-style-type: none"> <li>• Communicate with managers about the importance of onboarding, induction, and orientation as well as their role and engagement in making onboarding to new employees successful</li> <li>• Work out an onboarding plan (e.g. specific equipment, training and induction plan) for the new employees</li> <li>• Contact relevant parties (e.g. IT department) to provide technical training to new employee for operation in the workstation (e.g. personal computer, intranet, shared files, software applications and other devices) where appropriate</li> </ul> </li> <li>3. Professional Behaviour and Attitude <ul style="list-style-type: none"> <li>• Report the concerns or needs of new employees to relevant parties (e.g. the hiring manager) in a timely manner</li> <li>• Work effectively and efficiently with relevant departments to expedite the onboarding process and procedures</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Preparation of necessary resources for each new employee, in collaboration with the hiring manager and relevant departments.</li> </ul>
Remark	