

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Design performance management policies, procedures and system
Code	107015L6
Range	Designing policies, procedures and system to govern performance management based on the organisation's business needs, strategic direction and people philosophy. This applies to the design and implementation of policies, procedures and system for all human resource (HR) functions related to performance management (e.g. talent management, learning and development, reward strategy), with the involvement of all employees.
Level	6
Credit	6
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Knowledge in the Subject Area <ul style="list-style-type: none"> • Understand the objectives and values of performance management in the organisation 2. Applications and Processes <ul style="list-style-type: none"> • Determine objectives of performance management based on the organisation's business needs, strategic direction and people philosophy • Design performance management policies, procedures and system and align them with other HR processes (e.g. talent management, learning and development, reward strategy) • Present the overall performance management policies, procedures and system for senior management's approval • Solicit inputs and guidelines from senior management for distribution of performance scores for the entire organisation • Present the adopted performance management policies, procedures and system to employees and managers with relevant materials (e.g. forms, documents) • Engage employees and managers in ongoing communication and help them understand the objectives and follow the implementation process and documentation requirements of performance management • Evaluate and introduce changes to performance management policies, procedures and system to cater for the organisation's and employees' development needs on a regular basis • Emphasise the strategic importance of a performance-oriented and competency based culture through individual, team and organisational communication 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Benchmark best practices of performance management in the market • Make reference to past practices in the organisation and inputs from relevant stakeholders • Leverage information technology to develop or acquire appropriate software to manage the process
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Establishment of overall performance management policies, procedures and system aligned with other HR processes and the organisation's strategic development. • Engagement with all employees for the implementation of performance management policies, procedures and system.
Remark	