Specification of Competency Standards for Human Resource Management
Unit of Competency

Title	Develop performance assessment tools
Code	107016L5
Range	Developing performance assessment tools to review the application of knowledge, skills, attitude, and work behaviour through the performance of tasks and regular / adhoc project handling. This applies to the development and implementation of relevant tools to review the employees' achievements of business objectives, KPIs and required competencies, as appropriate.
Level	5
Credit	5
Competency	Performance Requirements 1. Knowledge in the Subject Area • Understand different types of performance assessment tools (e.g. tests, performance appraisal toolkit) 2. Applications and Processes • Develop or acquire from external vendors suitable performance assessment tools according to the defined criteria and metrics • Develop a set of competency requirements with clear guidelines for different levels of employees when a competency-based assessment is used • Provide necessary support to managers and employees for their effective use of the performance assessment tools (e.g. choice of preferred language to be used) • Solicit feedback from managers and employees on the effectiveness of the performance assessment tools 3. Professional Behaviour and Attitude • Benchmark best practices of developing and using performance assessment tools in the market • Leverage information technology to design or acquire from external vendors appropriate performance assessment tools
Assessment Criteria	The integrated outcome requirements of this UoC are: • Establishment of performance assessment tools internally and / or in collaboration with external vendors in accordance with predefined criteria and metrics. • Engagement with managers and employees for their effective use of the performance assessment tools.
Remark	