

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Conduct calibration of the performance scores distribution, and facilitate development discussion and decision
Code	107018L5
Range	Providing opportunities for appraisers to develop common understanding of different levels of performance requirements and make more objective performance assessment and promotion decisions. This applies to the process of performance calibration and promotion discussions to apply similar performance requirements and standards to all employees and help eliminate any potential bias, with the involvement of relevant stakeholders.
Level	5
Credit	5
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Knowledge in the Subject Area <ul style="list-style-type: none"> • Understand common challenges in ensuring accuracy or objectivity of performance ratings given by different appraisers • Understand the importance and benefits of using calibration in improving performance assessment 2. Applications and Processes <ul style="list-style-type: none"> • Consolidate performance ratings effectively in a scheduled time frame • Review and facilitate discussion on departmental performance scores to achieve a fair rating distribution across the organisation, before senior management's endorsement is sought • Facilitate discussion at appropriate senior management level on promotions of key / senior personnel, supported with relevant data and business justification 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Provide training or coaching to managers before calibration meetings • Facilitate calibration, promotion and development discussions supported with relevant data and examples
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Execution of performance calibration and promotion discussions with relevant stakeholders (e.g. appraisers, senior management).
Remark	