

Specification of Competency Standards of the Insurance Industry

**Unit of Competency**

**Functional Area: Operational Support & Services**

Title	Manage staff recruitment
Code	105601L5
Range	This unit of competency is applicable to those who are responsible for managing staff recruitment. It involves liaising with business units to gather the vacancies to fill, following company guidelines to start the recruitment process, advertising the vacancies, formulating selection panels, supporting panels to conduct interviews, and engaging the candidates according to recruitment guidelines.
Level	5
Credit	3 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Possess knowledge in human resources management <ul style="list-style-type: none"> <li>• Familiar with insurance market and its manpower needs</li> <li>• Comprehend corporate development strategy</li> <li>• Comprehend corporate human resources strategy</li> <li>• Fully aware of relevant regulatory requirements, e.g. employment ordinance</li> </ul> </li> <li>2. Manage staff recruitment <ul style="list-style-type: none"> <li>• Liaise with units to gather the vacancies to fill</li> <li>• Match vacancies with job specifications</li> <li>• Follow corporate recruitment guidelines to start the recruitment process</li> <li>• Advertise vacancies in appropriate channels, e.g. newspapers, website, external HR agencies, internal units</li> <li>• Establish selection panels</li> <li>• Consolidate job applications</li> <li>• Ensure genuine identity of applicants</li> <li>• Ensure validity of documents and correspondences provided by applicants</li> <li>• Support selection panels to conduct interviews and tests according to recruitment guidelines</li> <li>• Assist business units to select the candidates that can best fit the job specifications</li> <li>• Engage the candidate in accordance with corporate recruitment guidelines and regulatory requirements</li> <li>• Follow up with new employee orientation or internal transfer procedures as necessary</li> </ul> </li> <li>3. Manage staff recruitment to support the manpower needs of business units <ul style="list-style-type: none"> <li>• Assist business units in filling the vacancies with competent candidates</li> <li>• Ensure recruitment processes comply with corporate recruitment guidelines and regulatory requirements.</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Able to liaise with units to gather the vacancies to fill</li> <li>• Able to manage candidate selection process according to corporate recruitment guidelines</li> <li>• Able to recruit competent candidates for different vacancies.</li> </ul>
Remark	This unit of competency is also applicable to general insurers, life insurers and broker.