

**Specification of Competency Standards**  
**for the Logistics Industry**  
**Unit of Competency**

Functional Area - Operations Management

Title	Formulate recruitment strategy
Code	LOCUOM503B
Range	This unit of competency is applicable to sea freight, air freight, express and relevant operators. Practitioners should be capable to formulate recruitment strategy in accordance with the human resources requirements of the company.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess the knowledge of human resources and recruitment</p> <ul style="list-style-type: none"> <li>• Understand the conditions of human resources and market supply and demand</li> <li>• Understand the concepts, functions, methods and channels of recruitment</li> <li>• Be familiar with the various procedures of daily logistics operation of the company</li> <li>• Be familiar with the special technical requirements of various working procedures such as whether there is a need for specific professional qualification or license</li> <li>• Understand the human resources requirements of various working procedures and the market situation</li> <li>• Understand recruitment-related legislations and guidelines such as Equal Opportunities Ordinance</li> <li>• Understand the shift of labour force, company development plan and market shift of technology, cargo origin, needs of knowhow/skills set.</li> <li>• Master the workflow arrangement of recruitment</li> </ul> <p>2. Formulate recruitment strategy</p> <ul style="list-style-type: none"> <li>• Analyse short- and long-term requirements for different job positions</li> <li>• Analyse whether the requirement for the job position should be met through human resources recruitment</li> <li>• Estimate the requirements on human resources, including skills and experience, in accordance with the requirements of the company and technical requirements on basic logistics operation</li> <li>• Formulate recruitment strategy by comparing the human resources requirements formulated with the existing human resources as well as the current human resources market</li> <li>• Select appropriate recruitment methods and channels</li> <li>• Select appropriate examination and selection methods</li> <li>• Select external behavioural test to capture in deep potential of candidates</li> <li>• Select appropriate remuneration and benefit arrangements</li> <li>• Compile reports or guidelines to illustrate the recruitment strategy</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Capable to formulate recruitment strategies in accordance with the requirements on the company's development and operation, the legal requirements and special technical requirements on daily logistics operation; and</li> <li>• Capable to compile reports or guidelines to illustrate the recruitment strategy.</li> </ul>
Remark	