

**Specification of Competency Standards**  
**for the Manufacturing Technology Industry**  
**Unit of Competency**

Functional Area - Operations Management

Title	Recruit and select staff
Code	106456L4
Range	This unit of competency is applicable to the human resources department of the corporation of Manufacturing Technologies Industries. Practitioners should be capable to arrange the most suitable candidate to perform the vacancy in accordance with the relevant corporate procedures
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand relevant knowledge of recruiting and selecting staff</p> <ul style="list-style-type: none"> <li>• Recognise foundation psychology and communication skills</li> <li>• Recognise the relevant legislation of operating regions and personnel management, such as local employment regulations, the Equal Opportunities Ordinance, the Sex Discrimination Ordinance, the Family Status Discrimination Ordinance, the Personal Data (Privacy) Ordinance</li> <li>• Understand Human Resource Management Strategy</li> <li>• Understand the existing recruitment procedures, guidelines and terms of the corporation</li> <li>• Understand all kinds of recruitment channel and relative effectiveness</li> <li>• Understand the conditions of the current human resources market, payroll trends and objective conditions of the corporation</li> </ul> <p>2. Recruit and select staff</p> <ul style="list-style-type: none"> <li>• According to the operation structure and needs of the corporation, set up the demands for posts, including specific job requirements (such as education, work experience, professional qualifications), the form of employment of the positions (such as long-term/ short-term contract, full-time/ part-time) and promotion system</li> <li>• Formulate recruitment plans, determine the recruitment budget and select the appropriate recruitment channels, including internal and external recruitment selection</li> <li>• Effectively implement the recruitment process, including initial screening, arranging interviews, oral and written test, practical operation and carry out assessment</li> <li>• Keep documents or information of the recruitment and selection of staff appropriately</li> </ul> <p>3. Professional handling of recruiting and selecting staff</p> <ul style="list-style-type: none"> <li>• Follow the Code of Practice of equal opportunities, understand the relevant Ordinance of in the course of employment and meet the requirements of gender, disability and family status, so as to avoid violating the Discrimination Ordinances</li> <li>• Prevent any abuse of power and corruption during the staff recruitment and selection process</li> <li>• Follow the Code of Practice of "Personal Data (Privacy) Ordinance" of the human resource management</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 established by corporate staff selection criteria and recruitment procedures, suitable for different jobs in the selection of staff</li> <li>• Capable to regularly review the staff recruitment and selection methods, and in response to the development of the labour market, make recommendations for improvement</li> </ul>
Remark	