

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

Functional Area - Operations Management

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| Title | Set up and maintain of staff performance evaluation system |
| Code | 106554L5 |
| Range | This unit of competency is applicable to all corporations of Manufacturing Technology Industry. Practitioners should be capable to master the scope of work and the proper performance level of their staff, sep up and maintain staff performance evaluation system to objectively assess and write the performance appraisal report for staff and continuously improve the staff performance evaluation system |
| Level | 5 |
| Credit | 6 (For Reference Only) |
| Competency | <p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Understand relevant knowledge of staff performance evaluation system <ul style="list-style-type: none"> • Understand the concept and functions of human resource management • Understanding of corporate human resource management strategies • Understand the corporate operational culture • Understand the responsibilities of each position in the corporation • Understand the industrial objective standards of performance evaluation system • Understand the methods and techniques of staff performance evaluation system 2. Set up and maintain staff performance evaluation system <ul style="list-style-type: none"> • Set up and continuously improve to improve the corporate performance appraisal systems and standards, including the assessment forms, methods and procedures, appraising time, regulations of assessors, rating criteria and definitions, appeal mechanism for staff and guidelines for writing appraisal reports • Sep up and continuously improve the content of staff performance evaluation system, including knowledge and professional competence, working efficiency, performance, diligence, work attitude and initiative, team relationships and personal virtues etc • Through good communication mechanism with staff, ensure that they fully understand the staff performance evaluation system • Select the appropriate methods of appraisal, in accordance with the work objectives, plans and standards of the department, carry out fair and objective appraisal for staff and write appraisal report • Handle disputes, arrange negotiation for relevant staff and their supervisors or the representative of human resources department, so as to reach a consensus and sign to confirm it • According to the results of appraisal, arrange appropriate actions, such as reward and punishment, counseling and training • Correctly file the relevant appraisal reports 3. Professional handling of set up and maintenance of staff performance evaluation system <ul style="list-style-type: none"> • When formulating human resource management strategies, the interests of the corporation and staff must be balanced • Ensure the developed staff performance evaluation system comply with the requirements of the relevant labour legislation • Prevent any abuse of power and corruption during implementing staff performance evaluation system |
| Assessment Criteria | <p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to coordinate with human resource management strategies and corporate operational culture, sep up and maintain staff performance evaluation system |

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| | <ul style="list-style-type: none">• Capable to carry out staff performance appraisal objectively in accordance with the formulated appraisal procedure of the corporation, and write the relevant appraisal report• Capable to arrange appropriate actions, such as reward and punishment, counseling and training in accordance with the results of staff appraisal |
| Remark | |