

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

Functional Area - Human Resources Management

Title	Develop of e-business human resources management system
Code	107276L6
Description	The human resources department is responsible for the specific implementation of personnel and administrative work. The employment of e-business staff must be in accordance with the relevant laws of Hong Kong and be handled in accordance with the human resources system.
Level	6
Credit	6 ( For Reference Only )
Competency	<p>Performance Requirements</p> <p>1. Understand the concept, basic principles and work contents of human resources management</p> <ul style="list-style-type: none"> <li>• The main contents of corporate human resource management include organization and management, selection of training management, salary performance management, personnel management and other special management.</li> </ul> <p>2. Develop human resources management system</p> <ul style="list-style-type: none"> <li>• Develop division of staff responsibilities based on the basic principles of human resources</li> <li>• Review the content of human resources management <ul style="list-style-type: none"> <li>○ Appraisal and appointment rights</li> <li>○ Employee recruitment and appointment</li> <li>○ Management appointment</li> <li>○ Staff assessment</li> <li>○ Employee training</li> <li>○ Employee benefits management</li> <li>○ Payment management</li> </ul> </li> <li>• Optimize the human resources management system <ul style="list-style-type: none"> <li>○ Plan human resource strategy</li> <li>○ Develop training and development strategies</li> <li>○ Performance management with KPI as core</li> <li>○ Manage staff salaries and benefits based on the market and performance</li> <li>○ Manage the job hierarchical levels</li> <li>○ Manage employee relationships</li> </ul> </li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• Comply with the relevant legal requirements in developing human resources management strategy.</li> </ul>
Assessment Criteria	<p>The integrated outcome requirement of this UoC is the ability to:</p> <ul style="list-style-type: none"> <li>• Understand the concept, basic principles and work content of human resources management.</li> <li>• Develop relevant systems for human resource management</li> <li>• Optimize the human resources management system</li> </ul>
Remark	