Specification of Competency Standards
for the Testing, Inspection and Certification Industry
Unit of Competency

Functional Area - Operations Management

Title	Recruit and retain competent personnel
Code	105981L5
Range	This unit of competency (UoC) covers the abilities to analyse the competency requirements to select and recruit competent personnel for different posts, and develop strategies to retain the competent personnel in the organisation.
Level	5
Credit	2 （For Reference Only）

Competency	Performance Requirements
	1. Possess knowledge of personnel competency and recruitment procedures
	
	• Explain the duties and scope of work of different posts in the organisation.
	• Analyse the requirements of human resources of the organisation, including current and the estimated manpower that may require.
	• Describe the established recruitment procedure and selection criteria of the organisation.
	• Identify the government legislations which are related to recruitment of staff, e.g.:
	    o Equal Opportunities Ordinance,
	    o Race Discrimination Ordinance,
	    o Personal Data (Privacy) Ordinance.
	• Employ the skills to recruit and select personnel, e.g.:
	    o skills to conduct the interview,
	    o ability to revise the form and content of the recruitment test immediately.
	2. Recruit and retain competent personnel
	
	• Select competent personnel to fill in different posts in accordance with the established recruitment procedure of the organisation, including:
	    o list the duties and entry qualifications for each post,
	    o deliver the message of job vacancies through different media,
	    o follow the regulations of the organisation and legislative requirement during recruitment,
	    o review and select appropriate personnel according to the established criteria of the organisation.
	• Use other appraisal methods other than interview for selection of staff, e.g.:
	    o observe the actual performance of the candidate in the working location,
	    o observe the performance of the candidate through role play,
	    o through the performance appraisal report prepared by the supervisor or third party.
	• Review the methods and procedures of recruitment and selection of personnel regularly to meet the change and development of the labour market, and put forward suggestion for improvement.
	• Keep the documents and information about the recruitment and selection of personnel according to the established procedures of the organisation.
	• Develop strategies to retain competent personnel and avoid the shortage of manpower which may affect the development of the business.
	3. Exhibit professionalism
	
	• Follow the relevant legislation during recruitment and selection of personnel to avoid breaking the law.

Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to:

Functional Area - Operations Management

	- select competent personnel for different posts in accordance with the established criteria for the selection and recruitment procedures of the organisation, - review the method of recruitment and selection of personnel regularly and put forward suggestions for improvement in accordance with the development of the labour market, - develop strategies to retain competent personnel and avoid the shortage of manpower.
Remark	