

Specification of Competency Standards of the Watch & Clock Industry

Unit of Competency

Functional Area: Operational Management

Title	Formulate Recruitment Strategies
Code	104894L5
Range	This unit of competency (UoC) is applicable in timepiece companies. It covers the abilities to formulate recruitment strategies according to the human resource demand of the organization.
Level	5
Credit	6 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Possess knowledge of human resources and recruitment <ul style="list-style-type: none"> • Understand human resources and the condition of market supply and demand • Understand the concept, functions, methods and channels of recruitment • Master the arrangement of recruitment procedure • Be familiar with every part of the daily operations of the organization • Be familiar with the special technical requirements in every part of operations, e.g. specific professional qualifications or licences, etc. • Understand the human resource demand for every part of operation and the market condition • Understand the legislation and guidelines related to recruitment, e.g. Equal Opportunities Legislation 2. Formulate recruitment strategies <ul style="list-style-type: none"> • Analyze the short-term and long-term demand of the organization for different posts • Analyze the suitability of the recruitment methods • Forecast the organization's human resource demand according to its requirements, e.g. in the aspects of skills and experience • Compare the human resources currently available in the organization and the market condition for human resources, and formulate recruitment strategies according to the human resource demand <ul style="list-style-type: none"> • Use suitable recruitment methods and channels • Use suitable appraisal and selection methods • Use suitable remuneration and benefit arrangement • Compile reports to illustrate recruitment strategies to the higher level 3. Exhibit professionalism <ul style="list-style-type: none"> • Comply with the Codes of Practice on Employment relating to equal opportunities and understand the requirements of the Sex Discrimination Ordinance, the Disability Discrimination Ordinance and the Family Status Discrimination Ordinance, so as to avoid breaching the discrimination-related ordinances • Comply with the code of practice on human resource management under the Personal Data (Privacy) Ordinance
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Formulate recruitment strategies in accordance with the development and operational needs of the organization; and • Compile reports to illustrate recruitment strategies to the higher level.
Remark	