

1. Title	Recruit and select personnel
2. Code	105003L3
3. Range	This unit of competency (UoC) is applicable to personnel management staff in the retail industry. It covers the abilities to analyze, judge and assess the competency requirements to select and recruit competent personnel for different posts in order to support the retail business of the organization.
4. Level	3
5. Credit	3 (for reference only)
6. Competency	<p>Performance Requirements</p> <p>6.1 Knowledge of staff recruitment and selection</p> <ul style="list-style-type: none"> ◆ Understand the duties and scope of work of different posts in the organization ◆ Understand the human resources arrangement of the organization, including current and estimated manpower that may require ◆ Master the established recruitment procedures and selection criteria of the organization ◆ Understand the government legislations related to recruitment of staff, e.g.: <ul style="list-style-type: none"> • Equal Opportunities Ordinance • Race Discrimination Ordinance • Personal Data (Privacy) Ordinance • Whether or not the candidate can legally work in Hong Kong ◆ Master the skills to recruit and select personnel, e.g.: <ul style="list-style-type: none"> • Skills to conduct the interview • Ability to revise the form and content of the recruitment test immediately <p>6.2 Recruit and select personnel</p> <ul style="list-style-type: none"> ◆ Select competent personnel to fill in different job vacancies in accordance with the established recruitment procedures of the organization, including: <ul style="list-style-type: none"> • Listing the duties and entry qualifications for each job vacancy • Delivering the message of job vacancies through different media • Following the regulations of the organization and legislative Requirement during recruitment • Appraising and selecting personnel according to the established standard of the organization ◆ Use other appropriate appraisal methods other than interview for selection of staff, including: <ul style="list-style-type: none"> • Observing the actual performance of the candidate in the retail workplace • Observing the performance of the candidate through role play • Through the performance appraisal report prepared by the supervisor or third party

	<ul style="list-style-type: none"> ◆ Keep the documents and information about the recruitment and selection of personnel properly <p>6.3 Exhibit professionalism</p> <ul style="list-style-type: none"> ◆ Follow the relevant legislation during recruitment and selection of personnel to avoid breaking the law
7. Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> (i) Select competent personnel for different posts in accordance with the established standard for the selection and recruitment procedures of the organization; and (ii) Keep the documents and information about the recruitment and selection of personnel properly
8. Remark	