

Specification of Competency Standards for the Retail Industry
Units of Competency for ‘Human Resource Management & Development’

1. Title	Recruit and select personnel
2. Code	111374L3
3. Range	This unit of competency (UoC) is applicable to personnel management staff in the retail industry. Practitioners have the ability to select and recruit competent personnel for different posts in order to support the retail business of the organisation.
4. Level	3
5. Credit	3 (for reference only)
6. Competency	<p>Performance Requirements</p> <p>6.1 Understand the 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 organisation ◆ Understand the human resources arrangement of the organisation, including current and estimated manpower that may require ◆ Master the established recruitment procedures and selection criteria of the organisation ◆ Understand the 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 organisation, 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 organisation and legislative Requirement during recruitment • Appraising and selecting personnel according to the established standard of the organisation ◆ 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 ◆ Keep the documents and information about the recruitment and selection of personnel according to relevant legal requirements <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"> ◆ Select competent personnel for different posts in accordance with the established standard for the selection and recruitment procedures of the organisation; and ◆ Keep the documents and information about the recruitment and selection of personnel according to relevant legal requirements according to relevant legal requirements
8. Remark	This UoC is adopted from 105003L3.