

CONDUCT EMPLOYEE RESOURCING

UNIT CODE: 0413 451 13A

TVET CDACC UNIT CODE: BUS/OS/HRM/CR/02/5/MA

UNIT DESCRIPTION:

This unit specifies the competencies required to conduct employee hiring. It involves carrying out human resource planning, conducting recruitment, selection and placement and inducting of new employees and Manage Employee Separation

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace function	These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range</i>
1. Carry out human resource planning	1.1 <i>Man power demand</i> and <i>supply forecasting</i> are determined as per organization guidelines. 1.2 Short term and long term hiring plans are developed as per organizational procedures. 1.3 <i>Recruitment solutions</i> are implemented as per workplace procedures
2. Conduct job analysis	2.1 Job analysis is determined in line with the organisational requirements and market trends. 2.2 Techniques of job analysis are analysed as per the human resource policy. 2.3 Job description and specification are developed as per the job analysis feedback 2.4 Job analysis reports are Periodically Updated as per organization requirement. 2.5 Job description and specifications are reviewed as per organisational strategic plans.

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace function	These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range</i>
3. Conduct employee recruitment	3.1 Recruitment methods are determined based on HR Manual 3.2 Recruitment method is selected as per HR Manual 3.3 Selected recruitment method is applied as per HR Manual 3.4 Applications are received as per HR Manual
4. Conduct applicants' selection	4.1 Shortlisting is carried out as per HR Manual 4.2 Shortlisted candidates are invited for interviews as per HR Manual. <i>4.3 Interviews</i> are conducted as per HR Manual 4.4 Successful candidates are selected based on pre-determined criteria
5. Conduct employee placement	5.1 Successful candidates are informed based on interview performance 5.2 Employment Offer letters are prepared in line with guiding regulations 5.3 Employment contract is issued in line with guiding regulations 5.4 Job placement Job description and specification are developed as per the job analysis feedback 5.5 Job analysis reports are Periodically updated as per organization requirement. 5.6 Job description and specifications are reviewed as per organizational strategic plans.
6. Induct new employees	6.1 Preparation for induction is carried out as per HR Manual 6.2 Inducting materials are issued based on the nature of induction. 6.3 Induction of employees is conducted as per HR Manual

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace function	These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range</i>
7. Manage Employee Separation	7.1 Asses employee's separation methods as per employment act 2007 7.2 Manage the separation process as per the organizational procedure 7.3 Identify employees exiting the service

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variable	Range
1. Man power demand may include but not limited to:	1.1 Workload forecasting 1.2 Executive judgement 1.3 Expansion 1.4 Statistical technique
1. Man power supply may include but not limited to:	3.1 Qualification 3.2 Training inventory 3.3 Age inventory 3.4 Head count
2. Recruitment solutions may include but not limited to:	3.1 Talent pool 3.2 Referral bonuses 3.3 Employer brand 3.4 Permanent placement 3.5 Professional staffing 3.6 Assessment
3. Interviews may include but not limited to:	Phone interview Face to face interview Online interview

REQUIRED KNOWLEDGE AND SKILLS

This section describes the skills and knowledge required for this unit of competency.

Required Knowledge

The individual needs to demonstrate knowledge and understanding of:

- Human resource policies, guidelines and regulations
- Organization goals, objectives and strategies
- Vacancy identification and advertisement
- Recruitment cycle
- Workplace induction
- Market segmentation
- Job analysis techniques

Required Skills

The individual needs to demonstrate the following skills:

- Decision making
- Interpersonal skills
- Communication
- Emotional intelligence
- Listening
- Teamwork
- Negotiations
- Computer application
- Time management
- Speaking skills

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and understanding and range.

1. Critical aspects of competency	Assessment requires evidences that the candidate: 1.1 Determined man power demand and supply forecast as per organization guidelines.
-----------------------------------	--

	1.2 Selected recruitment method as per HR Manual 1.3 Received applications as per HR Manual 1.4 Conducted interviews as per HR Manual 1.5 Selected successful candidates based on pre-determined criteria 1.6 Issued employment contract in line with guiding regulations 1.7 Conducted induction of employees as per HR Manual
2. Resource implications	The following resources MUST be provided: 2.1 Human resource polices, guidelines and regulations Strategicplans. 2.2 Work plans and programmes/schedules. 2.3 Organization policies and procedures.
3. Methods of Assessment	Competency may be assessed through: 3.1 Practical Assessment 3.2 Projects 3.3 Portfolio of evidence 3.4 Third party report 3.5 Written Test 3.6 Oral questions
4. Context of Assessment	4.1Competency may be assessed in a workplace or simulated work environment.
5. Guidance information for assessment	5.1Holistic assessment with other units relevant to the industry sector and workplace job role is recommended.