UNDERTAKE EMPLOYEE RESOURCING

UNIT CODE: BUS/OS/HRM/CR/01/5

Unit Description

This unit specifies the competencies required to initiate employee resourcing. It includes undertaking job analysis, identifying vacancies in the organization, developing vacancy advertisements, identifying recruitment sources, conducting employees' recruitment and undertaking employees' induction.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes that make up workplace function.	PERFORMANCE CRITERIA These are assessable statements that specify the required level of performance for each of the elements. ***Bold and italicized terms are elaborated in the Range***
1. Undertake job analysis	1.1 Job analysis is defined 1.2 ***Job analysis uses*** are identified as per the Standard Operating Procedures (SOPs) 1.3 ***Techniques/methods*** of job analysis are discussed as per SOPs 1.4 Job description is defined as per SOPs 1.5 Job specification is defined as per SOPs

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	1.6 Challenges in carrying out job analysis are identified
2. Identify vacancies in the organization	2.1 The goals and strategies of the organization are articulated 2.2 Number and type of employees that the organization needs is determined as per SOPs 2.3 The current human resource in the organization is established as per SOPs 2.4 The ***variances*** in the human resource within the organization are established as per SOPs 2.5 The number of gaps to be filled are determined as per SOPs

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3. Develop vacancy advertisements	3.1 Job positions are identified as per organizational needs *3.2* Job descriptions for each position are prepared as per the organization *HR manuals* 3.3 Job specifications for each position are prepared as per the organization HR manuals 3.4 Job advertisements for each position are drafted as per the organization's HR manuals
4. Identify recruitment sources	4.1 Recruitment is defined as per the SOPs 4.2 Recruitment sources are defined in line with work place policies 4.3 Internal sources are analyzed as per work place policies 4.4 External sources are analyzed as per the work policies 4.5 Advantages and disadvantages of internal sources are identified 4.6 Advantages and disadvantages of external sources are

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	identified as per the organization's policies
5. Conduct employees recruitment	5.1 Recruitment plan is developed as per SOPs 5.2 ***Recruitment budget*** is prepared as per SOPs 5.3 Advertisement of the positions are done as per SOPs 5.4 Recruitment is carried out as per SOPs 5.5 Appointments are done as per SOPs 5.6 Challenges in the recruitment process are identified
6. Undertake employees induction	6.1 Induction is defined as per the SOPs 6.2 Induction of employees is done as per SOPs 6.3 Placement is done as per SOPs 6.4 Deployments are done as per SOPs

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
Job analysis uses May include but not limited to:	1.1 HR Planning 1.2 Recruitment and selection 1.3 Training and development 1.4 Job evaluation 1.5 HRIS 1.6 Health and safety
Techniques/methods of job Analysis May include but not limited to:	1.1 Observation 1.2 Questionnaire 1.3 Interview 1.4 Work sampling 1.5 Employee diary/log book
Variances May include but not limited to:	1.1 Overstaffing 1.2 Understaffing 1.3 Job mismatch
HR manuals May include but not limited to:	1.1 Career guidelines 1.2 Regulations, policies and procedures
Recruitment budget May include but not limited to:	1.1 Cost of advertising 1.2 Cost of interviewing 1.3 Cost of materials to be used

REQUIRED SKILLS AND KNOWLEDGE

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

Required Skills

The individual needs to demonstrate the following skills:

- ☐ Critical analysis
- ☐ Communication
- ☐ Negotiations
- ☐ Report writing
- ☐ Interpersonal relations
- ☐ Emotional intelligence
- ☐ Decision making
- ☐ Organization
- ☐ Listening

Required Knowledge

The individual needs to demonstrate knowledge of:

- ☐ Budgeting
- ☐ Computer application
- ☐ Job analysis
- ☐ Human resource policies, guidelines and regulations
- ☐ Organization goals, objectives and strategies
- ☐ Market segmentation
- ☐ Coordinating
- ☐ Organizing

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the individual: 1.1 Demonstrated expertise in undertaking job analysis 1.2 Demonstrated competence in the recruitment process 1.3 Demonstrated ability to link employees' induction to their duties, tasks and responsibilities 1.4 Demonstrated ability to use job fit to optimize individual and teams
2. Resource implications	The following resources MUST be provided: 2.1 Human resource policies, guidelines, regulations and strategic plans 2.2 Work plans and programmes/schedules 2.3 Organization policies and procedures
3. Method of assessment	Competency may be assessed through: 3.1 Written 3.2 Oral questions 3.3 Review of portfolios 3.4 Case study analysis 3.5 Demonstration 3.6 Project
4. Context for assessment	Assessment may be done in the workplace or in a simulated workplace setting (assessment centers)

1. Guiding information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.