Expansion of the capacity for recruitment exercises in POH with streamlined and reinforced arrangement

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Introduction
Owing to the stimulating demand of recruitment exercises and the insufficient venues for use, the arrangement of recruitment boards has been vastly extended to POH in addition to the Cluster HR Office in TMH.

Objectives
With the consideration of feedbacks from users, ameliorations of the current practices of arranging recruitment boards in POH were implemented to meet the soaring demand and to utilize the available resources effectively.

Methodology
1. Four meeting rooms in different wings of 9/F, POH were used with conspicuous signage and the support of receptionist to direct candidates in order to avoid disturbances to other users. 2. The general flow of the recruitment boards was streamlined by fortifying the function of waiting area to accommodate waiting candidates as well as to verify their certificates. 3. The back entrance of the interview room was being set up as the exit for candidates after the interview with the new route to direct them straight to the elevator lobby. Candidates would hence be prevented from returning to the waiting area while the secretary could swiftly follow the new route to invite the next candidate. 4. Candidates’ copies of certificates/SDR/personal particulars/CVs would be passed to secretary by our clerical colleagues in the reception room when inviting candidates to the board. 5. Computer screen privacy filters were installed to prevent candidates from peeking at others’ answers during the conduction of tests to ensure fairness.

Result
Results: 1. As of December 2014, selection boards held in POH had increased tremendously from 30 to 104 in comparison with September 2013. 2. Around 15
candidates were interviewed on each occasion. 3. Neither negative feedbacks nor complaints regarding the recruitment arrangement were received from any department. 4. Resources available in POH HR office had been fully utilized. The back entrance of the interview room was used to divert candidates to depart while the meeting room which was initially used for staff card photo-taking had become the waiting area for candidates. Conclusions: Having selection boards arranged in POH as an alternative venue has vastly relieved the enormous demand of meeting room occupancies in TMH. The improvement measures implemented from September 2013 has enabled selection boards to be conducted smoothly and effectively in POH with noticeable satisfaction from user departments.