



**Service Priorities and Programmes**  
**Electronic Presentations**

**Convention ID:** 754

**Submitting author:** Ms Lok Ting Fiona TAM

**Post title:** Hospital Administrator I, Pamela Youde Nethersole Eastern Hospital, HKEC

**Strengthening of Recruitment Activities for PCA/OpA/EA**

*Tam LTF*

*Human Resources Division, Hong Kong East Cluster*

**Keywords:**

Recruitment

PCA/OpA/EA

Supporting staff

Selection Board

**Introduction**

Due to high attrition of PCA/OpA/EA from 2Q2011-1Q2012 and huge increase in supporting staff posts created, especially for alignment of conditioned work hours for staff from supporting grade in May 2013, enhanced recruitment measures were rolled out since 2Q2012, and were further strengthened since 2Q2013 to speed up the recruitment process so as to strengthen manpower support to line departments.

**Objectives**

To increase the number of PCA/OpA/EA recruited and to speed up the recruitment process.

**Methodology**

Recruitment/Promotional activities were enhanced within and outside HKEC hospitals since 2Q2012. Walk-in selection boards for PCAIIIA/B and OpAIIIB, with most vacancies, were increased since 2Q2012. The Manpower Planning and Staffing (MP&S) Team, Human Resources Division, HKEC, diligently kept close contact with external organizations to organize PCA/OpA/EA interview sessions and promotion days. To promote PCA/OpA/EA vacancies, promotional panels/banners have been displayed in the hospitals in HKEC. Promotional posters/leaflets with walk-in schedules were displayed/distributed at prominent locations in hospitals. In view of the increase of PCA/OpA vacancies, MP&S team has particularly approached different external organizations for putting up job promotional posters.

**Result**

With cohesive and dedicated team efforts of MP&S Team, despite the increase in staff attrition rate which inserted extra difficulties for recruitment, occupancy rate of PCA/OpA/EA increased from 2Q2012 to 1Q2013. Despite the drop of occupancy rate in May 2013 due to creation of new posts under alignment of work hours, occupancy rate climbed continuously in January 2014. The number of PCA/OpA/EA recruited increased during 2Q-4Q2012 to 2Q-4Q2013. Results suggested that the enhanced recruitment activities were effective.