

SKILLS FRAMEWORK FOR HUMAN RESOURCE			
SKILLS MAP - ASSOCIATE, TALENT ATTRACTION AND EMPLOYEE EXPERIENCE AND RELATIONS			
Sector	Human Resource		
Track	Talent Attraction and Employee Experience and Relations		
Occupation	Associate		
Job Role	Associate, Talent Attraction and Employee Experience and Relations		
Job Role Description	<p>The Associate, Talent Attraction and Employee Experience and Relations executes planned talent outreach and engagement activities to source for potential candidates and maintains an optimal experience for employees. He/She conducts the initial screening of potential candidates, administers assessments and prepares employment contracts as per guidelines. He tracks the conversion success rate for each sourcing channel and provides administrative and logistical support during onboarding. He administers employee engagement surveys and collates responses and feedback while ensuring confidentiality of information provided.</p> <p>The Associate, Talent Attraction and Employee Experience and Relations enjoys working in a team environment and interacts proactively with various stakeholders. He has a service-oriented mindset and can adapt to various forms of technology within his work space to enhance his work.</p>		
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Key Tasks	Performance Expectations (For legislated / regulated occupations)
	Enhance employee engagement and well-being	Administer employee engagement surveys	In accordance with: • Central Provident Fund Act • Employment Act • Employment of Foreign Manpower Act • Employment of Foreign Manpower (Work Passes) Regulations • Fair Consideration Framework • Industrial Relations Act • Retirement and Re-employment Act • Workman Injury Compensation Act • Workplace Safety and Health Act
		Collate responses to employee engagement surveys	
		Support execution of programmes and initiatives designed to improve employee engagement	
		Identify work-life blend opportunities amongst employees that would offer them greater work flexibility	
		Coordinate employee well-being workshops and programmes	
		Collate employee feedback and suggestions on organisation's wellness initiatives	
		Gather research and data on organisation's workplace ergonomics	
	Support the management of workplace issues and grievances	Draft communications message to employees on the whistleblower policy	
		Document employee issues reported	
		Address routine employee issues according to organisation and regulatory guidelines	
		Collate feedback on effectiveness of issue resolution	
	Source for talent	Conduct research on various sourcing approaches and tools	
		Gather information on talent needs and job descriptions from various business units	
		Execute talent outreach activities according to a plan	
		Contact potential candidates to solicit individuals' interest in available positions	
		Prepare hiring collaterals to be used in various hiring platforms	
		Maintain database of potential hires	
		Measure conversion success rate for each sourcing channel	
	Recruit candidates	Follow Standard Operating Procedures (SOPs) and regulations in selection and assessment activities	
		Gather information on available assessment tools	
		Conduct initial screening of job applications' resumes and relevant skill qualifications	
		Liaise with job applicants to administer selection process and assessments	
		Document assessment results in an applicant bank for analysis and future reference	
		Collect information on potential new hires to support the selection processes	
		Prepare employment offer letters and contracts, following standard templates and regulations	
		Respond to routine queries from candidates	
		Provide coordination and administrative support in the application of work permits, visa and documentation required for international workforce	

	<p>Maintain new hires information packs</p> <p>Assist in the design of new hire orientation programmes</p> <p>Provide administrative and coordination support for delivery of new hire orientation programmes</p> <p>Prepare personal file for new hires</p> <p>Coordinate the access set up for new hires</p> <p>Gather feedback from new hires on their onboarding experience</p>			
	<b>Facilitate onboarding of new hires</b>			
<b>Skills &amp; Competencies</b>	<b>Technical Skills &amp; Competencies</b>		<b>Generic Skills &amp; Competencies (Top 5)</b>	
	Data Collection and Preparation	Level 2	Interpersonal Skills	Basic
	Data Management	Level 2	Communication	Basic
	Digital Marketing and Communication	Level 3	Service Orientation	Basic
	Diversity and Inclusion Management	Level 3	Teamwork	Basic
	Employee Communication Management	Level 2	Digital Literacy	Basic
	Employee Engagement Management	Level 2		
	Health and Wellness Programme Management	Level 3		
	Human Resource Analytics and Insights	Level 2		
	Human Resource Practices Implementation	Level 2		
	Human Resource Systems Management	Level 2		
	Job Analysis and Evaluation	Level 2		
	Onboarding	Level 2		
	Organisational Event Management	Level 2		
	Selection Management	Level 2		
	Skills Framework Adoption	Level 2		
	Stakeholder Engagement and Management	Level 2		
<b>Programme Listing</b>	For a list of Training Programmes available for the Human Resource sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/hr">www.skillsfuture.sg/skills-framework/hr</a>			