

JobsDB Q2 2009 Hiring Index



Introduction

This report aims to provide information about the hiring plan and preference of employers in the coming months. The most updated information from 124 corporations in Hong Kong is obtained. A report is compiled to help employers in devising HR policy in the coming three months and the policy against Human Swine Influenza (Influenza A H1N1).

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Scope and Methodology

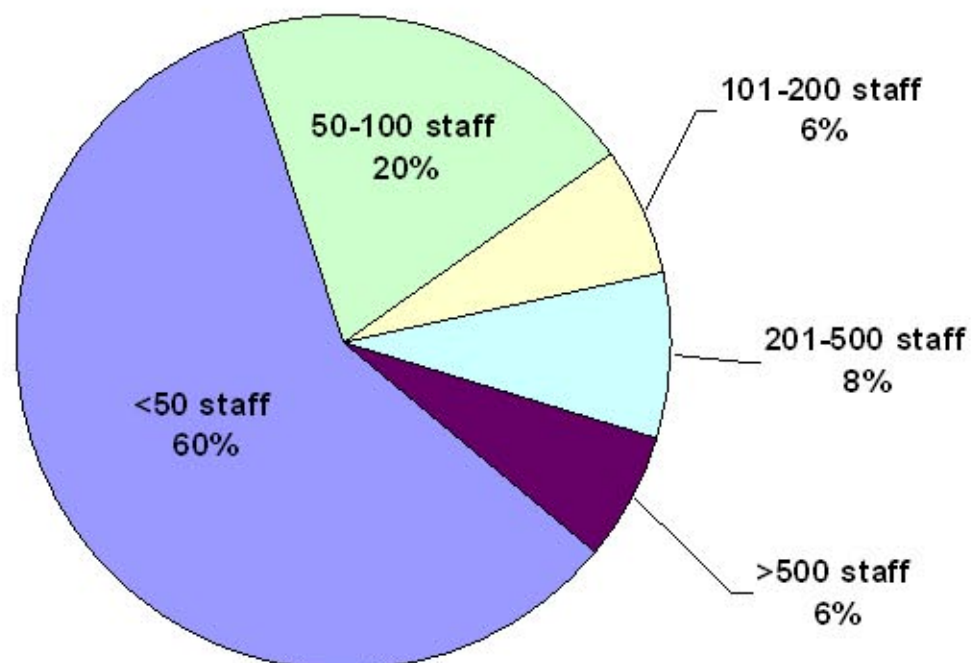
1. Objective

The aim of this survey is to collect information on the hiring intention and preference of employers in Hong Kong. These findings will assist employers in devising their HR policies in the coming months. To keep HR professionals updated with the latest market information, starting from April 2009, JobsDB will conduct this survey every three months to keep track of the market changes.

2. Survey Coverage

The survey covers 124 companies, among which, 60% employ less than 50 staff, 20% employ 50-100 staff, 6% employ 101-200 staff, 8% employ 201-500 staff, and 6% employ more than 500 staff.

Size of Participating Companies



Scope and Methodology (con't)

3. Data Collection Method

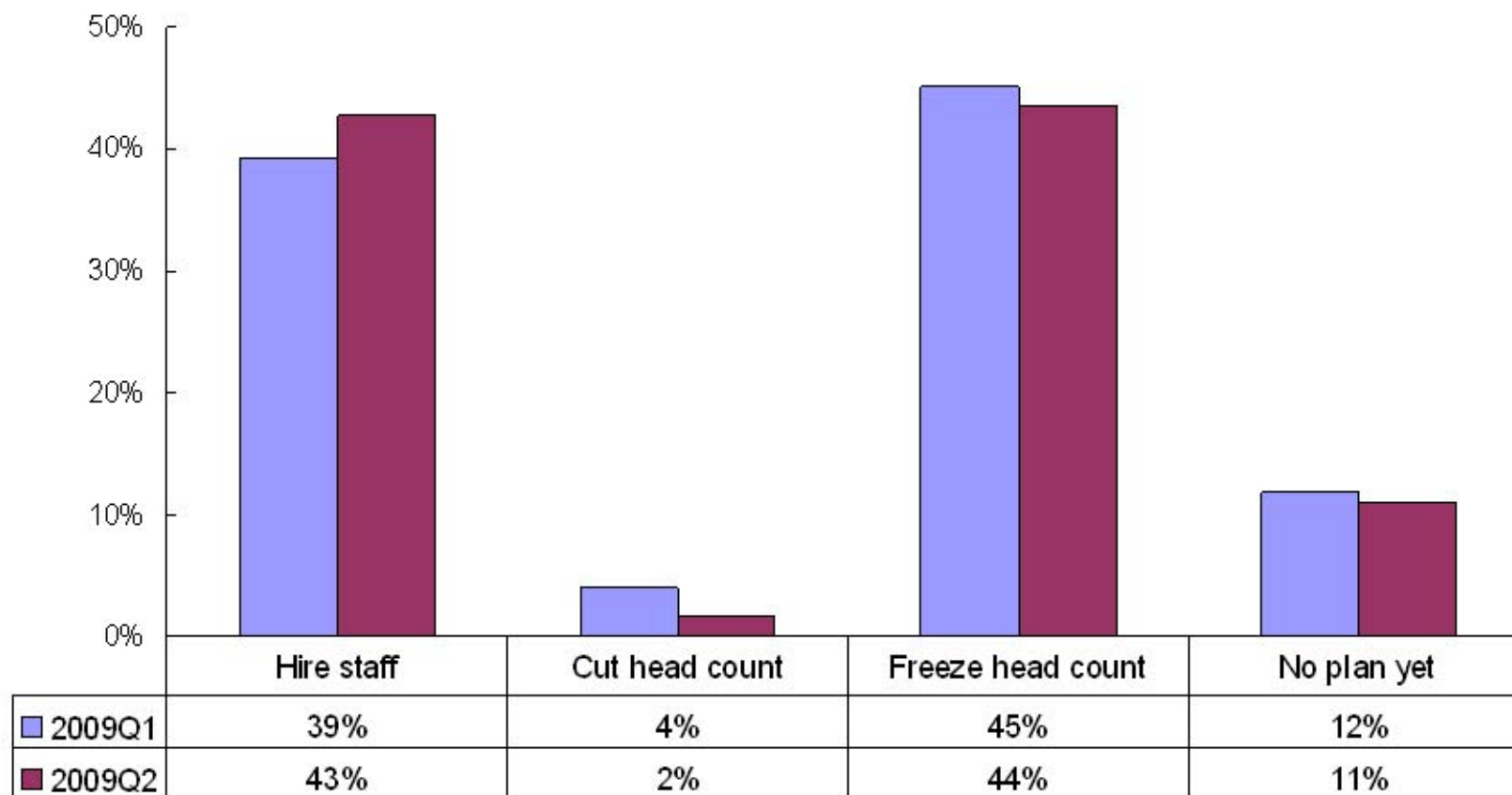
The survey was conducted by an online questionnaire. Companies were invited through e-mail to fill in the questionnaire from 9 to 20 July 2009.

1. HR General Planning

1.1 Hiring Plan in the Coming Three Months

Comparing with 2009 Q1, an increase of 4% of the respondents (43% in Q2, 39% in Q1) said they will hire staff in the coming three months. On the other hand, only 2% of the respondents reported they will cut the head count and 44% will freeze the hiring plan in the coming three months. These two findings are lower than the results in 2009 Q1.

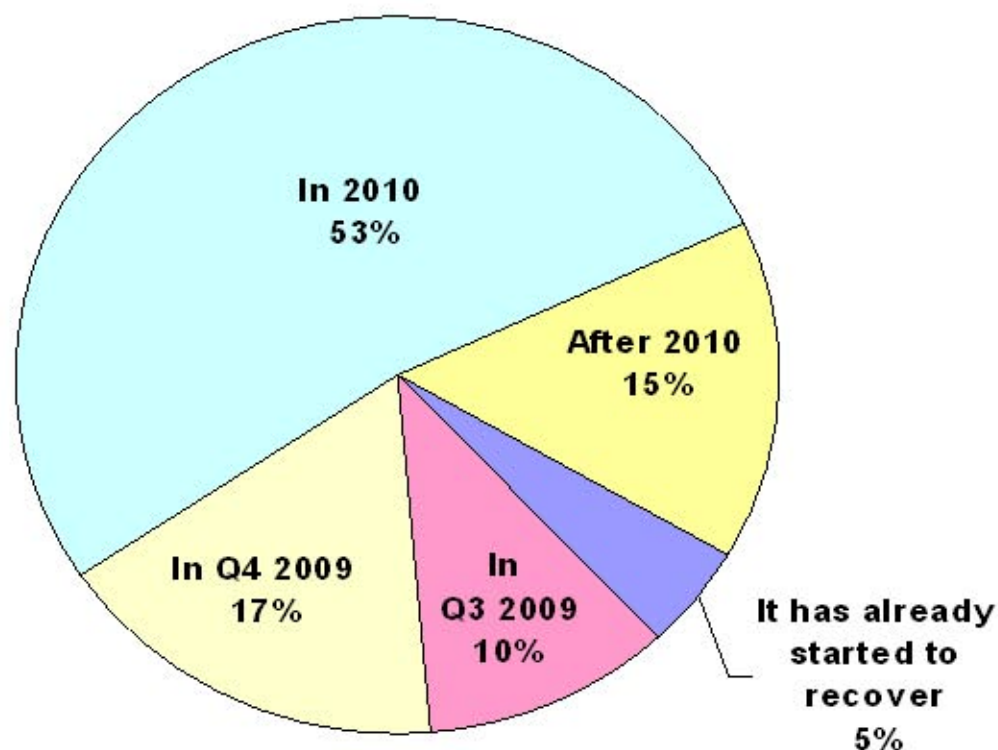
Hiring Plan Comparison between Q1 and Q2 2009



1.2 Expectation on Economic Recovery in HK

While more than 50% of the respondents expect the HK economy to recover in 2010, about 30% believe the economy will recover before end of 2009. Among the respondents, 5% think the economy has already started to recover, whereas 15% think it takes time for the recovery to start and they expect this after 2010.

Expectation on Economic Recovery in HK



2. HR Policy for Fresh Graduates

2.1 Interest in Hiring Fresh Graduates

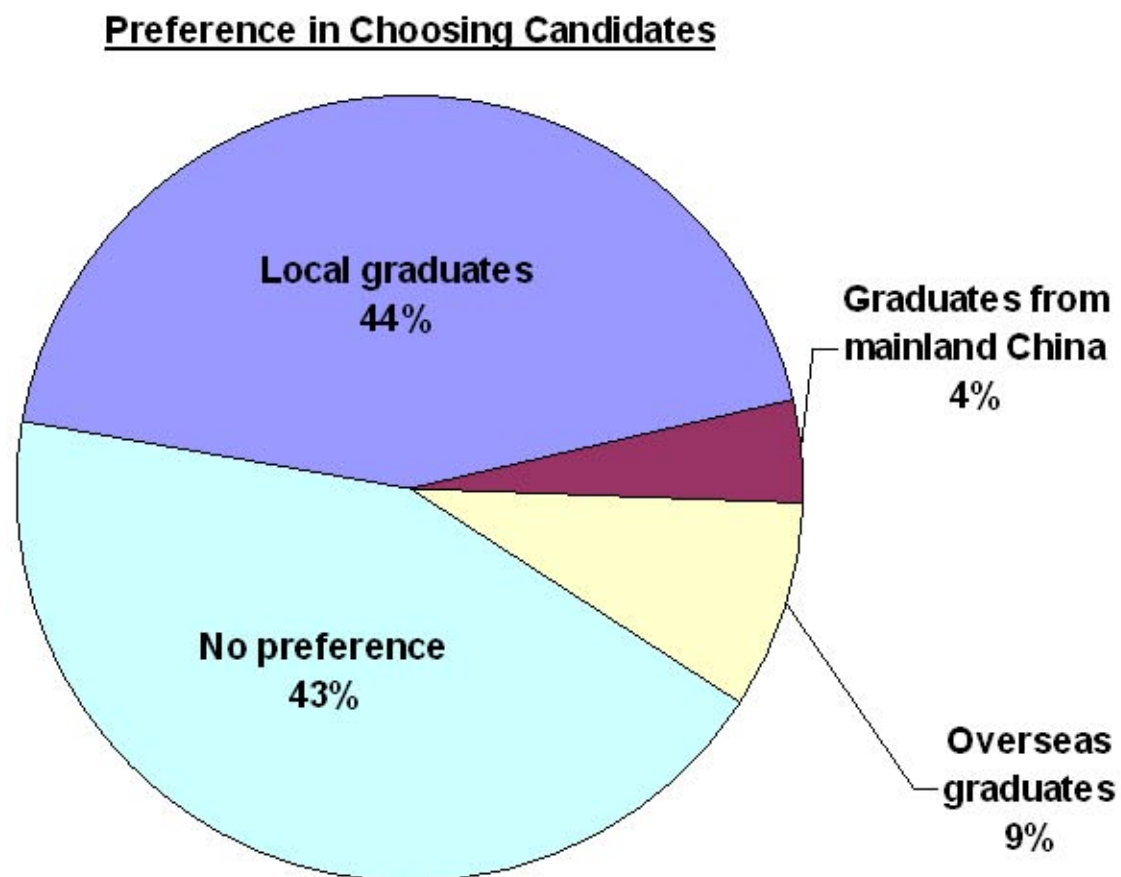
Among respondents who will hire staff in the coming three months, 42% reported they will hire fresh graduates. Yet, 30% of them showed no interest in hiring fresh graduates.

Interest in Hiring Fresh Graduates



2.2 Preference in Choosing Candidates

Some job seekers may worry about whether employer will prefer choosing graduates from mainland China or overseas. In this survey, it is found out that among respondents who will hire fresh graduates in the coming three months, 44% prefer local graduates and 43% have no special preference. Only 9% prefer overseas graduates and 4% prefer graduates from mainland China.

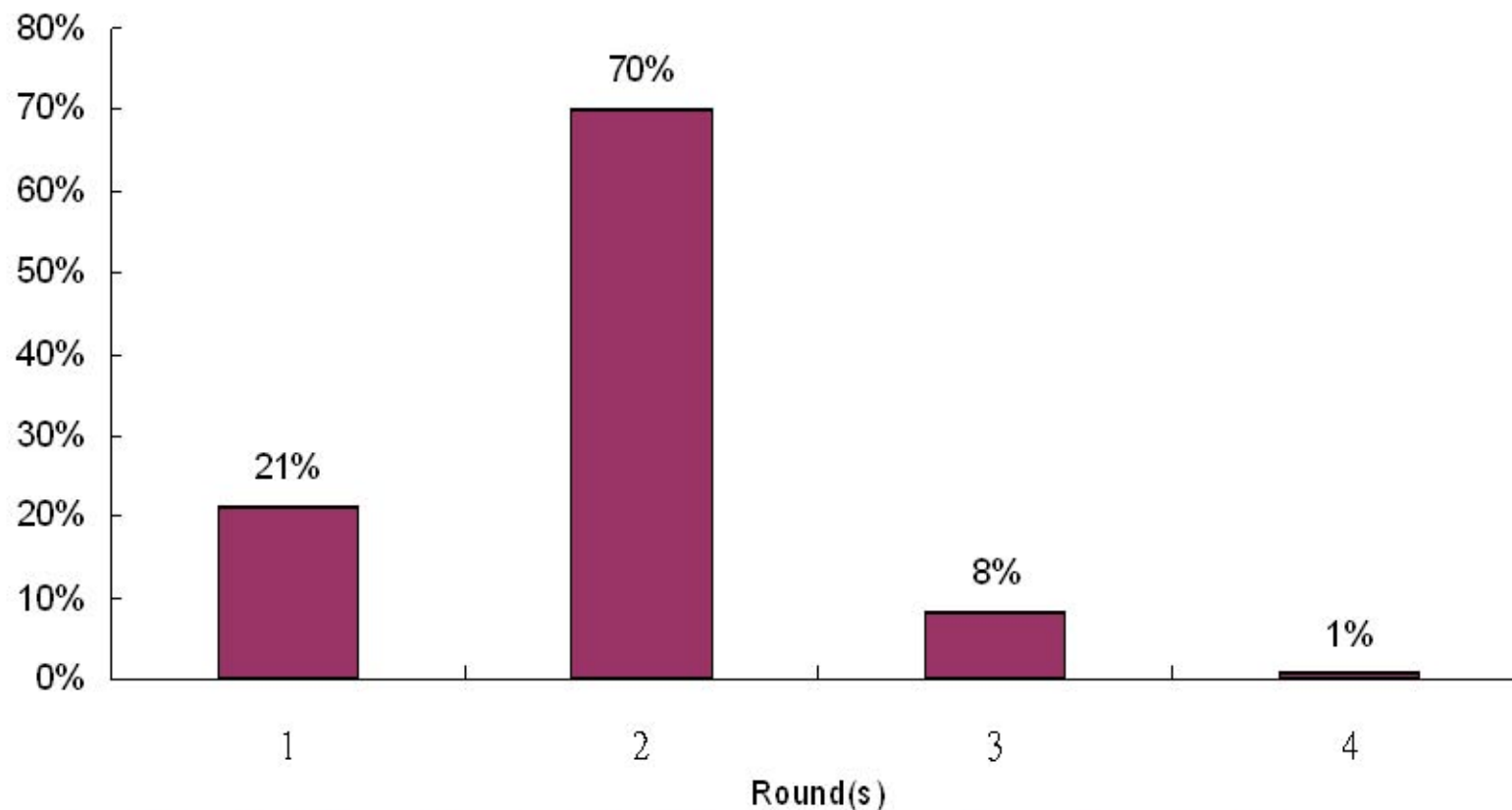


3. HR Hiring

3.1 Rounds of Interview Required for a Junior Post

Some employers (or even job seekers) may be interested in finding out how many rounds of interview to be conducted in hiring candidates for a junior post. It is found that more than 90% of the respondents will conduct one or two rounds of interview for such posts. Only less than 10% of the respondents tend to conduct three or more rounds of interviews.

Rounds of Interview Required for a Junior Post

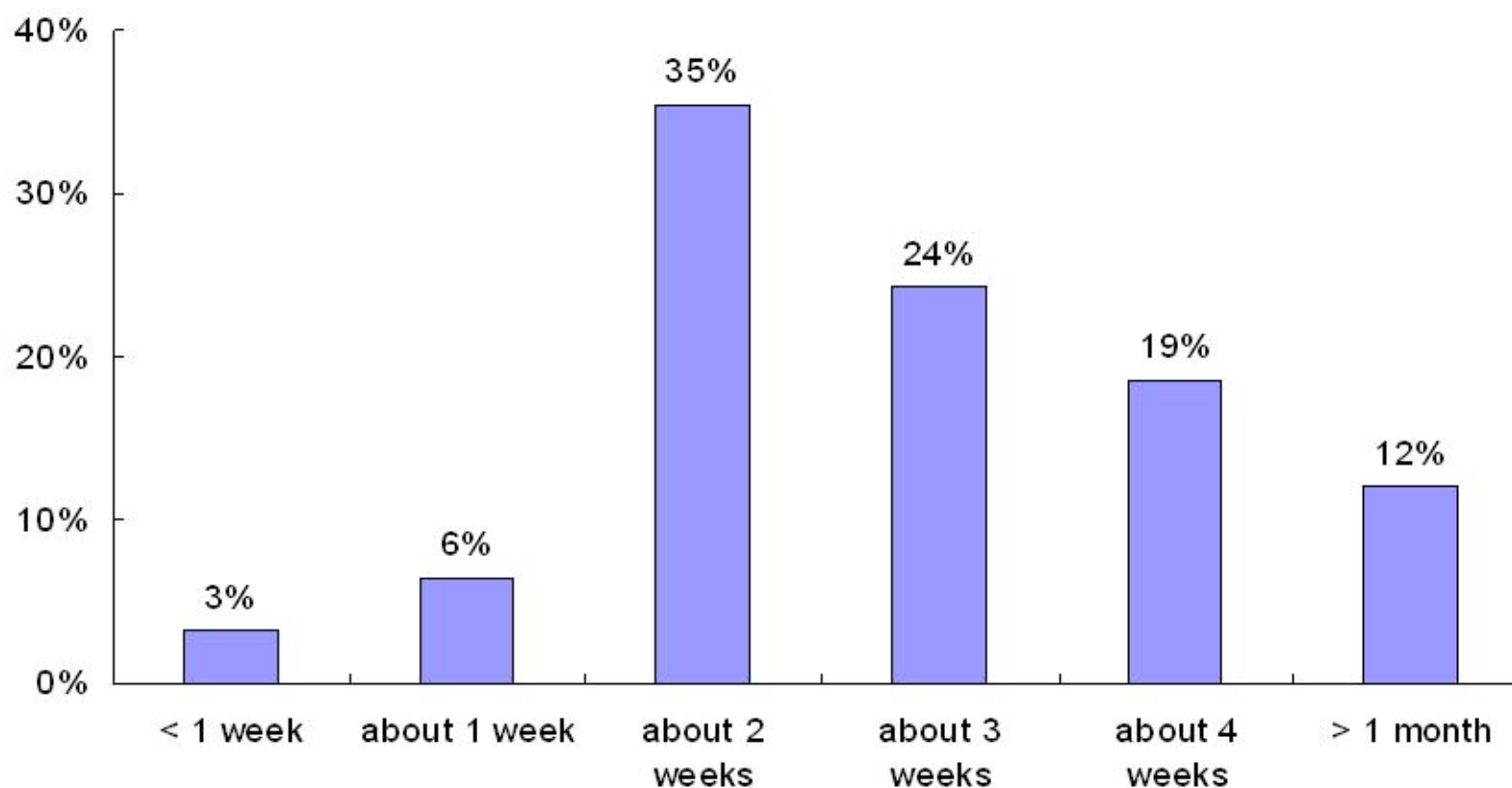


Remarks: Junior post is defined as posts offered for fresh graduates or job seekers with less working experience.

3.2 Time Needed to Hire a Junior Staff

Among the respondents, 35% reported they spend about 2 weeks to hire a junior staff while 24% of the respondents need about 3 weeks. About 30% of the respondents spend 4 weeks or more to hire a suitable candidate.

Time Needed to Hire a Junior Staff



Remarks: Junior staff is defined as staff who are fresh graduates or job seekers with less working experience. Time spent on recruitment is counted starting from posting of a recruitment advertisement by the employer.

3.3 Most Frequently Asked Interview Questions

“What questions are the most frequently asked in interviews” is always a hot topic for both employers and job seekers. Respondents in this survey are asked to fill in the interview questions they most frequently asked in three aspects: About the new job and company, about the candidate’s personality/attitude and about the candidate’s past working experience. The following are the most popular and interesting questions:

About New Job and Company

Most Popular Questions

1. What do you know about our company business?
2. What do you know about the job nature?
3. What is your expectation about the job?
4. Why would you apply for this job?
5. Can you tell me how you would contribute to our company / why you fit the position?

Interesting Questions

- How do you know we can work together?
- What’s the company’s outlook in China?
- In what way do you feel our company will help you to use your abilities fully?

About Job Seeker's Personality/Attitude

Most Popular Questions

1. What are your strengths and weaknesses?
2. How do you describe yourself (including personality, working attitude, etc.)?
3. What do you do during leisure time?
4. Can you describe how your personality/ability fit our company?
5. How do you handle relationship with colleagues?

Interesting Questions

- Give me an example when you had a conflict with someone in the past
- Can you share one experience that had made you really mad at work?
- What type of supervisor do you prefer?
- What makes a good employee?
- Do you like electronic products?

About Past Working Experience

Most Popular Questions

1. What are your job duties/nature in the past jobs?
2. Please explain your achievements in your past jobs.
3. Why do you leave your previous job?
4. What challenges/problems did you face in your past working experience?
5. How do you apply your past work experience into the new job?

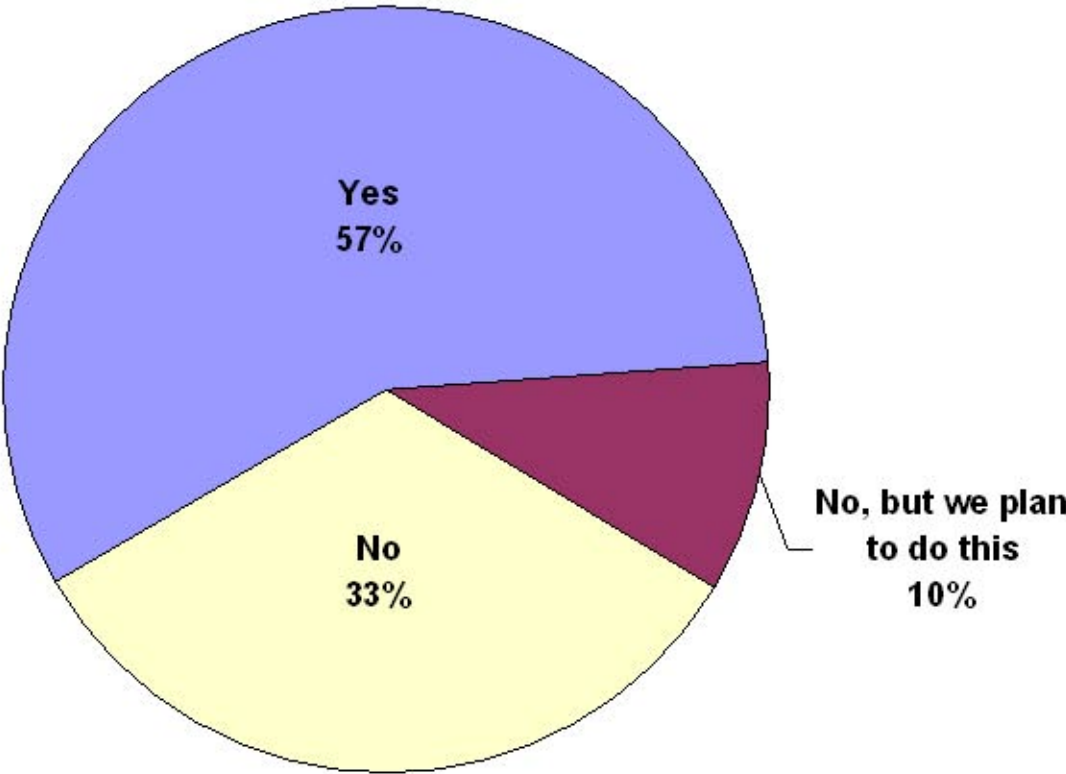
Interesting Questions

- How can you handle disputes?
- How's globalization influencing one's life and your career?

4. Human Swine Influenza Prevention

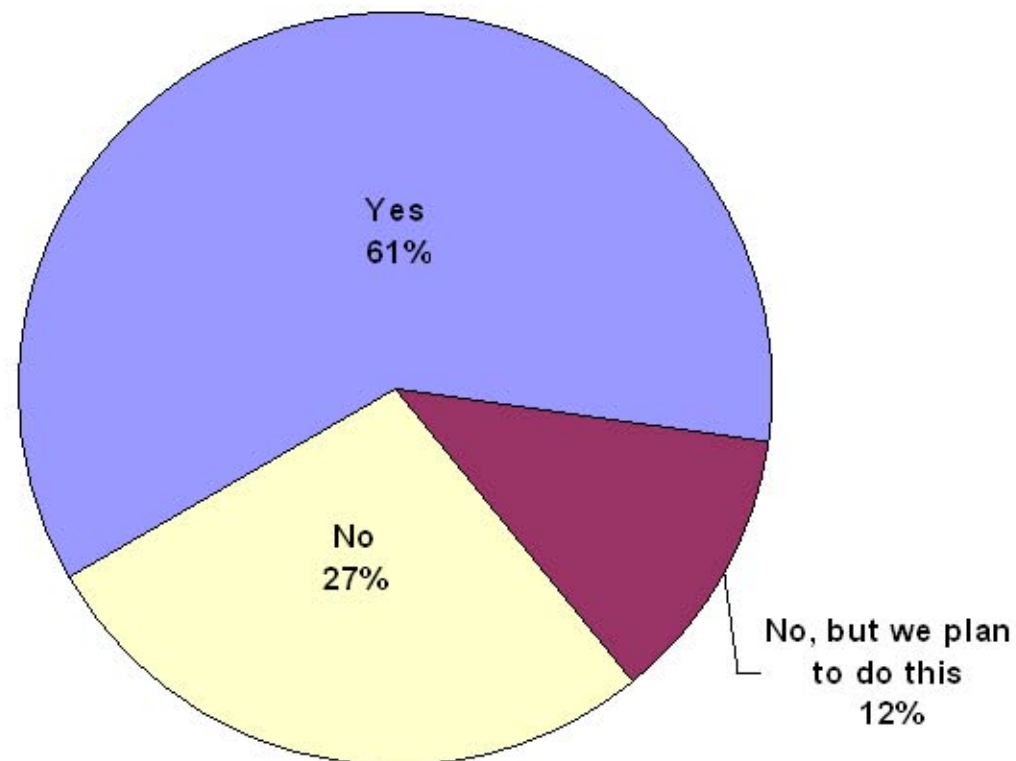
4.1 Percentage of Companies Having Released Guidelines to Staff about Human Swine Influenza

Companies Having Released Guidelines to Staff



4.2 Percentage of Companies Having Increased the Frequency of Cleaning the Workplace

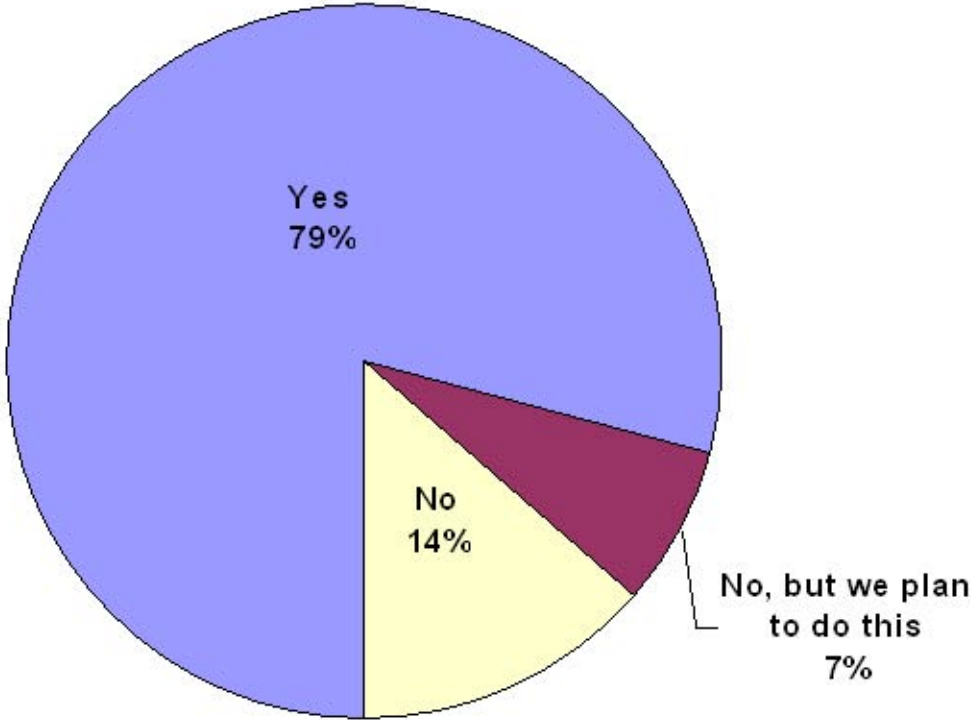
Companies Having Increased the Frequency of Cleaning the Workplace



Remarks: Workplace includes floor, carpets, air-conditioning system, etc.

4.3 Percentage of Companies Providing Adequate and Proper Personal Protective Equipment

Companies Providing Adequate and Proper Personal Protective Equipment

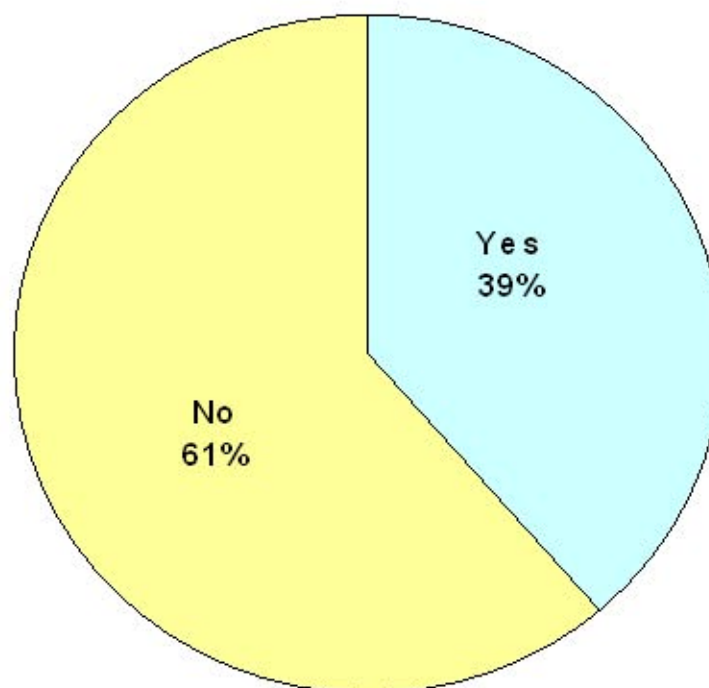


Remarks: Personal protective equipment includes face masks, gloves, etc.

4.4 Percentage of Companies Having Prepared for Rise in Absence Level

Human Swine Influenza pandemic may affect the operation of companies because staff absence level will soar. However only 39% of respondents reported they have prepared some policies for this situation while 61% haven't considered this.

Companies with Preparation for Rise in Absence Level



4.5 Other Policies on Human Swine Influenza Prevention

Besides releasing guidelines to staff, increasing the frequency of cleaning the workplace and providing adequate and proper personal protective equipment, some companies will check the body temperature of staff daily. Staff returning from overseas will be requested to wear face mask for at least 7 days. If a staff suffers from Human Swine Influenza, he/she is entitled to take paid sick leave.

When the situation becomes severe, some companies will start their alternative shift working plan. Backup office will start to operate.

5. Summary

Comparing with three months ago, employers are a little more optimistic about the economy in Hong Kong. More respondents intend to hire staff in the coming three months. About 30% of respondents believe the economy will start to recover by the end of 2009 and this shows the confidence of employers in the economy. On the other hand, 42% of the respondents show their interest in hiring fresh graduates and most of them either prefer local graduates or they have no special preference. This finding may resolve the worry of fresh graduates that they may not be hired by employers this year and employers prefer overseas graduates rather than local ones.

Facing Human Swine Influenza, more than half of the companies have released Human Swine Influenza prevention guidelines to staff, increased the frequency of cleaning the workplace or provided adequate and proper personal protective equipment to staff. However, few companies have plans in case of Human Swine Influenza pandemic.

If the number of Human Swine Influenza cases is going to increase in Hong Kong, absence level of staff may soar. Companies should make sure they can continue to operate with a smaller head count. Employers should ensure staff have different skills to perform more than one role. Also, in case of a pandemic, companies should implement policies to minimize face-to-face contacts among staff. Customer service or sales department in companies may try to make more use of online services and transactions. Employers can also consider work-from-home policy and use video-conferencing.