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Our Ref. : (14) in L/M to FEHD/APP 5-10/5/11 Pt. II

Your Ref. : CB(4)/PAC/R62

Ms Mary SO
Clerk
Public Accounts Committee
Legislative Council
Legislative Council Complex
1 Legislative Council Road
Central
Hong Kong

30 May 2014

Dear Ms SO,

Public Accounts Committee
Consideration of Chapter 8 of the Director of Audit's Report No 62
Recruitment of Staff

I refer to your letter dated 23 May 2014 to the Director of Food and Environmental Hygiene and provide information below, as requested :

- (a) The percentage of applications found not meeting the entry requirements stated in the recruitment advertisements in each of the eight open recruitment exercises conducted by the FEHD and referred to in the above Director of Audit's Report are shown at **Annex A**.
- (b) It has been the practice for all recruiting offices to spell out clearly the entry requirements in the recruitment advertisements. To reduce the number of unqualified applications, the Civil Service Bureau has implemented an improvement measure since 2013 by revising the standard application form for civil service jobs. Specifically, the online job application system has been enhanced to

add built-in reminders for applicants to confirm that they meet the entry requirements of the jobs concerned. In subsequent recruitment exercises conducted by this department since then, in respect of Assistant Pest Control Officer, Student Pest Control Assistant and Assistant Hawker Control Officer, the percentage of unqualified applications has dropped by a varying degree. Please see **Annex B** for details. We will continue to monitor the situation and work with the Civil Service Bureau on further improvement measures as appropriate.

Yours sincerely,



(David S V CHOI)

for Director of Food and Environmental Hygiene

with encl.

Annex A

**The percentage of applications found not meeting the entry requirements
in the eight open recruitment exercises conducted by
the Food and Environmental Hygiene Department (FEHD)
between 2010-11 and 2012-13**

Rank	Date of placing advertisement	No. of applications received	Percentage of applications found not meeting the entry requirements
Laboratory Attendant	30/4/2010	1,951	81.1
Assistant Pest Control Officer	17/9/2010	1,277	81.4
Pest Control Assistant II	17/9/2010	1,850	99.7
Health Inspector II	24/9/2010	5,131	71.5
Student Pest Control Assistant	21/1/2011	1,176	59.3
Workman II	23/3/2012	6,600	53.2
Assistant Hawker Control Officer	13/4/2012	6,206	35.9
Health Inspector II	25/5/2012	5,051	69.3

**Comparison of the percentage of applications
found not meeting the entry requirements in recruitment exercises for
Assistant Pest Control Officer
Student Pest Control Assistant
Assistant Hawker Control Officer
2010-11 to 2012-13 and since April 2013**

Rank	Percentage of applications found not meeting entry requirements	
	Between 2010-11 and 2012-13	Since April 2013
Assistant Pest Control Officer	81.4%	67.7%
Student Pest Control Assistant	59.3%	58.4%
Assistant Hawker Control Officer	35.9%	31.3%