

The areas of assessment of the interviews in the relevant recruitment exercises are listed below –

2018 Assistant Clerical Officer Open Recruitment Exercise	2018 Clerical Assistant Open Recruitment Exercise	2019 Personal Secretary II Open Recruitment Exercise
Manner and disposition	Manner and disposition	Manner and disposition
Communication skills (Chinese)	Communication skills (Chinese)	Strength of character
Communication skills (English)	Communication skills (English)	Communication skills (Chinese)
Knowledge of clerical Job	Knowledge of clerical job	Communication skills (English)
Social awareness	Social awareness	Appreciation of secretarial duties
Intelligence	Common sense and problem solving ability	Social awareness
Motivation and capacity for development	Motivation and capacity for development	Common sense and problem solving ability
Knowledge of Basic Law	Knowledge of Basic Law#	Initiative and motivation
		Knowledge of Basic Law

There was no specified weighting for “Knowledge of Basic Law” in the recruitment for Clerical Assistant. Candidates were asked three questions to test their knowledge during the interview and the result of Basic Law assessment would only be taken into account if two candidates were considered equal in all other aspects, i.e. when their overall assessment scores were the same.