

ABSTRACT

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JOB OVERVIEW: HUMAN RESOURCES DEVELOPMENT (HRD) STAFF AT PT. PERMATA GRAHA NUSANTARA (PGNMAS)

An excessive workload can trigger stress, fatigue, and even depression in employees. Employees with excessive workloads will experience a decline such as decreased motivation, decreased work quality, decreased ability to work in a team, and make employees choose to look for other jobs. A low workload also has negative impacts such as employees feeling bored with their work, losing motivation to work, feeling that there are no opportunities for development, dissatisfaction with work, and looking for other more challenging and satisfying jobs. Pembangunan Jaya University (UPJ) conducts a Professional Work (KP) activity as a means for students to gain an understanding of the world of work relevant to their field of study and provide opportunities to apply the knowledge they have previously learned during their studies. In this case, interns have the opportunity to carry out Professional Work (KP) activities at PT. Permata Graha Nusantara (PGNMAS) as an HR Project in the asset management division. The intern's main task in this activity is to conduct interviews and observations, conduct training activities, and conduct employee assessments. In addition, interns also have additional tasks, namely inputting employee attendance for payroll purposes, recapitulating employee attendance, and determining the theme, speakers, and moderators for online seminars. In the implementation of this Professional Work (KP), the intern has several constraints which can be used as suggestions for PT. Permata Graha Nusantara, the Psychology Study Program of Pembangunan Jaya University, and students of Pembangunan Jaya University.

Keywords: Internship, HR Project, Asset Management