

## ABSTRACT

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### DESCRIPTION OF THE HUMAN CAPITAL WORKFLOW AT PT JAYA TEKNIK INDONESIA

*The increase in the number of labor force in Indonesia is not matched by an increase in the quality of it's workforce. This makes universities as higher education institutions have a big responsibility in producing a quality workforce. Universitas Pembangunan Jaya, through it's internship program (KP), seeks to overcome this gap by preparing graduates who are ready to use according to the objectives of MBKM. As an intern carry out KP at PT Jaya Teknik Indonesia in the Human Capital sub-bureau of the recruitment and training section at PT Jaya Teknik Indonesia. During the KP, intern carry out their main duties, namely carrying out a series of recruitment processes, starting from analyzing positions, creating and publishing job vacancies, screening CV, conducting psychological tests, observations and interviews, to recruiting employees. In addition, intern also carry out additional tasks, namely assisting employee training programs and participating in updating the candidate database. During the KP, intern implemented the theoretical knowledge gained from lectures to real word work experiences as Human Capital staff, guided by experienced professionals. Even so, intern experienced obstacles such as the unavailability of observation indicators, but these obstacles can be overcome and become a means of developing soft skills. The obstacles that intern feel are then written in the report as suggestions for PT Jaya Teknik Indonesia, Psychology Study Program of Universitas Pembangunan Jaya, and students.*

**Keywords:** *internship, recruitment, HR staff*