

ABSTRACT

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DESCRIPTION OF THE WORK PROCESS OF HUMAN RESOURCE ASSESSMENT AND DEVELOPMENT STAFF AT PT KAZETO PUTRA PERKASA (SEKOLAH KAK SETO)

The increasingly competitive job market requires students to possess greater competencies to survive and compete for jobs. However, it seems that recent graduates do not yet have the abilities or skills necessary to enter the workforce. More specifically, the abilities or skills that need to be prepared include hard skills and soft skills. Hard skills include how well an individual understands and applies the abilities gained through formal or non-formal education. Soft skills are related to personal traits and also include how well an individual can communicate with their surroundings. Therefore, the intern carried out a Professional Internship at PT Kazeto Putra Perkasa (Sekolah Kak Seto) as a staff member in the Human Resources Assessment and Development Division. The Professional Internship undertaken by the intern is part of the MBKM program. During the Professional Internship, the intern was directly entrusted by the work supervisor with tasks such as employee performance assessment and designing appropriate training for employee competency development.

Kata Kunci: *Human Resource Assessment and Development, Job Analysis, Performance Evaluation, Organizational Structure.*