

ABSTRACT

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DESCRIPTION OF PROFESSIONAL WORK AS HRD ASSISTANT ANALYZING POSITION AND EVALUATING SOP AT PPPPTK BAHASA

Majority of university fresh graduates have a difficult time landing jobs, in which they face unemployment. Internship is one of the solution to this issue that helps them prepare for the working world and become a more qualified human resource. Internship programs facilitate the development and improvement of skills, knowledge, along with attitudes that are relevant and necessary to the working environment. The practitioner participated in an internship program, where it provides an opportunity for the practitioner to get to know the working world, and apply learned knowledge along with skills. The task of the practitioner during this internship program involves evaluating changes in standard operating procedures (SOP) and job analysis. The internship program held by Universitas Pembangunan Jaya (UPJ) provides experience and learning related to the working world, where the practitioner gained a new set of knowledge and skills in the realm of psychology, especially in the field of Psychology Industrial Organization (PIO).

Keywords: *internship, standard operating procedures (SOP), job analysis*