

ABSTRACT

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AKTIVITAS HUMAN RESOURCE DEPARTEMENT BAGIAN ADMINISTRASI DAN REKRUTMEN PT. AEON INDONESIA

During Practitioners internship at PT. AEON Indonesia, within a period of 2 months 2 weeks starting from June 13, 2022 to August 31, 2022. Practitioners have the opportunity to carry out internships in the Human Resources section as Administration and Recruitment. The practitioner learns about Recruitment and Administration. Specifically, the tasks carried out by Practitioners in the field of Recruitment are Sorting Candidates on Jobstreet for a Job Position, Inputting Employee Data into the Mandatory Reporting Website of the Ministry of Manpower, Contacting Interview Candidates Via Telephone and Whatsapp Applications, Inputting Interview Results into Excel Interview History, Guiding Interview Candidates into the Offline Interview Room, inputting New Employee Data into the Company System, Making Temporary Identity Cards for New Employees and Intern Participants. While in the field of Administration, the work carried out by the practitioner is doing a Personal Absence Reminder for the Headquarter Employees of PT. AEON Indonesia, Conversion of Company Physical Documents to Digital and Print Company Documents and other Needs, Input Employee Attendance and Internship Participants of PT. AEON Indonesia into the System, Making Work Certificates for Employees and Internship Participants of PT. AEON Indonesia, and Make Payment Confirmation for Medical Check-Up Employees and Interns of PT. AEON Indonesia.

Keywords: Human Resource Departement, Administration, Recruitment, Internship