

ABSTRACT

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OVERVIEW OF PERSONNEL STAFF IN HUMAN CAPITAL DIVISION AT PT SOLID LOGISTICS

Internship program is a mandatory subject for every student at Pembangunan Jaya University to get experience of the world of work related to their respective fields. The Internship program carried out by the intern is carried out at PT Solid Logistics in the Human Capital division. PT Solid Logistics is a logistics company engaged in the field of Transportation Management Services which was established in 2011. Intern conduct interviews for new employee, observation reports, create psychoeducational content and other administrative tasks such as revising application forms, revising Standard Operating Procedures (SOP) and make a phone reference check. Intern had to overcome some work obstacles which solved by initiative discussion with the intern supervisor. In the end, internship program give some suggestion to PT Solid Logistics such as making internship guidebook, using social media companies and applying a priority system to the recruitment process.

Keywords: *human capital, recruitment, internship, PT Solid Logistics*