

ABSTRACT

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DESCRIPTION OF WORK FLOW HUMAN RESOURCE STAFF (HR) AT HARAPAN JAYAKARTA HOSPITAL

Improving the quality of human resources (HR) can be done through education, one of which is carrying out internship activities. Intern did the internship program at Harapan Jayakarta Hospital as a human resource (HR) staff for two months. Practice the opportunity to learn the recruitment process, payroll, make test kits, and create training programs. The reason for practicing internship activities is to achieve the profile of graduates of the Psychology Study Program at University of Pembangunan Jaya and increase knowledge about the world of work, so that practitioners can apply the knowledge gained during internship as human resource staff at Harapan Jayakarta Hospital. Intern also getting soft skills and hard skills when carrying out internship.

Keywords: *Human Resources, Training, Internship*