

ABSTRACT

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AN OVERVIEW OF THE WORK PROCESS RECRUITMENT STAFF IN THE HRD DIVISION OF PT. SATRIA ANTARAN PRIMA TBK (SAP EXPRESS)

This Internship Program (KP) is carried out by intern at PT. Satria Antaran Prima Tbk (SAP Express) with a position as a recruitment staff. The reason why the intern chose this place was to deepen his knowledge in particular, soft skills and hard skills in the field of organization (Human Resources Development). The intern also chose this place as a way to realize the graduate profile of the Psychology study program. This field of work is carried out by practicum for 58 days or the equivalent of 513 working hours. The intern carries out the main task, namely the process of recruiting new employees by providing psychological tests, observations and interviews. Furthermore, the intern also provides promotions for other main tasks such as carrying out internal employee assessments with the aim of efficiency or position. Creating content about HR information and administration of making test schedules is a form of additional assignment given by work supervisors. The intern implement some of the course material that has been studied such as Industrial and Organizational Psychology, Observations and Interviews, Human Capital, Psychodiagnostics, and Industrial Diagnostics. While completing the task, the practitioner has faced several obstacles, however, they were still able to overcome them independently. Agencies can make guidelines and coordination in advance as a form of supervision of the completion of the assigned task process.

Keywords: Internal Employee Assessment, Human Resources Development, Recruitment