

ABSTRACT

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DESCRIPTION OF THE WORK PROCESS OF GENERAL STAFF HUMAN RESOURCES DEVELOPMENT (HRD) AT PT. PERMATA GRAHA NUSANTARA

This Internship Program (KP) is carried out by the intern at PT. Permata Graha Nusantara with a position as Human Resources Development (HRD) staff that focuses on people development & culture. The reason why the intern chose PT. Permata Graha Nusantara as a place for implementing Internship Program is one of the companies that carries out the recruitment and selection process and prioritizes employee competency development. Therefore, the intern wants to practicing psychology, especially in the field of Industrial and Organizational Psychology (PIO). The Internship Program (KP) as a manifestation of the profile of graduates from the Psychology Study Program, Faculty of Humanities and Business, Pembangunan Jaya University. For 3 months or the equivalent of 528 working hours, the intern carries out several activities including carrying out the recruitment process and observing selection, making job descriptions, assisting in the process of forming and implementing a culture of programs to improve employee welfare and additional administrative tasks. The intern implement lecture material that has been previously studied, namely Industrial and Organizational Psychology, Human Capital, Behavior Modification, Interviews and Observations and Codes of Ethics as well as gain new knowledge and experience.

Keywords: human resources development, organizational culture, recruitment