

ABSTRACT

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AKTIVITAS KERJA MENGELOLA SDM DI PT. SURYA SUDECO

This professional work activity is carried out to meet the graduation requirements from Pembangunan Jaya University and to add work experience to students. This activity process is carried out for 3 months in the period from June to August 2022. During the practice of carrying out professional work at PT. Surya Sudeco, a practicing worker under the supervision and guidance of the Human Resources Department section. In the practical profession, he has the opportunity to help and be directly involved in doing work in selecting new candidates for PT. Surya Sudeco, and conducted a Psychologist Test for employees and assisted in calculating employee melting hours, then made a Psykagram which is the psychological test results of new candidates. and assisting the Legal department to file MCC documents with PT. Surya Sudeco has been the same as the procedure that experts put forward through books. The activities or responsibilities of the Human Resources division are focused on the process of recruiting new employees, company assets, and employee training

Keywords : *Employee Recruitment, Professional Work, Company*