

ABSTRACT

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OVERVIEW OF THE WORKING PROCESS OF KOPINDOSAT HUMAN RESOURCE DEVELOPMENT DIVISION

The writer did internship for three months at KOPINDOSAT. KOPINDOSAT is employee union of PT. Indosat who have many business fields with three subsidiaries that are useful to support the running of the company. The writer did internship in Human Resource Development division because it was fit with industrial organizational psychology theory and human resource management theory that the writer has learned during lecture period. Activities that the writer did when internship are helping recruitment processes especially on interview process for observed and administrated with scoring psychological test, helping training process conducted by the company, helping administrative work such as recapitulation of employee attendance, making a table of contents of the company's letter ordner, created an ID Card for new employee, created job vacancy advertisement designs, creating announcement designs for employee's marriage and birth of an employee's child. Internship really helped the writer in order to got more relevant description related to work in industrial organizational psychology field.

Keywords: Internship, Industrial Organizational Psychology, Human Resource Management.