

## ABSTRAK

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### **GAMBARAN SISTEM KERJA HUMAN CAPITAL AND GENERAL AFFAIR DEPARTMENT PADA PT. ELITE PRIMA HUTAMA**

*Selama melaksanakan kerja profesi (KP) di PT. Elite Prima Utama Praktikan ditempatkan pada bagian Human Capital and General Affair. Praktikan bekerja dibawah bimbingan dan pengawasan Pembimbing Kerja yaitu Supervisor Corporate dan staff Rekrutmen PT. Elite Prima Utama.selama melaksanakan kerja profesi Praktikan berkesempatan untuk berpartisipasi pada kegiatan rekrutmen. Aktivitas dan tanggung jawab Praktikan selama melaksanakan kerja profesi yaitu melakukan screening CV calon karyawan, menghubungi calon karyawan untuk undangan interview dan psikotes, input data kandidat calon karyawan, melakukan instruksi psikotes, melakukan skoring dan laporan dari psikotes, melakukan wawancara, filing hard copy berkas dari calon karyawan dan peserta magang, mengirimkan e-mail undangan dan penolakan, serta membuat surat undangan untuk training.*

*Kata kunci: Rekrutmen, screening, psikotes, dan wawancara.*

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### **GAMBARAN SISTEM KERJA HUMAN CAPITAL AND GENERAL AFFAIR DEPARTMENT PADA PT. ELITE PRIMA HUTAMA**

*During carrying out internship at PT. Elite Prima Utama, Praktikan placed in the Human Capital & General Affairs division. Praktikan worked under the guidance and supervision of the Job Supervisor, Corporate Supervisor and Recruitment staff of PT. Elite Prima Utama. While internship, Praktikan had the opportunity to participate in recruitment activities. Activities and responsibilities of Praktikan while carrying out professional work were screening CVs of prospective employees, contacting prospective employees for interview invitations and psychological tests, input data on prospective employees, conducting psychological testing, scoring and reporting of psychological tests, conducting interviews, filing hard copies of files from prospective employees and apprentices, send invitation and rejection email, and make an invitation letter for training.*

*Keywords: Recruitment, screening, psychological test, and interview.*