

ABSTRAK

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GAMBARAN PROSES REKRUTMEN KARYAWAN HEAD OFFICE PT. HERO SUPERMARKET, TBK.

Selama melaksanakan kerja profesi di PT. Hero Supermarket Tbk, Praktikan bekerja di bawah pengawasan serta bimbingan Recruitment Specialist. Dalam kerja profesi, Praktikan berkesempatan untuk turut berpartisipasi dan terlibat langsung dalam pelaksanaan fungsi rekrutmen di PT. Hero Supermarket Tbk seperti (i) membantu pelaksanaan proses seleksi calon kandidat dengan melakukan screening CV calon kandidat, (ii) membantu proses test dan interview mulai dari (a) mengundang calon kandidat, (b) memberikan formulir aplikasi, (c) memberikan test, (d) melakukan scoring test, (e) memeriksa daftar kelengkapan dokumen, dan (f) memasukkan data kandidat yang sudah diterima pada suatu sistem human resource information yang disebut dengan Pro-Int Human Capital.

Kata kunci : Rekrutmen, PT. Hero Supermarket Tbk, Fungsi rekrutmen

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OVERVIEW OF EMPLOYEE RECRUITMENT PROCESS AT THE HEAD OFFICE OF PT. HERO SUPERMARKET, TBK.

During the internship period at PT. Hero Supermarket Tbk, the Intern worked under the supervision and guidance of Recruitment Specialist. During the internship, the Intern had the opportunity to participate and be directly involved in the implementation of the recruitment function in PT. Hero Supermarket Tbk such as amongst others assisting the (i) implementation of the potential candidates' selection process through CV screening of potential candidates, (ii) test and interview processes starting from (a) inviting the potential candidates, (b) providing application forms, (c) giving the test, (d) performing the scoring test, (e) checking the completion of documents, and (f) entering data of candidates who are qualified and have been accepted to the human resources information system called Pro-Int Human Capital.

Keywords : Recruitment, PT. Hero Supermarket, Tbk, Function of recruitment