

ABSTRAK

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“GAMBARAN PROSES REKRUTMEN PT. MARGA SOLUSI PRIMA”

Praktikan melakukan KP di PT. Marga Solusi Prima di bawah pengawasan dan bimbingan dari Divisi People Development. Divisi ini memiliki tugas pokok yaitu melakukan proses persiapan rekrutmen karyawan, melakukan proses seleksi karyawan, pengelolaan medical check up, mengelola proses orientasi karyawan baru, melakukan proses pengelolaan pelatihan karyawan (training), refreshment, benchmark, penyusunan target dan standar kinerja karyawan, dan evaluasi kinerja karyawan. Tugas yang Praktikan lakukan pada divisi ini adalah melakukan proses persiapan rekrutmen karyawan seperti menghubungi kandidat untuk mengikuti interview. Kemudian Praktikan melakukan proses seleksi karyawan seperti terlibat dalam proses interview, melakukan penilaian, dan melakukan diskusi dengan pembimbing kerja untuk menentukan masuk tidaknya kandidat ke tahap berikutnya. Terakhir adalah melakukan refreshment karyawan. Kesimpulan dari kerja profesi yang dilakukan oleh Praktikan yaitu terdapat tahapan-tahapan yang harus dilewati dalam proses rekrutmen yang diawali dengan sourcing, kemudian selection, selanjutnya medical check up, dan yang terakhir hiring and placement.

Kata kunci: Rekrutmen

ABSTRACT

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“DESCRIPTION OF THE RECRUITMENT PROCESS OF PT. MARGA SOLUSI PRIMA”

During carrying out Internship Program at PT. Marga Solusi Prima, Practitioner placed in the People Development Division. This division had the main task of carrying out the process of preparing employee recruitment, conducted the selection process of employees, managed medical check-ups, managed the orientation process of new employees, conducted the process of managing employee training (training), refreshment, benchmarks, setting targets and employee performance standards, and evaluating employee performance. The tasks that Practitioner is doing in this division is to carry out the process of preparing employee recruitment such as contacting candidates for interviews. Then Practitioner do the employee selection process such as being involved in the interview process, conducting assessments, and conducting discussions with the job supervisor to determine whether or not candidates enter the next stage. And the last is to do employee refreshment. The conclusion of professional work carried out by Praktikan is that there are stages that must be passed in the recruitment process that begins with sourcing, then selection, then medical check-ups, and finally hiring and placement.

Keywords: Recruitment