

ABSTRAK

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GAMBARAN PROSES REKRUTMEN KARYAWAN FACILITY SERVICES PT. ISS INDONESIA

Selama melaksanakan kerja profesi (KP) di PT. ISS Indonesia, praktikan ditempatkan pada departemen Talent Acquisition, yang berfokus pada proses rekrutmen. Praktikan bekerja di bawah bimbingan dan pengawasan dari pembimbing kerja yang merupakan karyawan dari tim rekrutmen. Selama melaksanakan kerja profesi, praktikan berkesempatan untuk berpartisipasi pada kegiatan rekrutmen untuk bagian Facility Service. Aktivitas dan tanggung jawab praktikan selama melaksanakan kerja profesi yaitu melakukan seleksi CV, memimpin kegiatan walk-in interview, melakukan interview dengan kandidat, memimpin kegiatan induksi kandidat Facility Service, memimpin kegiatan perjanjian kontrak (PKWT), melakukan sortir data karyawan, dan mengikuti kegiatan job fair.

Kata kunci : rekrutmen, karyawan, seleksi, *facility service*

ABSTRACT

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DESCRIPTION OF FACILITY SERVICES EMPLOYEE RECRUITMENT AT PT. ISS INDONESIA

During the internship period at PT. ISS Indonesia, the writer was placed in Talent Acquisition departement, which focused on the recruitment process. The writer worked under the directions and supervision of the recruitment staff. The activities and responsibilities that the writer carried out during the internship program was screening CV, leading the walk-in interview, doing the interview with the candidates, leading induction of Facility Service candidates, leading the contract agreement (PKWT), sorting the employees data, and taking part in job fairs.

Keywords : recruitment, employee, selection, facility service