

ABSTRAK

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GAMBARAN PROSES KERJA DI BAGIAN HUMAN RESOURCE PT. FINANSIA MULTI FINANCE

Kerja Profesi (KP) merupakan suatu kegiatan yang dapat memberikan gambaran yang komprehensif kepada mahasiswa mengenai dunia kerja, sekaligus memberikan kesempatan mengaplikasikan teori yang telah diperoleh mahasiswa. Program KP juga memberikan kesempatan kepada mahasiswa untuk lebih mengenal, mengetahui dan berlatih menganalisis dalam lingkup dunia kerja. Praktikan melaksanakan program KP di salah satu perusahaan pembiayaan yaitu PT.Finansia Multifinance di divisi Human Resource (HR) pada bagian Recruitment dan Learning & development. Praktikan bertanggung jawab dalam proses rekrutmen karyawan seperti meminstruksikan alat tes psikologi, mengirim hasil psikotest dan sertifikasi, menghubungi vendor terkait dengan pengembangan karir karyawan dan membantu untuk memilih vendor untuk persiapan training. Praktikan juga diberikan tugas administrasi file sertifikat kantor pusat dan Head Office (HO), photocopy dan scan dokumen seperti hasil psikotest.

Kata Kunci: Kerja Profesi, Sumber Daya Manusia, Rekrutmen.

ABTRACT

Professional Work is an activity that can provide insight to students about the world of work, as well as provide opportunities to apply the theory obtained by students. The program also provides opportunities for students to get to know, know, and learn in labor. KP practice program in one of the finance companies, namely PT.Finansia Multifinance in the Human Resources (HR) division in the Recruitment and Learning & Development division. Responsible practices in the employee recruitment process such as instructing psychological test kits, receiving psychological test results and certifications, contacting vendors related to employee career development and helping to choose vendors for training preparation. The practitioner also gave the task of managing the certificate file for the head office and head office (HO), photocopying and copying documents such as the results of psychological test.

Keyword: Internship, Human Resource, Recruitment.