

ABSTRACT

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OVERVIEW OF WORK PROCESS AS HUMAN CAPITAL MANAGEMENT STAFF AT PT. PERTAMINA (Persero)

Practitioner carries out internship at PT. Pertamina (Persero) Directorate of Human Resources in Human Capital Management Division of Corporate Culture and Business Partner Culture and Change Management functions as Culture and Change Management staff. Human Capital Management is a department that develops human beings as a company's valuable capital that needs to be increased in value so that it can become a company advantage. Tasks that practitioners carry out while carrying out internship as Culture and Change Management staff, namely assessing the implementation of AKHLAK culture, carry out Employee Engagement surveys to measure employee interest in the company, and a Practice Pulse Check survey to measure management's perceptions and practices of cultural performance. The practitioner also conducts IDX Interviews, and makes Psychoeducation. The implementation of internship is carried out in a Work From Office (WFO) manner. Subjects that are relevant to internship are Assessment Centers, Human Capital, Interviews and Observations, Industrial and Organizational Psychology, and Psychodiagnostics. While carrying out internship, practitioners can improve soft skills in communication, working together, managing time well, and being able to adapt to new environments. Apart from soft skills, internship programs also improve hard skills such as the ability to use tools on the Microsoft Excel platform and the ability to analyze data.

Keywords: *Internship, Human Capital Management, Culture and Change Management Staff*