

ABSTRACT

Bunga Adjeng Ayu (2020031025)

AN OVERVIEW OF THE PERSONNEL STAFF WORKFLOW AT YAYASAN SAYAP IBU CABANG PROVINSI BANTEN

Determining and developing a career to support an established life in the following years is one of the main conflicts faced by higher education students as a part of the emerging adulthood developmental group. As such, career preparation and maturity are important qualities for higher education students to have. Universitas Pembangunan Jaya annually holds Kerja Profesi (KP) as a mandatory class for its students to provide them with a concrete picture of the realities of the workplace, abridge the gap between theory and practice, expand their professional networks, and allow them to gain relevant skills and work experiences. The Psychology Department of Universitas Pembangunan Jaya aims to produce graduates working in the field of psychology, one of which is Human Resources Staff or Manager. The author of this report, referred to as Intern Student from this point onward, participated in Kerja Profesi (KP) as a Personnel Division Staff at Yayasan Sayap Ibu Cabang Provinsi Banten, a non-profit, non-governmental social organization fostering neglected children with multiple developmental disorders. Kerja Profesi (KP) opens an opportunity for Intern Student to conduct interview and psychological testing for selection and recruitment purposes, design and conduct training(s), perform counseling in an organizational/industrial setting, conduct a passive psychoeducation, and delve deeper into other matters in human resources management. Challenges encountered during Kerja Profesi (KP) resulted in suggestions for the institutions which facilitated Kerja Profesi (KP) students, the Psychology Study Program at Universitas Pembangunan Jaya, and the upcoming Kerja Profesi (KP) students of Universitas Pembangunan Jaya.

Keywords: Kerja Profesi, Human Resources Development, Personnel Division