

## **ABSTRACT**

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### **OVERVIEW OF THE WORK PROCESS OF HUMAN RESOURCES DEVELOPMENT STAFF AT KHALIFAH IMS SCHOOL (FOUNDATION INSAN MADANI SEJAHTERA)**

Indonesia still faces the problem of the relatively low quality of human resources. Human factors still have an important role in the progress and sustainability of organizations despite technological advances. If human resources are not advanced then the competitiveness of human resources will be low. Human resources are important in the success of an organization. To get good human resources, a series of selection processes need to be carried out so that the incoming human resources are quality human resources. The part of the organization that is responsible for human resource management is HRD or Human Resource Development. HRD is a job that can be carried out by individuals who have an educational background in Psychology. To find out about the implementation of HRD duties, the intern carries out professional work as HRD staff. Professional work is one of the programs from Pembangunan Jaya University which is a forum for students to be able to apply the results of their learning in class directly to the world of work and in accordance with the profile of graduates of the UPJ Psychology study program. The internship program is carried out by the intern at the Khalifa IMS School. While working as HRD staff, interns assist HRD in carrying out recruitment and selection processes such as screening CVs and interviewing prospective candidates, administering psychological tests (becoming testers for psychological tests for teachers, staff, and students), and observing and carrying out psychological test scoring. Apart from that, interns also receive additional tasks in the form of creating teaching materials for students with 11 psychology specializations as well as teaching them to students and becoming assistant trainers.

**Keywords:** human resource development, internship program, Khalifa IMS