

ABSTRACT

MICHELLE ERNESTA (2020021087)

PROFESSIONAL WORK ACTIVITIES IN THE HR RECRUITMENT DIVISION IN SUBWAY AT PT MITRA BOGA ADIPERKASA JAKARTA SELATAN

Professional work is an academic activity that must be carried out by every student at Pembangunan Jaya University, with the aim of gaining an overview and experience related to the world of work, so that students can realize the theories they have acquired while studying. Practicing carrying out professional work at Subway at PT Mitra Boga Adiperkasa. Practitioners have the opportunity to work in the HR Recruitment division. In this division, interns receive the task of searching university databases in the Yogyakarta, Malang, Semarang, Karawang, Cikarang and Tangerang areas. Then the interns screen the candidates' CVs via the Google form which they have attached when filling in their personal data, send interview invitations and psychological tests to candidates, conduct online and offline interviews, provide psychological tests to candidates, conduct interviews with users, provide medical check-ups to candidates, make offers with work advisors, create a Sandwich Artist ID, and attend a job fair at SMKN 27 Jakarta.

Keywords: *Professional Work, HR Recruitment, Subway, PT Mitra Boga Adiperkasa*