

ABSTRACT

Helsya Sandira (2019031011)

OVERVIEW OF HUMAN CAPITAL STAFF WORK AT HIGHSCOPE INDONESIA BINTARO SCHOOL

Intership program is carried out by interns at HighScope Indonesia Bintaro School. During their internship, interns are in the Human Capital division with the position of human capital staff. HighScope Indonesia Bintaro School is a National Plus school in Bintaro that has been established since 2000. Interns carry out internships for three months or the equivalent of 520 hours. During their internships, interns are given tasks, such as conducting CV screening, conducting HC administration, scoring and interpreting psychological tests, and making assessment reports. The tasks that interns carry out during this internships are relevant to the courses that interns have studied during college, such as Industrial & Organizational Psychology, Psychodiagnostics, Industrial Diagnostics, Code of Ethics.

Keywords: *HighScope Bintaro School, Human Capital, Professional Work*