

Analisis proses staffing karyawan studi kasus PT. Daewoo Securities Indonesia = Staffing staff process in PT. Daewoo Securities Indonesia

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Abstrak

[Program magang ini bertujuan untuk mempelajari dan memahami proses staffing karyawan pada PT. Daewoo Securities Indonesia serta membandingkannya dengan teor istaffing dalam berbagai literatur. Program magang dilakukan selama tiga bulan di divis iHuman Resources and General Affair (HR & GA) pada bagian rekrutmen PT. Daewoo Securities Indonesia dan banyak membantu keberlangsungan proses staffing dalam perusahaan yang terdiri dari tahapan requisition form, advertisement, curriculum vitae selection, initial dan structured interview, job knowledge test, performance test, job offer hingga new hire. Perbandingannya dengan teori dalam literatur adalah langkah-langkah dalam proses staffing PT. Daewoo Securities Indonesia bisa diklasifikasikan menjadi 3 (tiga) aktifitas utama staffing yaitu aktifitas rekrutmen (requisition form dan advertising), aktifitas seleksi (curriculum vitae selection, initial interview & structured interview, job knowledge test & performance test), dan aktifitas employment (job offer & new hire). Perusahaan seharusnya dapat memaksimalkan metode seleksinya yaitu dengan menambah sesi seleksi seperti personality test, ability test, dan juga structured interview dan membuat job offer yang menarik untuk calon karyawan agar menerima job offer tersebut.

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The internship program aims to study and understand the process of staffing at PT. Daewoo Securities Indonesia and compare with the theory of staffing in the literature. The internship program was conducted 3 (three) months in the Human Resources & General Affair (HR & GA) division, recruitment area, in PT. Daewoo Securities Indonesia and assisting the staffing process consisting of requisition form, advertisement, curriculum vitae selection, initial & structured interview, job knowledge test & performance test, job offer & new hire. The comparison with the theory in the literature are the steps in the process of staffing on PT. Daewoo Securities Indonesia can be classified into three main activities, namely recruitment activity (requisition form & advertisement), selection activity (curriculum vitae selection, initial & structured interview, job knowledge test, performance test), and employment activities (job offer & new hire). The company should be able to add some session in selection activity such as personality test, ability test, and structured interview. PT. Daewoo Securities Indonesia also should make the interesting of job offer so the candidates feels interesting for accept the job offer., The internship program aims to study and understand the process of staffing at PT. Daewoo

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