

## Prosedur manajemen sumber daya manusia di PT. Merck Tbk (rekrutmen, pelatihan dan manajemen kinerja) = Human Resource Management Procedures in PT. Merck Tbk (recruitment, training and performance management)

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Abstrak

**ABSTRAK**

Laporan Magang ini bertujuan untuk membahas kemampuan mahasiswa Fakultas Ekonomi dan Bisnis Universitas Indonesia dalam mengenal, memahami, mengerti, dan mengaplikasikan informasi tentang manajemen sumber manusia yang dilaksanakan oleh perusahaan tempat internship/magang di PT. Merck Tbk. Untuk mengenal hal-hal yang berkaitan langsung dengan manajemen sumber manusia khususnya di prosedur rekrutmen, pelatihan dan manajemen kinerja. Penulis mengadakan penelitian baik dengan membandingkan teori-teori yang dipergunakan dan hasil observasi langsung di divisi sumber manusia PT Merck Tbk. Penelitian ini adalah penelitian kualitatif. Hasil penelitian ini membuktikan bahwa prosedur yang terdapat di PT. Merck Tbk mengenai rekrutmen, pelatihan dan manajemen kinerja telah sesuai dengan teori yang terdapat di buku yang digunakan sebagai bahan landasan/referensi. Adapun rekomendasi yang diberikan adalah agar disivi sumber daya manusia di PT. Merck Tbk tetap menjelaskan tentang kinerja prosedur tersebut ke pihak manajer maupun pegawai. Guna untuk menghindari kesalahan dalam melakukan prosedur tersebut agar kinerja divisi sumber daya manusia di PT. Merck Tbk lebih efisien.

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**ABSTRACT**

The focus of this internship report is for the freshman student of Faculty of Economy and Business at University of Indonesia to recognize, understand, and apply information about the human resource management procedure carried out by the company where the internship program is occurred in PT. Merck Tbk. The purpose of this study is to understand the things that are directly related to the human resource management particularly in recruitment, training and performance management procedures. The authors conducted research in which comparing the theories used and the actual procedures with direct observation method in PT. Merck Tbk. This internship report is written as a qualitative research. The result of this internship report shows that the actual procedures of recruitment, training and performance management in PT. Merck Tbk were matched to the theories in book used as a guidance reference. As for recommendation given to human resource division in PT. Merck Tbk is to keep clarify about the procedures to the managers and employes. In purpose of avoiding error in doing the procedures and to create efficient working performance for human resource division in PT. Merck Tbk