

ABSTRAK

AUDIT OPERASIONAL FUNGSI REKRUTMEN DAN SELEKSI KARYAWAN (Studi Kasus di Legend Coffee)

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2021

Tujuan penelitian adalah melaksanakan audit operasional pada fungsi rekrutmen dan seleksi karyawan untuk menilai pelaksanaan atas prosedurnya dan memberikan rekomendasi berupa perbaikan atas kelemahan yang ditemukan pada fungsi rekrutmen dan seleksi karyawan. Penelitian ini dilakukan di Legend Coffee.

Pengumpulan data dilakukan dengan teknik observasi, wawancara, pengisian *checklist*, dokumentasi. Teknik analisis data yang digunakan pada penelitian ini adalah deskriptif komparatif dengan prosedur audit operasional fungsi rekrutmen dan seleksi karyawan.

Hasil audit menunjukkan bahwa pelaksanaan aktivitas pada fungsi rekrutmen dan fungsi seleksi karyawan dinilai sudah berjalan dengan baik. Berikut beberapa rekomendasi untuk perbaikan, yaitu: membuat *standard operating procedure* (SOP) tertulis, kualifikasi pada info lowongan pekerjaan disusun secara spesifik dan jelas, evaluasi pada media publikasi dilakukan secara berkala, HRD mengalokasikan satu pelamar tambahan dalam proses pelatihan, membuat konsekuensi atas pelanggaran perjanjian kontrak kerja dan pembuatan standar penilaian hasil seleksi wawancara.

Kata kunci: audit operasional, fungsi rekrutmen, fungsi seleksi, karyawan.

ABSTRACT

**OPERATIONAL AUDIT OF EMPLOYEE RECRUITMENT AND
SELECTION FUNCTION**
(Case Study at Legend Coffee)

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The purpose of this study is to carry out an operational audit on the employee recruitment and selection function to assess the implementation of the procedures and provide recommendations in the form of improvements to weaknesses found in the employee recruitment and selection functions. This research was conducted at Legend Coffee.

Data was collected through observation, interviews, checklist filling, documentation. The data analysis technique used in this research was comparative descriptive with an operational audit procedures of employee recruitment and selection function.

The audit results showed that the implementation of activities in employee recruitment and selection function runs well. Several recommendations to improvements were: creating a written standard operating procedure (SOP), qualifications on job vacancies that was prepared specifically and clearly, evaluations on publication media was carried out periodically, HRD allocated one additional applicant in the training process, creating a written consequences for violating employment contract agreements, and creating interview result appraisal standards.

Keywords: operational audit, recruitment function, selection function, employee.