

ABSTRAK

AUDIT OPERASIONAL ATAS FUNGSI SELEKSI KARYAWAN (Studi Kasus di Dazzle)

Klaudia Lisabon Masul

NIM: 182114093

Universitas Sanata Dharma

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Tujuan penelitian adalah melaksanakan audit operasional pada fungsi seleksi karyawan untuk menilai pelaksanaan atas prosedur dan memberikan rekomendasi berupa perbaikan atas kelemahan yang ditemukan pada fungsi seleksi karyawan.

Pengumpulan data dilakukan dengan menggunakan teknik observasi, wawancara, pengisian *checklist*, dan dokumentasi. Teknik analisis data yang digunakan pada penelitian ini adalah deskriptif kualitatif dengan berdasarkan tahapan prosedur audit operasional atas fungsi seleksi karyawan. Tahapan tersebut berupa survei pendahuluan, *review* sistem pengendalian manajemen, pengujian terinci, dan pembuatan laporan.

Hasil audit operasional menunjukkan bahwa pelaksanaan aktivitas pada fungsi seleksi karyawan masih ditemukan kelemahan yang perlu untuk diperbaiki. Berikut beberapa rekomendasi untuk perbaikan, yaitu: perusahaan sebaiknya memiliki *Standard Operating Procedure* (SOP) secara tertulis, *Human Resource Development* (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 seleksi, karyawan

ABSTRACT

OPERATIONAL AUDIT OF EMPLOYEE SELECTION FUNCTION (Case Study at Dazzle)

Klaudia Lisabon Masul

NIM: 182114093

Sanata Dharma University

Yogyakarta

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The purpose of the study was to carry out an operational audit on the employee selection function to assess the implementation of the procedures and provide recommendations in the form of improvements to the weaknesses found in the employees selection function.

Data was collected using observation, interview, filling out checklist, and documentation techniques. The data analysis technique used in this research was comparative descriptive based on the stages of operational audit procedures on the employee selection function. These stages were in the form of a preliminary survey, review of the management control system, detailed testing, and report development.

The results of the operational audit indicated that the implementation of activities in the employee selection function appraisal function was still finds weakness that need to be improve . The following were some recommendations for improvement, namely: the company should have a written Standard Operating Procedures (SOP), Human Resource Development (HRD) allocated one additional applicant agreements and made standard assessments of interview selection result.

Keywords: operational audit, selection function, employees