

## ABSTRAK

### AUDIT OPERASIONAL ATAS AKTIVITAS REKRUTMEN, SELEKSI, dan PELATIHAN KARYAWAN

(Studi kasus di Kalola Space)

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Tujuan dari penelitian ini adalah mengetahui hasil audit operasional atas aktivitas rekrutmen, seleksi, dan pelatihan karyawan. Penelitian ini dilakukan di Kalola Space.

Penelitian ini merupakan penelitian deskriptif kualitatif dengan pendekatan studi kasus. Pengumpulan data dalam penelitian ini dilakukan dengan teknik observasi, wawancara, *checklist*, dan dokumentasi. Teknik analisis yang digunakan yaitu survei pendahuluan, penelaahan dan pengujian atas sistem pengendalian manajemen, pengujian terinci, dan pengembangan laporan.

Hasil audit operasional menunjukkan adanya temuan-temuan yang perlu diperbaiki pada aktivitas rekrutmen, seleksi, dan pelatihan karyawan. Temuan tersebut antara lain : 1) SOP terkait aktivitas rekrutmen, seleksi, dan pelatihan karyawan tidak tertulis; 2) Rekrutmen bersumber dari luar perusahaan; 3) Persyaratan di poster rekrutmen tidak spesifik; 4) Pelamar tidak memenuhi persyaratan sesuai kebutuhan perusahaan; 5) *Job description* tidak dicantumkan di poster rekrutmen; 6) Penilaian hasil wawancara tidak tertulis; 7) Pelatihan tidak dilakukan berkala; dan 8) Formulir evaluasi dan penilaian terkait pelatihan karyawan tidak tertulis. Berikut ini merupakan rekomendasi yang diberikan penulis : 1) Membuat SOP tertulis atas aktivitas rekrutmen, seleksi, dan pelatihan karyawan; 2) Memberi kesempatan kepada karyawan internal; 3) Menulis persyaratan dengan jelas dan spesifik di poster rekrutmen; 4) Membuat poster rekrutmen berbeda untuk posisi *full time* dan *part time*; 5) Mencantumkan *job description* di poster rekrutmen; 6) Membuat lembar penilaian hasil wawancara secara tertulis; 7) Melakukan pelatihan berkala; dan 8) Membuat formulir evaluasi serta penilaian pelatihan karyawan.

Kata kunci : Audit operasional, aktivitas rekrutmen, aktivitas seleksi, aktivitas pelatihan.

## **ABSTRACT**

### **OPERATIONAL AUDIT OF EMPLOYEE RECRUITMENT, SELECTION, and TRAINING ACTIVITIES**

*(case study at Kalola Space)*

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*The purpose of this study is to determine the results of operational audits of employee recruitment, selection, and training activities. This research was conducted at Kalola Space.*

*This research was a qualitative descriptive research with a case study approach. The data in this study was collected by observation, interview, checklist, and documentation techniques. The analytical techniques used were preliminary surveys, review and testing of management control systems, detailed testing, and report development.*

*The results of the operational audit showed findings that needed to be improved on employee recruitment, selection, and training activities. These findings included: 1) SOPs related to employee recruitment, selection, and training activities are not written; 2) Recruitment sourced from outside the company; 3) The requirements on the recruitment poster were not specific; 4) The applicant did not meet the requirements as per the company's needs; 5) The job description was not included on the recruitment poster; 6) Assessment of unwritten interview results; 7) Training was not conducted periodically; and 8) Unwritten employee training-related evaluation and assessment forms. The following statement were the recommendations given by the author: 1) Create written SOPs for employee recruitment, selection, and training activities; 2) Provide opportunities to internal employees; 3) Write the requirements clearly and specifically on the recruitment poster; 4) Create different recruitment posters for full-time and part-time positions; 5) Include the job description on the recruitment poster; 6) Make an assessment sheet of the interview results in writing; 7) Conduct periodic training; and 8) Create employee training evaluation and assessment forms.*

*Keywords: Operational audit, recruitment activity, selection activity, training activity.*