

ABSTRAK

AUDIT OPERASIONAL PADA KEGIATAN REKRUTMEN, SELEKSI, PELATIHAN DAN PENGEMBANGAN SUMBER DAYA MANUSIA

(Studi Kasus di SPBU Nanggulan)

Alfonsus Wily Priantiko

NIM: 182114141

Universitas Sanata Dharma Yogyakarta

2023

Tujuan penelitian ini adalah untuk mengetahui hasil audit operasional fungsi rekrutmen, fungsi seleksi, fungsi pelatihan dan pengembangan sumber daya manusia untuk menilai pelaksanaan atas prosedur yang ada pada SPBU Nanggulan. Selain itu untuk memberikan rekomendasi perbaikan atas temuan audit yang dilakukan agar dapat dijadikan evaluasi bagi pihak manajemen perusahaan. Penelitian ini dilakukan di SPBU Nanggulan Kulon Progo.

Pengumpulan data dilakukan dengan teknik observasi, wawancara, dan dokumentasi. Teknik analisis data yang digunakan adalah deskriptif kualitatif berdasarkan dengan tahapan audit operasional yaitu, survei pendahuluan, penelaahan dan pengujian pengendalian manajemen, audit terinci, dan pengembangan laporan.

Temuan yang diperoleh dari audit, antara lain: perusahaan belum memiliki *Standard Operating Procedure* (SOP) secara tertulis untuk fungsi rekrutmen dan seleksi, media publikasi informasi lowongan pekerjaan yang masih terbatas, tidak terdapat daftar pertanyaan wawancara, perusahaan tidak melakukan pengarsipan data pada proses wawancara dan tidak ada tes tertulis bagi calon pegawai. Beberapa rekomendasi untuk perbaikan, yaitu: membuat *Standard Operating Procedure* (SOP) secara tertulis, memperluas media publikasi informasi lowongan pekerjaan, menyusun pertanyaan untuk tes wawancara, pengarsipan data pada proses seleksi dan melakukan tes tertulis bagi calon pegawai.

Kata kunci : audit operasional, rekrutmen, seleksi, pelatihan dan pengembangan sumber daya manusia.

ABSTRACT

**OPERATIONAL AUDIT OF RECRUITMENT, SELECTION, TRAINING AND HUMAN
RESOURCE DEVELOPMENT ACTIVITIES**
(Case Study at Nanggulan Gas Station)

Alfonsus Wily Priantiko
NIM: 182114141
Sanata Dharma University Yogyakarta
2023

The purpose of this research is to determine the results of operational audits of the recruitment function, selection function, training function and human resource development to assess the implementation of existing procedures at the Nanggulan gas station and provide recommendations for improvements to the audit findings carried out so that they can be used as an evaluation for the company management. This research was conducted at the Nanggulan Kulon Progo gas station.

Data collection was carried out using observation, interviews, and documentation techniques. The data analysis technique used is descriptive qualitative based on the operational audit stages, namely, preliminary survey, review and testing of management controls, detailed audit, and report development.

The audit results obtained several findings, including: the company does not yet have a written Standard Operating Procedure (SOP) for the recruitment and selection function, the media for publishing job vacancy information is still limited, there is no list of interview questions, the company does not archive data during the interview process and There is no written test for prospective employees. The following are several recommendations for improvement, namely: creating a written Standard Operating Procedure (SOP), expanding the media for publishing job vacancy information, compiling questions for interview tests, archiving data in the selection process and conducting written tests for prospective employees.

Key words : Operational audit, recruitment function, selection function, training and development function, human resources.