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DUTIES AND RECOMMENDATIONS OF PERSONNEL STAFF IN CARRYING OUT SELECTION OF APPLICANT FILES AT PT JS JAKARTA

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ABSTRACT

The purpose of the research is to find out the duties and roles of personnel staff in selecting applicant files at PTJS Jakarta. This research uses qualitative methods with the research object being personnel staff at PT JS Jakarta. The research results show that many applicants do not meet the standards set by the company, and the applicants' English language skills are still below average. Companies also experience many problems related to the honesty of applicants in answering when interviews are conducted that are not in line with the profile included in the curriculum vitae.

Keywords: *selection, honesty, personnel.*

INTRODUCTION

Human resources (HR) are very important in achieving company goals. The survival of the company depends on the extent to which the company is able to exploit opportunities and overcome threats from the external environment with all the potential of the resources it has. The availability of quality human resources is an invaluable asset for the company. Therefore, companies must try to obtain and place workers who suit their respective fields of expertise. According to Edwin B. Flippo, Personnel Staff is planning, organizing, directing and controlling labor procurement, development, compensation, integration, maintenance and termination of employment with human resources to achieve individual and organizational goals.

The problem faced by the company so far is that employees often resign suddenly, often holding demonstrations. Meanwhile the company too facing the problem of a limited number of suitable candidates, so that personnel staff are required to carry out their duties as best as possible in selecting applicant documents according to their needs and competencies. The limited choice of the right candidates is very difficult for personnel staff, such as the company requires specialist employees in certain fields while there are no applicants who are experts in the required fields so it is difficult for personnel staff to find these candidates. Another obstacle is that there are still problems in file selection, such

as during recruitment, personnel staff checks the application files of job candidates, many fake files are found, such as fake Police Record Certificates (SKCK) resulting from SCAN.

RESEARCH METHOD

This study uses a qualitative method using primary data taken directly from the research object, where the source of this data is obtained through interviews, distributing questionnaires, and through discussion forums. The secondary data used is data obtained indirectly from the research object as supporting data through reading literature, books, magazines, newspapers, journal articles, or reports.

REVIEW THEORY

Understanding Human Resources Management

According to Marwansyah (2014), human resource management can be interpreted as the utilization of human resources in an organization, through the functions of human resource planning, recruitment and selection, human resource development, career planning and development, providing compensation and welfare, occupational safety and health, and industrial relations.

According to Edy Sutrisno (2016) Human Resource Management (HRM) is: Planning, procurement, development, maintenance and use of human resources to achieve goals both individually and organizationally. According to Hasibuan (2016) human resource management is the science and art of managing the relationships and roles of the workforce so that they are effective and efficient in helping to realize the goals of the company, employees and society.

Meanwhile, according to Kasmir (2016), Human Resource Management (HRM) is: The process of managing people, through planning, recruitment, selection, training, development, providing compensation, career, safety and health as well as maintaining industrial relations until termination of employment in order to achieving company goals and increasing stakeholder welfare.

Human Resource Management Function

According to Filippo and Hasibuan (2016) the functions of human resource management are as follows:

1. Planning. Planning is the process of determining goals and implementation guidelines by selecting the best from the existing alternatives. Planning in the human resource management process is the recruitment of the workforce needed by the company. Planning in the employee recruitment process is very important to analyze the positions that need to be filled and the number of employees needed.

2. Organizing. Organizing is defined as a process of determining, grouping and arranging various activities needed to achieve goals. Organizing can be done by placing employees according to their areas of expertise and providing the tools needed by employees to support their work

3. Supervision (controlling). Supervision is the process of regulating various factors in the company so that they comply with the provisions in the plan. Supervision can be interpreted as the process of monitoring activities, the aim of which is to determine expectations that will be achieved and make improvements to deviations that occur. The expectations in question are the goals that have been set to be achieved and the programs that have been planned

The Role of Human Resource Management

Supomo in Apriatman (2021) HRM regulates and determines personnel programs that cover the following issues:

1. Determine the number, quality and effective placement of the workforce in accordance with the company's needs based on the job description, job specification, job requirements and job evaluation.

2. Determine the withdrawal, selection and placement of employees based on the principle of the right man in the right place.

3. Establish welfare, development, promotion and dismissal programs.

4. Forecast the supply and demand for human resources in the future.

5. Estimating the economic situation in general and company development in particular.

6. Closely monitor labor laws and compensation policies of similar companies.

7. Monitor the progress of the labor union and its development.

8. Carry out education, training and employee performance assessments.

9. Manage employee transfers, both vertically and horizontally.

10. Arrange retirement, dismissal and severance pay.

Understanding Personnel

According to Flippo, Personnel Staff is planning, organizing, directing and controlling labor procurement, development, compensation, integration, maintenance and termination of employment with human resources to achieve individual, organizational and community goals. According to Marwansyah, (2012) The process of attracting people or applicants who have the right interests and qualifications to fill certain positions or positions.

According to Nitisemito, Personnel is an art in planning, organizing and supervising the workforce. This series of processes makes the process more focused so that it is more effective and efficient in achieving company goals optimally.

According to Ranupandojo and Husnan personnel are management functions. Apart from that, they also added employee procurement, integration, compensation and maintenance of workers within the company as part of personnel.

Definition of Recruitment

According to (Simamora, 2015) Recruitment is a series of activities to search for and attract job applicants with the motivation, skills and knowledge needed in personnel planning.

According to Marwansyah. (2012) recruitment is the process of attracting people or applicants who have the right interest and qualifications to fill certain positions or positions. To avoid miss candidate, company needed e-recruitment information system can reduce the possibility of human error occurring during the selection process (Dendy K Pramudito et al,2023)

Rivai in Hermaddin (2017) explains recruitment as a series of activities that start when a company needs workers and opens vacancies until it gets the desired candidate or meets the qualifications according to the existing position or vacancy. as many as 42% are still senior high school graduates hampers the Indonesian government from achieving organizational goals effectively (Tyas Wida Handoko, Lina Miftahul Jannah,2020)
Based on the various definitions above, it can be concluded that recruitment is the process of obtaining a number of qualified prospective workers for positions or jobs within the company.

Akbar's recruitment objectives are:

1. To be in accordance with company programs and strategies. Before carrying out its activities, the company first determines programs and strategies to achieve its targets. To realize programs and strategies, the company attracts workers as needed

2. To determine workforce needs in the short and long term, related to changes within the company.

3. To support company policy in managing diverse human resources.

4. Assist in increasing the success of the workforce selection process by reducing prospective employees who clearly do not meet the requirements to become employees.

5. Reduce the possibility of new employees leaving.

6. As an effort to coordinate the withdrawal with the workforce selection and development program.

7. Evaluate whether various techniques used in attracting workers are effective or not.

8. Fulfill company activities to support government programs in terms of reducing levels

The electronic recruitment system for the workforce is suitable to be used to facilitate and improve human resource management in the Covid-19 Pandemic era Recruitment Process (Husan et al, 2021).

According to Endang and friends (2017) the recruitment process can be interpreted as the process of attracting a number of employees who have the potential to be selected as officers or employees in the company. Good recruitment and selection affect employee performance more better than before (Rosita Manawari Girsang et al, 2023)

The recruitment process is as follows:

1. Analyze the position needs and positions required by the company.

2. Plan the employee recruitment process.

3. Place job vacancy advertisements on social media.

4. Process job applications and conduct interviews with applicants.

5. Select candidates who are suitable for the company and make a written job offer.

6. Receive new employees who have passed and meet the criteria according to the company's expectations

DISCUSSION AND RESULTS

Duties and Roles of Personnel Department Staff at PT JS Jakarta

1. Upload job vacancy advertisements or job vacancy information.

2. Administrative selection process

3. Created Psychological test

4. Created Interview with HRD

5. Made schedule Training

Obstacles faced by Personnel Staff while carrying out their duties at PT JS Jakarta

1. Prospective Employees do not meet the Criteria.

2. Prospective employees do not have good or limited English language skills

3. Not being honest in answering questions during the interview

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