

## **BAB III**

### **PELAKSANAAN KERJA MAGANG**

#### **3.1 Kedudukan Dalam Kerja Magang**

Penulis melakukan praktik kerja magang di Indonesia International Institute for Life Sciences (i3L) yang merupakan salah satu perusahaan yang bergerak di bidang pendidikan. Penulis ditempatkan pada Office Indonesia International Institute for Life Sciences (i3L) yang berlokasi di Pulomas, Jakarta Timur. Selama proses praktik kerja magang penulis berada pada Divisi Human Capital. Pada Human Capital terbagi menjadi dua unit kerja yaitu Talent Acquisition, Human Capital Operations, and Payroll. Penulis selama praktik kerja magang ditempatkan pada unit Talent Acquisition.

##### **1. Talent Acquisition**

Talent Acquisition merupakan proses mengidentifikasi dan memperoleh pekerja terampil untuk memenuhi kebutuhan organisasi Anda. Tim akuisisi bakat bertanggung jawab untuk mengidentifikasi, memperoleh, menilai, dan mempekerjakan kandidat untuk mengisi posisi terbuka dalam perusahaan.

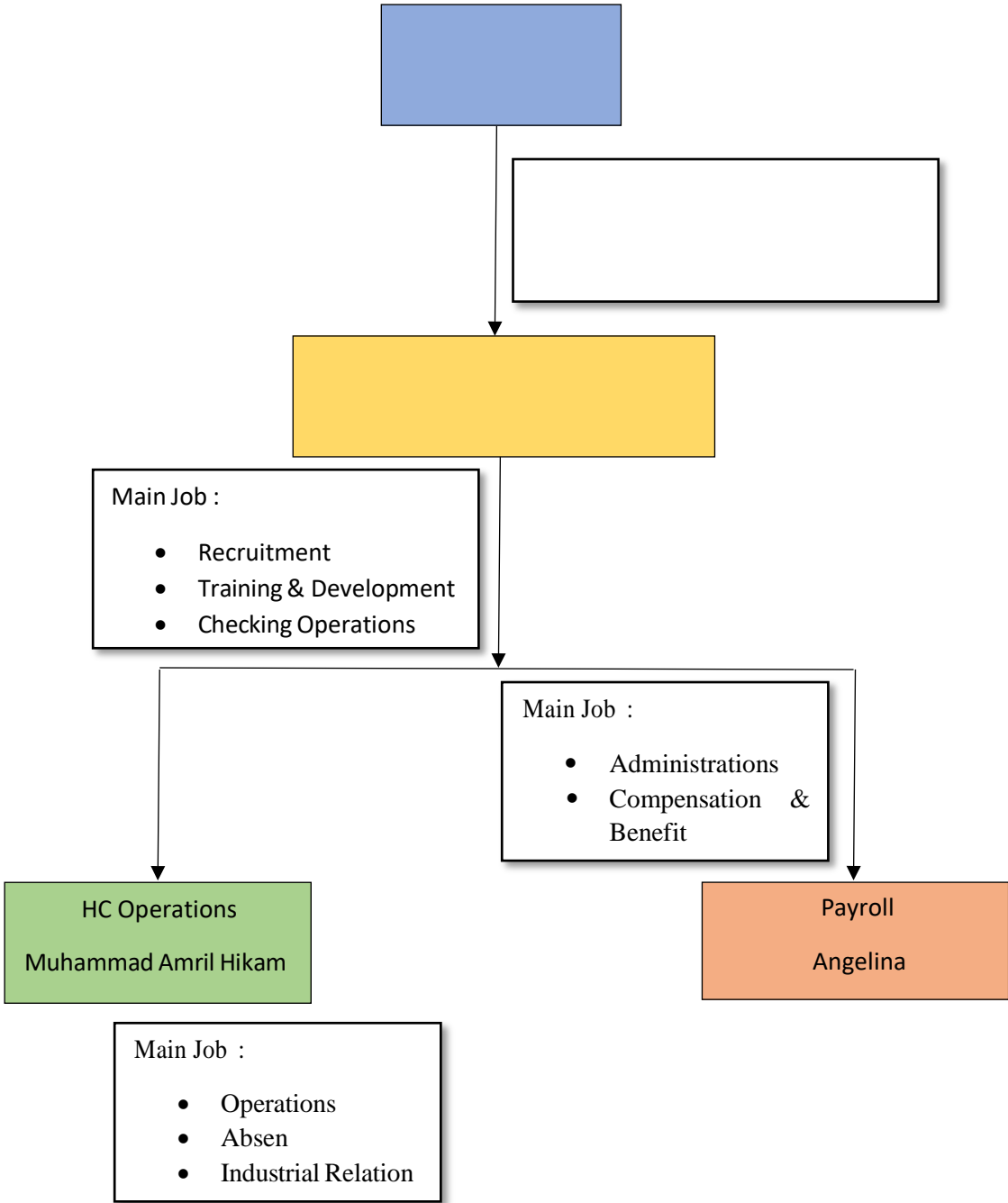
##### **2. Human Capital Operations**

Human Capital Operations yaitu proses mengatur dan mengurus semua operasional karyawan di perusahaan.

##### **3. Payroll**

Payroll adalah kompensasi yang harus dibayarkan bisnis kepada karyawannya untuk jangka waktu tertentu atau pada tanggal tertentu.

**Struktur Human Capital Department i3L**



**Bagan 3. 1 Struktur HC Department**

### 3.2 Tugas dan Uraian Dalam Kerja Magang

#### 3.2.1 Tugas Kerja Magang

No	Tugas	Frekuensi	Koordinasi
1.	Melakukan screening CV	Rutin	
2.	Mengirimkan Employment Application Form ke pelamar melalui Email		
3.	Memasukan Employment Application Form dari pelamar ke Shortlist Dropbox		
4.	Mengirimkan undangan interview ke pelamar melalui WhatsApp		
5.	Menghubungi pelamar untuk mengingatkan mengisi Employment Application Form		
6.	Melakukan interview tahap pertama	Non-Rutin	
7.	Memasukan data pelamar yang tidak diterima ke Recruitment Selection Monitoring		
8.	Mengirimkan surat penolakan lamaran kepada pelamar melalui email		

9.	Memasukan data pelamar yang diterima ke Impor Data Pegawai		
10.	Memasukan data karyawan baru ke HRIS Office		
11.	Mengunggah Job Vacancy di Glints dan Indeed		
12.	Membuat Poster Job Vacancy		
13.	Mengurus Instagram HC Recruitment i3L		

**Tabel 3. 1 Tugas Kerja Magang**

### 3.2.2 Uraian Tugas Kerja Magang

Uraian proses pelaksanaan dan implementasi kerja magang yang dilakukan penulis adalah sebagai berikut

#### 1. Screening CV

Pada tugas ini penulis melakukan screening CV sesuai dengan kualifikasi perusahaan di Glints, Indeed, Jobstreet, dan Email Human Capital. Penyaringan CV ini berbeda setiap posisi yang dicari. Contoh untuk bagian fakultas seperti dosen harus S3 dan memiliki latar belakang pendidikan lulusan luar negeri. Disisi lain, untuk office juga berbeda, namun tidak terlalu ketat kualifikasinya. Contoh HR Manager hanya dibutuhkan yang memiliki pengalaman 5 tahun dan latar belakang pendidikan S1, S2. Namun, syarat terpenting perusahaan mencari kandidat/pelamar yang bisa berbahasa inggris dalam penulisan maupun lisan.

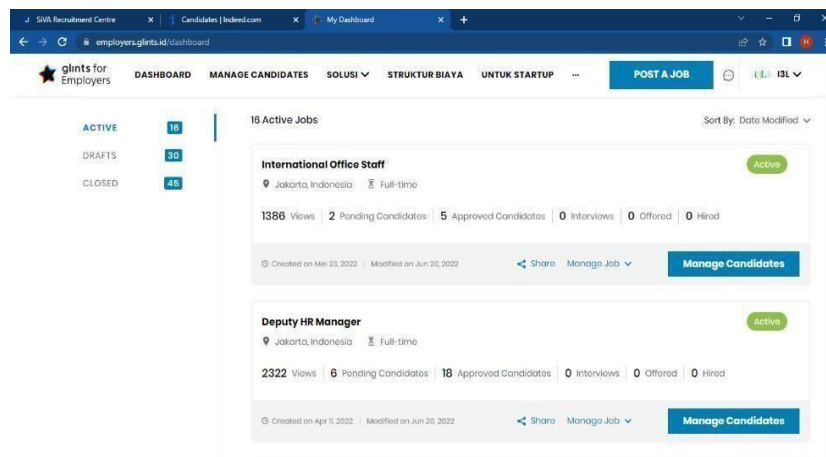
Setelah penyaringan CV selesai dan ditemukan kandidat sesuai dengan kualifikasi, maka akan dimasukkan ke dalam shortlist pertama (kandidat yang terpilih tahap screening). Semua kriteria yang dibutuhkan perusahaan dilakukan melalui diskusi terlebih dahulu oleh Human Capital Departemen dan departemen-departemen yang bersangkutan.

Berikut beberapa platform yang digunakan penulis untuk melakukan screening CV:

### Glints

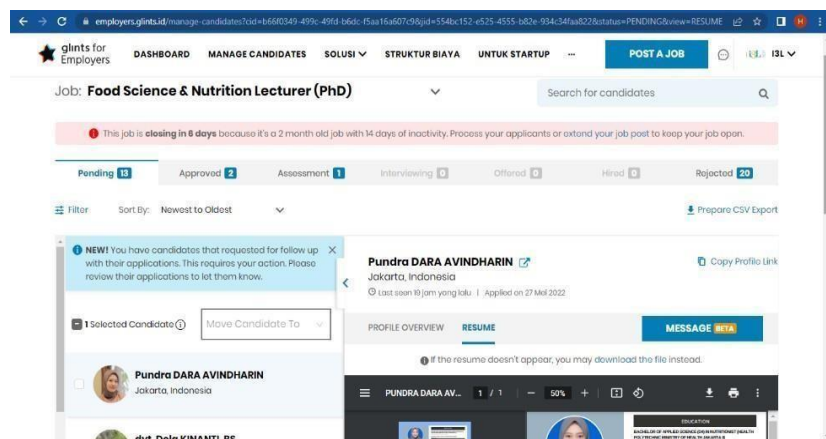
Glints adalah platform talenta terbesar di Asia Tenggara dan Taiwan untuk pengembangan karier dan rekrutmen. Berikut gambar tampilan glints.

### Tampilan Dashboard



Gambar 3. 1 Dashboard Glints

### Tampilan Screening

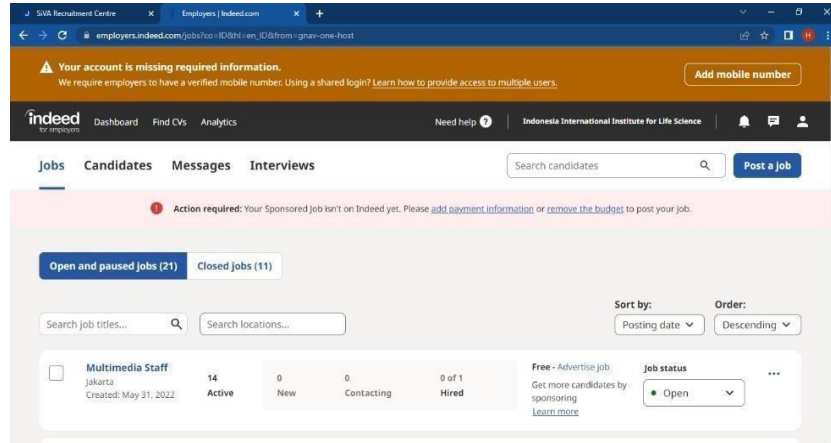


Gambar 3. 2 Screening CV Pada Glints

## Indeed

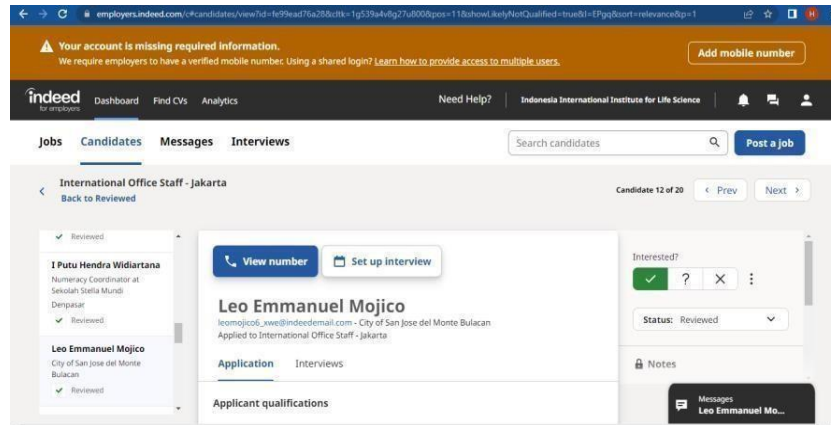
Indeed adalah layanan gratis bagi para pencari kerja, tempat dimana dapat mengunggah CV, membuat email info lowongan, mencari lowongan, menyimpannya, dan melamar secara langsung. Berikut gambar tampilan indeed.

### Tampilan Dashboard



**Gambar 3. 3 Dashboard Indeed**

### Tampilan Screening

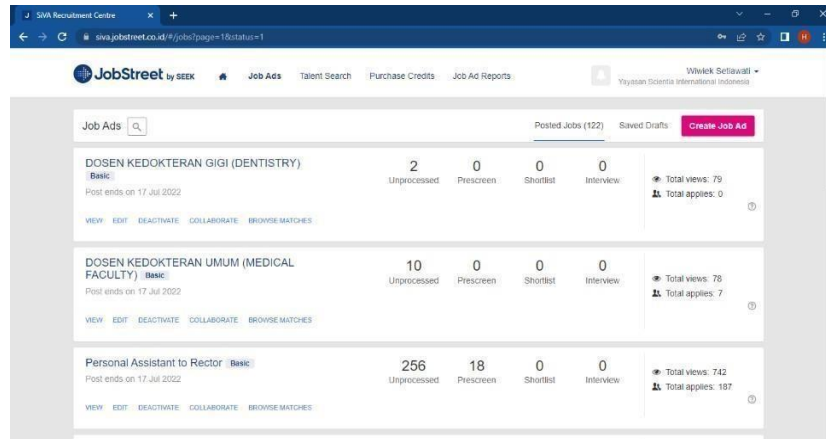


**Gambar 3. 4 Screening CV Pada Indeed**

## Jobstreet

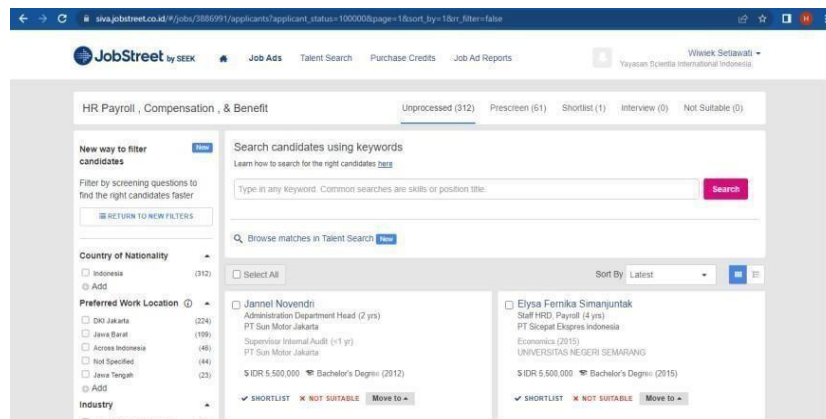
Jobstreet adalah salah satu perusahaan penyedia informasi lowongan pekerjaan terkemuka di Asia. Jobstreet berperan sebagai fasilitator pencocokan dan komunikasi lapangan kerja antara pencari kerja dan perusahaan, di Malaysia, Filipina, Singapura, Indonesia dan Vietnam. Berikut gambar tampilan jobstreet.

### Tampilan Dashboard



**Gambar 3. 5 Dashboard Jobstreet**

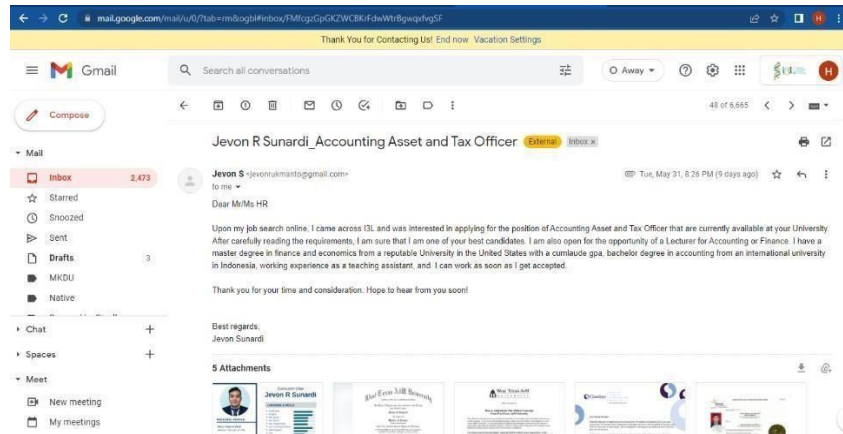
### Tampilan Screening



**Gambar 3. 6 Screening CV Pada Jobstreet**

## Email

Email disini berfungsi sebagai alternatif untuk menghubungi kandidat/pelamar. Dengan begitu tentu akan meningkatkan integritas dan profesionalitas perusahaan.

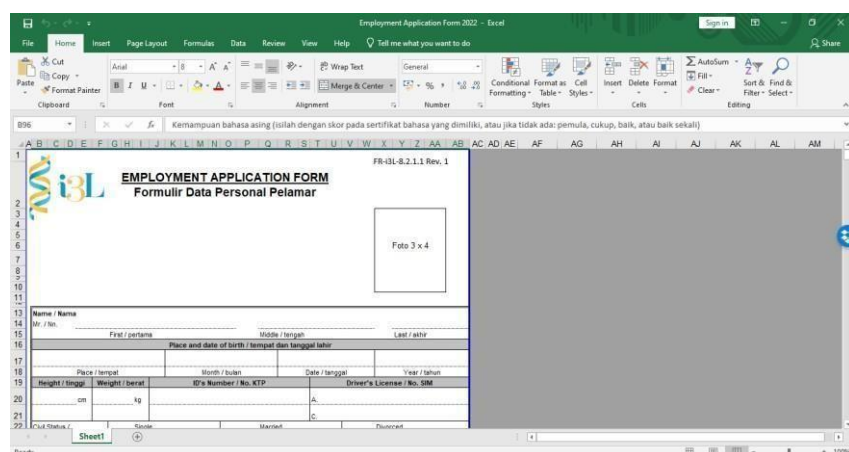


**Gambar 3. 7 Email HC Recruitment i3L**

## **2. Mengirimkan Employment Application Form**

Employment Application Form merupakan formulir data personal pelamar yang harus diisi lengkap guna mengetahui latar belakang pelamar secara umum. Berikut bentuk Employment Application Form i3L.

### Tampilan Employment Application Form yang belum terisi

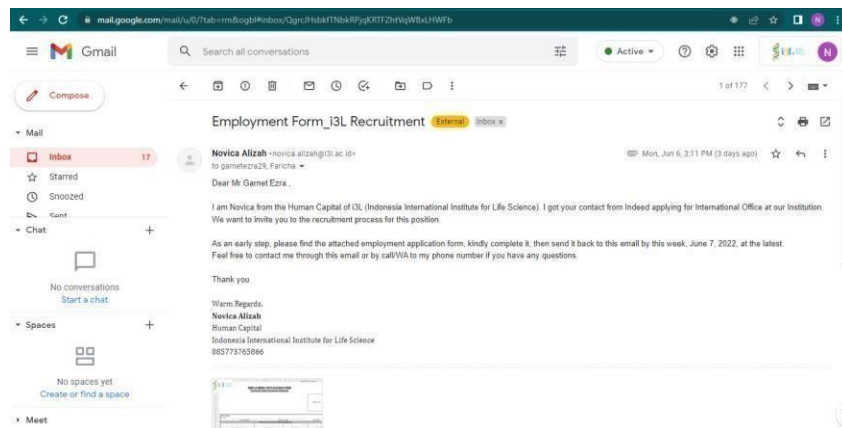
A screenshot of an Excel spreadsheet titled 'Employment Application Form 2022 - Excel'. The spreadsheet displays a form template with the following fields: 'Name / Nama' (First, Middle, Last), 'Place and date of birth / tempat dan tanggal lahir' (Place, Month, Date, Year), 'Height / tinggi' (cm), 'Weight / berat' (kg), 'ID's Number / No. KTP', and 'Driver's License / No. SIM'. The form is currently blank, with a placeholder for a 'Foto 3 x 4' image. The spreadsheet interface includes the standard Excel ribbon with tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Help.

**Gambar 3. 8 Employment Application Form Yang Belum Terisi**



Setelah melakukan penyaringan dan masuk ke tahap shortlist pertama, penulis melakukan pengiriman Employment Application Form melalui email. Employment Application Form itu sendiri adalah data diri yang harus dilengkapi oleh pelamar. Data diri ini dibutuhkan Human Capital untuk mengetahui pelamar sebelum dilakukannya interview.

### Tampilan pengiriman Employment Application Form

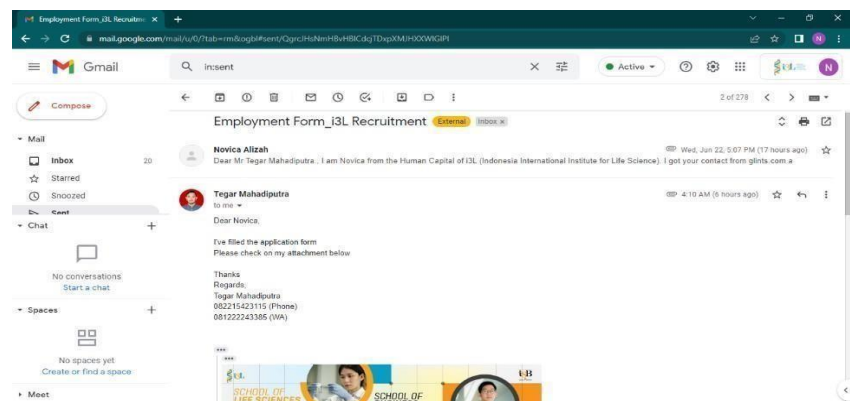


**Gambar 3. 9 Mengirimkan Employment Application Form**

### **3. Memasukan Employment Application Form**

Setelah pelamar mengirimkan kembali Form tersebut, penulis memasukan data file ke dalam shortlist kedua. Di dalam shortlist kedua, koordinator Human Capital akan melakukan penyaringan kembali.

### Tampilan pelamar yang sudah mengirimkan kembali Employment Application Form



**Gambar 3. 10 Pelamar Yang Mengirmkan Kembali Employment Application Form**

Tampilan Employment Application Form yang sudah terisi

EMPLOYMENT APPLICATION FORM  
Formulir Data Personal Pelamar

FR-03-B.2.1.1 Rev. 1

**Name / Nama**  
 No. / No. **MUHAMMAD** Final pertama Middle / tengah Last / akhir

**Place and date of birth / tempat dan tanggal lahir**  
 Place / tempat: **May** Month / bulan: **2** Date / tanggal: **1998** Year / tahun: **1998**

**Height / tinggi** / **Weight / berat**  
 Height / tinggi: **168** cm / **68** kg

**ID's Number / No. KTP** / **Driver's License / No. SIM**  
 ID's Number / No. KTP: **3176400000000** / **A** / **12191807979**

**Civil Status / Status Sipil**  
 Single  / Married  / Divorced  / Widowed

**Nationality / Kebangsaan** / **Religion / Agama** / **Blood type / gdt. darah**  
 Indonesian / Islam / A

**Current address / alamat sekarang**  
 J. Daar Saikha V Blok D No. 104 RT 002 RW 005, Kelurahan Pejaya, Kecamatan Medan Satria, Kota Batam, Jawa Barat - 11131

EMPLOYMENT APPLICATION FORM  
Formulir Data Personal Pelamar

FR-03-B.2.1.1 Rev. 1

**Name / Nama**  
 No. / No. **Dwiyita** Final pertama Middle / tengah Last / akhir

**Place and date of birth / tempat dan tanggal lahir**  
 Place / tempat: **Sumatra** Month / bulan: **11** Date / tanggal: **1983** Year / tahun: **1983**

**Height / tinggi** / **Weight / berat**  
 Height / tinggi: **150** cm / **45** kg

**ID's Number / No. KTP** / **Driver's License / No. SIM**  
 ID's Number / No. KTP: **317025100800000** / **A** / **12191807979**

**Civil Status / Status Sipil**  
 Single  / Married  / Divorced  / Widowed

**Nationality / Kebangsaan** / **Religion / Agama** / **Blood type / gdt. darah**  
 Indonesian / Catholic / A

**Current address / alamat sekarang**  
 Cluster Fobara XA No.12, Seiama Siders  
 Tanjung, Batam

EMPLOYMENT APPLICATION FORM  
Formulir Data Personal Pelamar

FR-03-B.2.1.1 Rev. 0

**Name / Nama**  
 No. / No. **Nabila** Final pertama Middle / tengah Last / akhir

**Place and date of birth / tempat dan tanggal lahir**  
 Place / tempat: **Agung** Month / bulan: **05** Date / tanggal: **1998** Year / tahun: **1998**

**Height / tinggi** / **Weight / berat**  
 Height / tinggi: **157** cm / **44** kg

**ID's Number / No. KTP** / **Driver's License / No. SIM**  
 ID's Number / No. KTP: **1219024000000** / **A** / **12191807979**

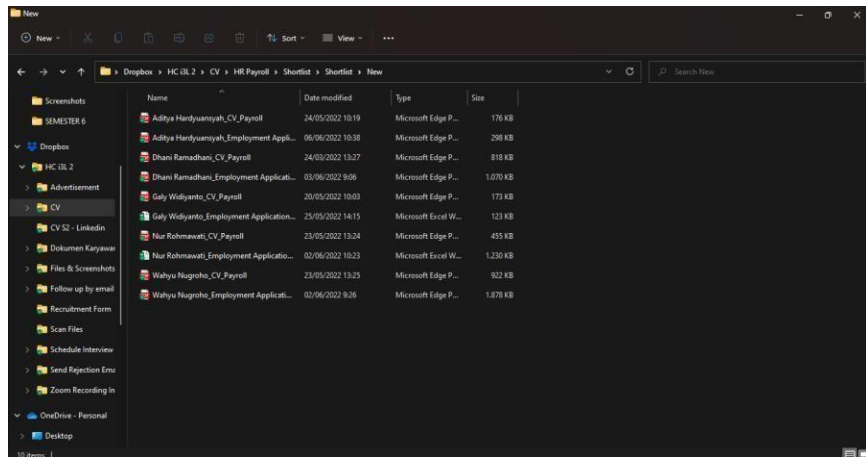
**Civil Status / Status Sipil**  
 Single  / Married  / Divorced  / Widowed

**Nationality / Kebangsaan** / **Religion / Agama** / **Blood type / gdt. darah**  
 Indonesian / Islam / O

**Current address / alamat sekarang**  
 Jl. padukas gang masjid no 15, kelurahan emping, kecamatan bogor selatan, kota bogor 16132

Gambar 3. 11 Employment Application Form Yang Suda Terisi

### Tampilan Employment Application Form dimasukan ke dalam Shortlist Dropbox

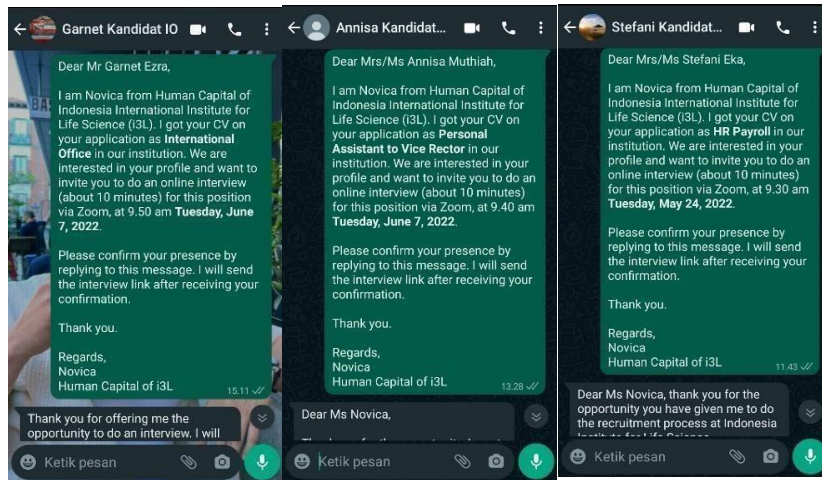


**Gambar 3. 12 Employment Application Form Dimasukan Ke Dalam Dropbox**

#### **4. Mengirimkan Undangan Interview**

Setelah Koordinator Human Capital melakukan pengecekan dan penyaringan terhadap Employment Application Form. Terdapat nama-nama kandidat yang masuk ke tahap selanjutnya yaitu interview. Penulis melakukan pengiriman undangan interview kepada kandidat-kandidat terpilih melalui WhatsApp. Undangan interview yang diberikan sesuai dengan jadwal user/interviewer. Kandidat/pelamar diberi kesempatan untuk bernegosiasi mengenai perubahan

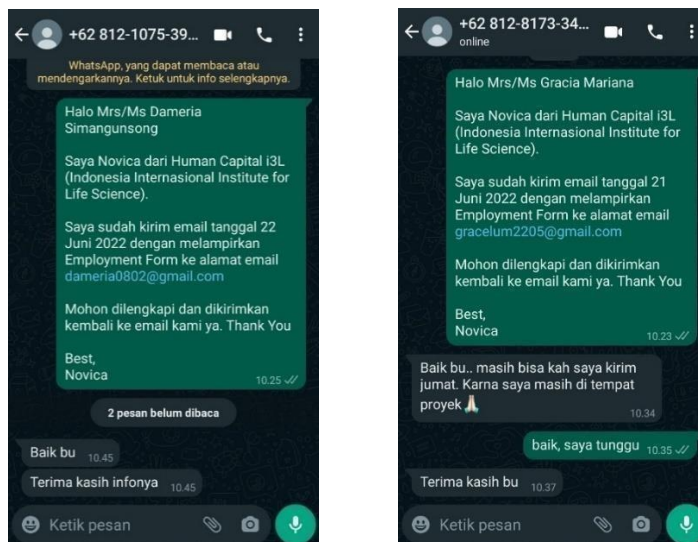
Jadwal (reschedule) jika tidak bisa menghadiri sesuai jadwal undangan interview yang teretara. Namun hal ini dapat dilakukan jika sesuai dengan kesepakatan yang disetujui oleh user/interviewer.



**Gambar 3. 13 Mengirimkan Undangan Interview**

## 5. Menghubungi pelamar untuk mengingatkan mengisi Employment Application Form

Setelah mengirimkan Employment Application Form kepada pelamarmelalui email. Penulis langsung menghubungi pelamar melalui WhatsApp untuk mengingatkan bahwa telah dikirimkan dan wajib mengisi form tersebut.



**Gambar 3. 14 Mengingatkan Pelamar Untuk Mengisi Employment Application Form**

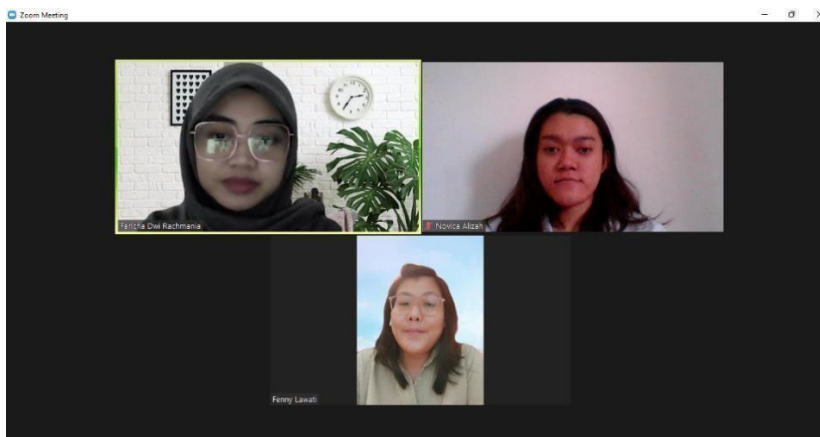
## **6. Melakukan Interview Tahap Pertama**

Tahap interview ini sepenuhnya dilakukan oleh user/interviewer yaitu koordinator Human Capital. Interview dilakukan secara online melalui Zoom. Durasi interview memakan waktu selama 10-30 menit, tergantung posisi jabatan yang dilamar. Penulis diberi kesempatan untuk memahami, melihat, dan menambahkan pertanyaan jika dipersilahkan selama proses interview berjalan. Interview dilakukan menggunakan Bahasa Inggris dari awal sampai akhir.

Berikut pertanyaan umum yang diberikan kepada pelamar pada saat interview, antara lain:

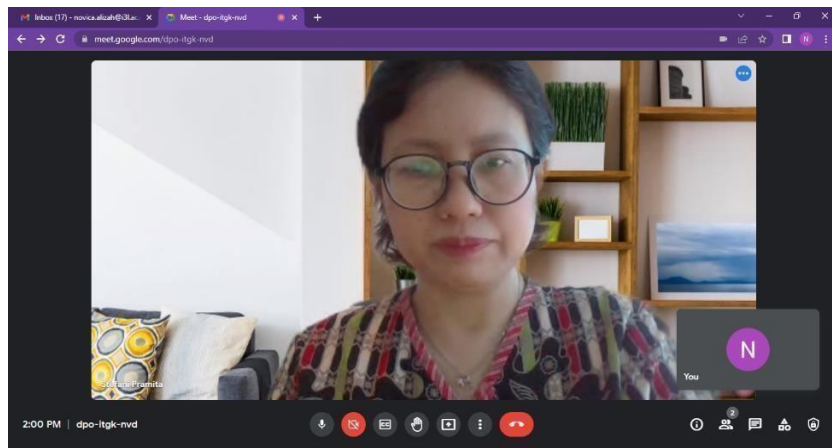
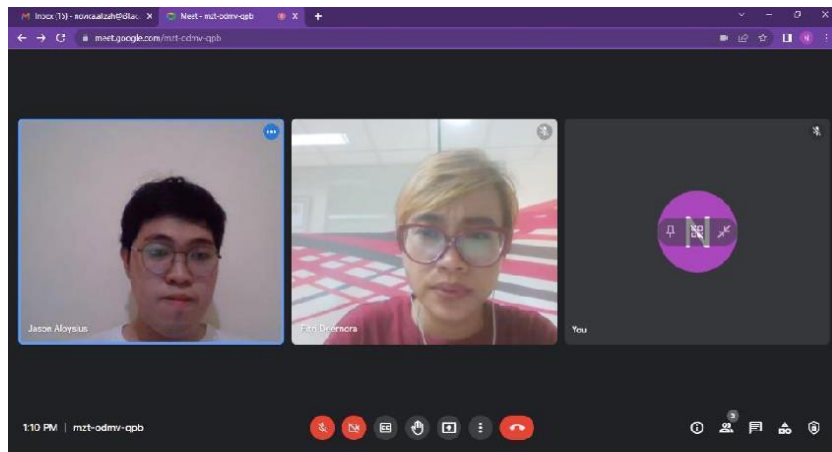
- a. Perkenalkan diri anda
- b. Apa kelebihan dan kelemahan diri anda?
- c. Pengalaman apa saja yang dimiliki anda?
- d. Apa kegiatan atau kesibukan yang sedang dilakukan sekarang?
- e. Mengapa keluar dari pekerjaan sebelumnya?
- f. Apa motivasi anda di posisi tersebut?
- g. Apa yang disukai pelamar pada saat berkerja di tempat sebelumnya?
- h. Apa tantangan terbesar di bidang pekerjaan anda?
- i. Apa yang kamu ketahui tentang tanggung jawab di posisi tersebut?
- j. Apakah bisa menggunakan Microsoft 365 (Microsoft Word, Microsoft Excel, Power Point)?
- k. Microsoft Excel, Power Point)?
- l. Apa ekspektasi anda jika diterima di perusahaan kami?

### **Interview Personal Assistant**



**Gambar 3. 15 Interview Personal Assistant**

## Interview HR Payroll



**Gambar 3. 16 Interview HR Payroll**

## 7. Memasukan Data Pelamar Kedalam Recruitment Selection Monitoring

Setelah tahap interview selesai, kandidat yang tidak terpilih akan dimasukkan oleh penulis kedalam Recruitment Selection Monitoring. Recruitment Selection Monitoring terdapat tahap-tahap sampai mana kandidat tersebut terhenti tidak lanjut ke tahap berikutnya.

Seperti terdapat tahap screening CV, interview 1, dan interview 2. Tidak hanya itu, kandidat yang mengundurkan diri dari awal atau dipertengahan proses rekrutmen juga harus dimasukkan. Semua nama-nama kandidat yang dimasukkan harus diberikan keterangan untuk mengetahui kenapa kandidat/pelamar tidak terpilih.

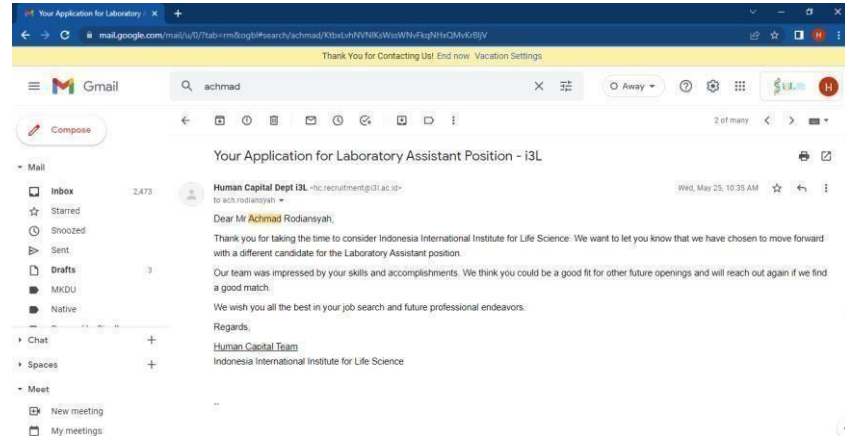
No.	Candidate Cod.	Name	Recruit Source	Phone	Email	Edu Backgrounds	Employment Req. Cod.	Division	Department	Position
518	490	I Putu Hendra	Indeed		hendra.work92@gmail.com				International Office	
519	491	Dhimas Harpalatoga	Jobstreet		dimashargo@gmail.com				Payroll	
520	492	Galy Widlyanto	Jobstreet		galy0114@gmail.com				Payroll	
521	493	Rian Radiaz	Jobstreet		rianradiaz@gmail.com				Payroll	
522	494	Roy Kutter	Jobstreet		roykutter@gmail.com				Payroll	
523	495	Sugiono	Glints		sugiono.hadisantoro@gmail.com				Payroll	
524	496	Yachia Octa	Jobstreet		yachia.veranri@gmail.com				Payroll	
525	497	Yeni Yusra	Jobstreet		yeni87y@gmail.com				Payroll	
526	498	Agatha Melanie	Jobstreet		miss.melaniearmaven@gmail.com				International Office	
527	499	Anjeli Ristiwanoro	Jobstreet		anjelir.ristiwanoro@gmail.com				International Office	
528	500	Milla Konstanti	Jobstreet		miesta.konstanti@gmail.com				International Office	
529	501	Muhammad Fadil	Indeed		maestro22fadil91@gmail.com				International Office	
530	502	Faqih Rahveel	Indeed		justfaqih8inop.hqq@indeedemail.com				International Office	
531	503	Listiana Djohar	Jobstreet		listiana.djohar@gmail.com				International Office	
532	504	Florenca Valentine	Glints		fandirenumaf@gmail.com				International Office	
533	505	Dhani Ramadhani	Jobstreet		bramadhani81@gmail.com				Payroll	
534	506	Nur Kholmahati	Jobstreet		nutrokhmahatifa@yahoo.com				Payroll	
535	507	Wahyu Nugroho	Jobstreet		wahyunugroho090294@gmail.com				Payroll	
536	508	Anissa Muhibah	Indeed		a.muhibah@outlook.com				Personal Assistant	
537	509	Garnet Ezra	Indeed		garnetezra29@go.byuh.edu				International Office	
538	510									

Gambar 3. 17 Recruitment Selection Monitoring



## 8. Mengirimkan Surat Penolakan Lamaran

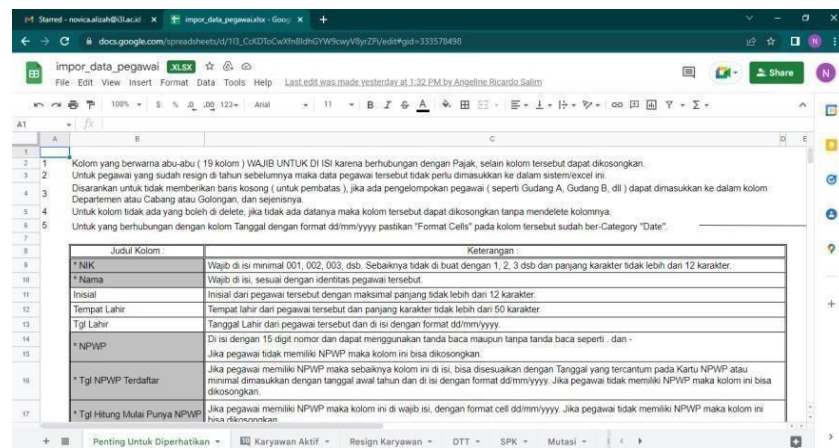
Pelamar yang tidak masuk kualifikasi perusahaan atau tidak terpilih setelah tahap interview, penulis akan mengirimkan surat penolakan lamaran melalui email.



Gambar 3. 18 Mengirimkan Surat Penolakan Lamaran

## 9. Memasukan Data Pelamar Ke Impor Data Pegawai

Sebelum dilakukan penginputan data, ada beberapa yang harus diperhatikan terlebih dahulu agar tidak terjadi kesalahan. Berikut hal penting yang harus diperhatikan. Judul kolom beserta keterangannya.



Gambar 3. 19 Hal Penting Sebelum Mengisi Impor Data Pegawai

Ketika hal tersebut sudah dipahami, penulis dapat melanjutkan proses rekrutmen tersebut. Dimana, setelah tahap interview selesai,

kandidat yang terpilih akan dimasukkan oleh penulis kedalam Impor Data Pegawai. Impor Data Pegawai berisikan data diri karyawan baru sampai selesai masa kontrak kerja, dimana dapat disebut sebagai karyawan aktif.

ID	Nama Pegawai	Jnsel	Tempat Lahir	Tgl Lahir	Tgl Masuk
93	22110172 Fitri Rachana	Pria	LEWODADI	04-May-1995	01/08/2021
94	22110290 Marni Donald Beni	Mario	KUPANG	28-May-1988	01/08/2021
95	22110173 Prilli Arista Fernanda	Prilli	BEKASI	19-Jul-1996	01/08/2021
96	22110174 Isytha Ruthby	Sytha	BOGOR	27-Dec-1995	01/09/2021
97	22110176 Ekaelva Marchelina Lovita Suljono	Ekael	BEKASI	7-Jan-1999	01/11/2021
98	22110177 M. Anusa Pri Mazonia	Anusa	MEDAN	16-Jan-1996	01/11/2021
99	22110091 Etheo Ulung Gondia Kusumo	Ulung	JAKARTA	27-May-1984	01/12/2021
100	22110092 Muhammad Saiful	Saiful	BANDA ACEH	16-May-1986	01/01/2022
101	22110093 Gabriella Gita Febriane	Gita	JAKARTA	25-Feb-1988	01/01/2022
102	22110094 Junaida Azzma	Junida	JAKARTA	18-Jun-1990	01/01/2022
103	22110095 Triessa Febriani Naise	Triessa	LUWUK	23-Feb-1994	01/01/2022
104	22110178 Willem	Willem	JAKARTA	08-Feb-2000	01/03/2022
105	22110179 Iherin Hidayat	Sherin	JAKARTA	23-Aug-1999	01/02/2022
106	22110180 Febbyan Cerina Fredricka	Febbyan	JAKARTA	28-Jan-1996	01/02/2022
107	22110181 Irene Dini Evelyn Simanjuntak	Irene	DIY	30-Dec-1989	01/03/2022
108	22110184 Devana Simaga	Devana	JAKARTA	31-Mar-1991	01/03/2022
109	22110185 Altha Nurkhamawati	Altha	B SR. BENGAWAN	27-Jun-1992	01/04/2022
110	22110186 Nur Imaga	Nur	BENGALIS	13-Mar-1991	01/04/2022
111	22110183 Iva Winah	Iva	JAKARTA	00-Oct-1996	01/04/2022
112	22110187 Elvira Wardah	Elvira	BUNYI TINGGI	13-Feb-1990	01/05/2022
113	22110097 Hanny Anggrami	Hanny	JAKARTA	04-Sep-1978	01/05/2022
114	22110189 Ginevjar Darbasasmita	Ginevjar	MEDAN	12-Jun-1985	01/05/2022
115	22110185 Iva Winah	Iva	JAKARTA	00-Oct-1996	01/04/2022
116	22110187 Elvira Wardah	Elvira	BUNYI TINGGI	13-Feb-1990	01/05/2022
117	22110096 Puspita Setia Pratiwi	Puspita	BEKASI	18-Sep-1987	01/06/2022

Gambar 3. 20 Impor Data Pegawai

## 10. Memasukan Data Karyawan Baru Ke HRIS Office

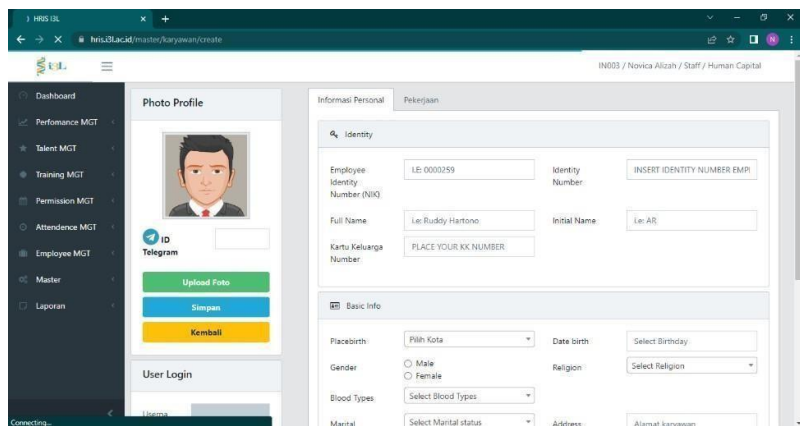
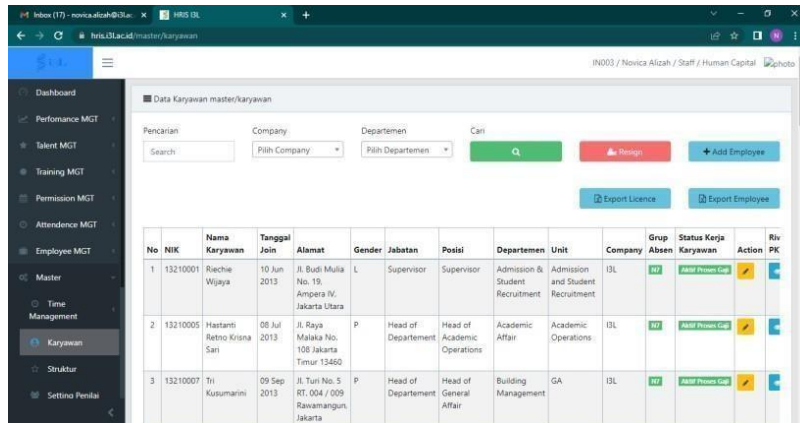
Pada tahap terakhir, penulis memasukan data diri karyawan baru ke HRIS dan mendaftarkan karyawan ke dalam absen perusahaan. Disana penulis mengisi semua dari kolom informasi pribadi sampai kolom pekerjaan.

Informasi pribadi berisikan data diri karyawan seperti nama, nik, tanggal lahir, alamat, email dan sebagainya. Disisi lain, untuk kolom pekerjaan berisikan jabatan, unit, departemen, gaji, absen, dan sebagainya.

Tgl Join	Name	Unit	Jabatan/Posisi
02 Jun 2022	Puspita Setia Pratiwi	Bio Informatics	Faculty
02 Jun 2022	Angeline Ricardo Salm	Human Capital	Staff
13 Jun 2022	James Tommy Rizky T.A.	Accounting, Assets and Taxation	Staff
06 Jun 2022	Ihan Muhammad Salik	Quality Assurance	Staff

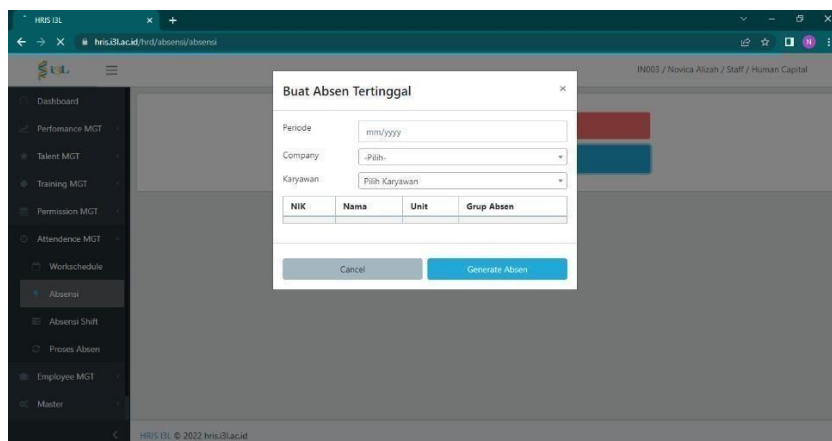
Gambar 3. 21 Dashboard HRIS

Tampilan untuk memasuki data karyawan



**Gambar 3. 22 Memasuki Data Karyawan Ke HRIS**

Tampilan untuk mendaftarkan karyawan ke sistem absen

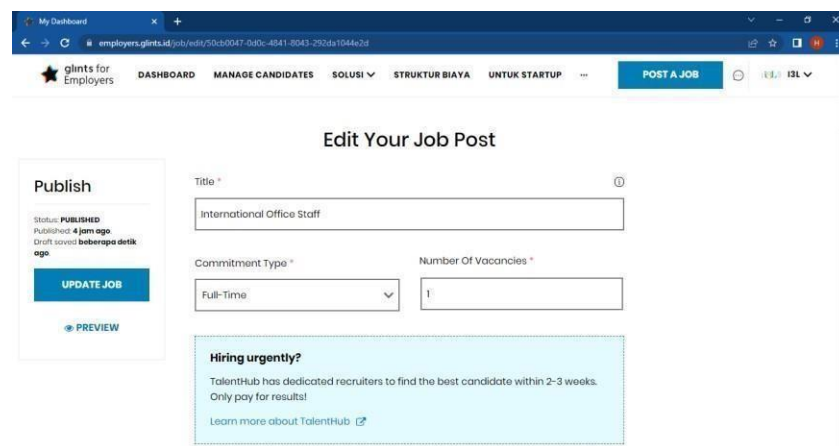


**Gambar 3. 23 Mendaftarkan Karyawan Ke Sistem Absen**

## 11. Mengunggah Job Vacancy di Glints dan Indeed

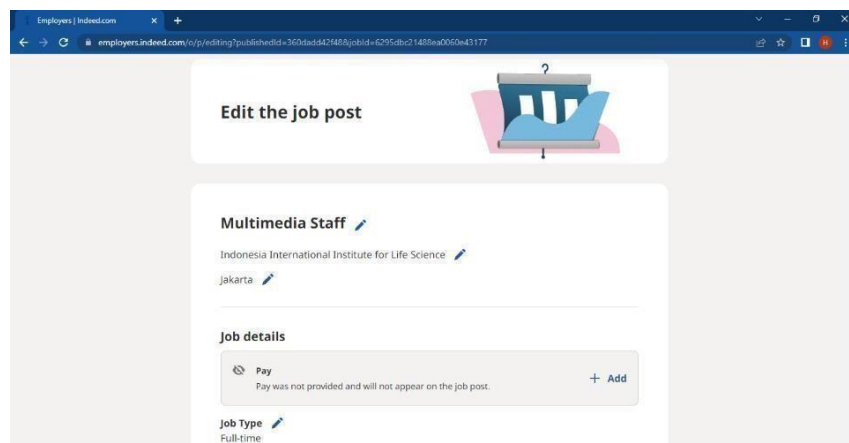
Pada tugas ini, penulis melakukan pengunggahan Job Vacancy di Glints dan Indeed. Ada 2 aktivitas yang dilakukan penulis dalam hal ini, yaitu mengunggah Job Vacancy yang baru maupun mengunggah kembali yang lama. Pengunggahan tersebut berlaku selama satu bulan kedepan. Jika job vacancy tersebut masa berlaku sudah habis dan perusahaan masih belum menemukan calon karyawan yang sesuai kualifikasi, maka akan di unggah kembali job vacancy tersebut.

### Glints



**Gambar 3. 24 Post Job Vacancy Di Glints**

### Indeed



**Gambar 3. 25 Post Job Vacancy Di Indeed**

## 12. Membuat Poster Job Vacancy

Pada tugas ini, penulis membuat poster Job Vacancy sesuai posisi yang ingin dicari. Perusahaan sudah menyediakan template untuk tiap posisi, jadi penulis hanya mendesain kembali poster tersebut di Canva. Poster yang dibuat ada 2 macam, pertama poster berbentuk persegi untuk di unggah ke Instagram Feeds, dan poster berbentuk persegi anjang vertikal untuk di unggah di Instagram Story.

### Faculty



Gambar 3. 26 Poster Food Science & Nutrition Lecturer



Gambar 3. 27 Poster Food Technology Lecturer

**WE ARE HIRING**

**Full Time BIOTECHNOLOGY LECTURER**

Candidates who demonstrate the potential to develop modules, to deliver excellent teaching, and to produce high-quality research publication is highly desirable.

**Requirements:**

- Preferably Doctoral degree (S3) expertise in Bioprocess Engineering or Chemical Engineering with Biotechnology or biology Background
- Having experience in teaching and research, preferably in Higher Education Institution
- Have a passion for teaching and learning
- The overseas graduate are welcome to apply
- **Excellent English communication skill is mandatory.**

Send your updated CV and supporting documents to [hr.recruitment@i3l.ac.id](mailto:hr.recruitment@i3l.ac.id)  
(Subject: Applicant Name, Applied Position)

**Deadline: July 31, 2022**

**WE ARE HIRING**

**Full Time BIOTECHNOLOGY LECTURER**

Candidates who demonstrate the potential to develop modules, to deliver excellent teaching, and to produce high-quality research publication is highly desirable.

**Requirements:**

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Send your updated CV and supporting documents to [hr.recruitment@i3l.ac.id](mailto:hr.recruitment@i3l.ac.id)  
(Subject: Applicant Name, Applied Position)

**Deadline: July 31, 2022**

Pulomas Barat Kav. 88  
Jakarta Timur, 13210, Indonesia

+8221 295 67889  
+8221 295 67888

I3L Official  
@i3l\_official  
i3l\_official

[www.i3l.ac.id](http://www.i3l.ac.id)

Improving the Quality of Life

**Gambar 3. 28 Poster Biotechnology Lecturer**

**WE ARE HIRING**

**Full Time BIOMEDICINE LECTURER**

Candidates who demonstrate the potential to develop modules, to deliver excellent teaching, and to produce high-quality research publication is highly desirable.

**Requirements:**

- Doctoral degree in Medical Science, Biomedicine, Biology, Biochemistry, Molecular biology, Genetics, Microbiology, Immunology, or related areas
- 1 year of experience in teaching and research, preferably in Higher Education Institution
- Have a passion for teaching and learning
- The overseas graduate would be preferable
- **Excellent English communication skill is mandatory.**

Send your updated CV and supporting documents to [hr.recruitment@i3l.ac.id](mailto:hr.recruitment@i3l.ac.id)  
(Subject: Applicant Name, Applied Position)

**Deadline: June 30, 2022**

**WE ARE HIRING**

**Full Time BIOMEDICINE LECTURER**

Candidates who demonstrate the potential to develop modules, to deliver excellent teaching, and to produce high-quality research publication is highly desirable.

**Requirements:**

- Doctoral degree in Medical Science, Biomedicine, Biology, Biochemistry, Molecular biology, Genetics, Microbiology, Immunology, or related areas
- 1 year of experience in teaching and research, preferably in Higher Education Institution
- Have a passion for teaching and learning
- **The overseas graduate would be preferable**
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(Subject: Applicant Name, Applied Position)

**Deadline: June 30, 2022**

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+8221 295 67888

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i3l\_official

[www.i3l.ac.id](http://www.i3l.ac.id)

Improving the Quality of Life

**Gambar 3. 29 Poster Biomedicine Lecturer**

**WE ARE HIRING**

The Indonesia International Institute for Life Science (I3L) is a premium life sciences higher education institution located in Jakarta, Indonesia.

We are open for a position of:

**FULL TIME  
PHARMACY LECTURER**

**Requirements:**

- Doctoral degree in Food Technology, Food Science and Technology, Food Processing, Food Engineering, or related areas
- The overseas graduate would be preferable
- Having experience in teaching/learning and research, preferably in Higher Education Institution
- Have a passion for teaching and research
- **Excellent English communication skill is mandatory**

Send your updated CV and supporting documents to [hr.recruitment@i3l.ac.id](mailto:hr.recruitment@i3l.ac.id)  
(Subject: Applicant Name, Applied Position)

**Deadline: June 30, 2022**

Pulomas Barat Kav. 55 • +6221 295 07850 • I3L Office  
Jakarta Timur, 13213, Indonesia • +6221 295 07898 • HR Office • [www.i3l.ac.id](http://www.i3l.ac.id)

Improving the Quality of Life

Gambar 3. 30 Poster Pharmacy Lecturer

Office

**WE ARE HIRING  
MULTIMEDIA STAFF**

**Requirements:**

- Candidate must possess at least Bachelor's Degree in Art/Design/Creative Multimedia or equivalent
- Preferably Staff (non-management & non-supervisor)
- Good communication skills and Teamwork
- Outstanding in Design, Video, and Editing skills are a must
- Proficient in video editing software: After Effects / Adobe Audition / Adobe Premiere Pro.
- Skilled in Photoshop and Adobe Illustrator
- Fluent in English
- Willing to be placed in Pulomas, East Jakarta

Send your updated CV and supporting documents to [hr.recruitment@i3l.ac.id](mailto:hr.recruitment@i3l.ac.id)  
(Subject: Applicant Name, Applied Position)

**Deadline : June 30, 2022**

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Jakarta Timur, 13213, Indonesia • +6221 295 07898 • HR Office • [www.i3l.ac.id](http://www.i3l.ac.id)

Gambar 3. 32 Poster Multimedia Staff

**WE ARE HIRING  
LABORATORY ASSISTANT**

**JOB DESCRIPTION**

- Help to support the daily operations of >200 sqm of laboratory facilities
- Help Faculty members in preparing the practical courses, research projects, and other events
- Provide support in giving instructions in practical classes for students (under the relevant area of expertise)

**QUALIFICATIONS**

- Earn a Bachelor or Master (preferable) degree in Microbiology or Biology
- Having experience in similar role for at least one year
- Proficiency in laboratory safety standard protocol
- Excellent English communication skill is mandatory

If you meet the requirements, please send your CV to [hr.recruitment@i3l.ac.id](mailto:hr.recruitment@i3l.ac.id)  
Subject : Applicant Name, Applied Position

Visit <http://i3l.ac.id/job-vacancies> for more information

**Deadline: May 8, 2022**

Pulomas Barat Kav. 55 • +6221 295 07850 • I3L Office  
Jakarta Timur, 13213, Indonesia • +6221 295 07898 • HR Office • [www.i3l.ac.id](http://www.i3l.ac.id)

Gambar 3. 31 Poster Laboratory Assistant

**WE ARE HIRING**

## ACCOUNTING, ASSET, AND TAX SENIOR OFFICER

**Requirements:**

- Minimal Education S1 / Bachelor of Accounting
- No more than 35 years old
- Having experience for min. 2 years in the field of Accounting and Tax
- In-depth knowledge of tax and accounting, as well as create the report properly
- Understand the AR flow from invoices, tax invoices, returns notes, and reports on sales of accounts receivable, up to the payment process
- Proficient in Ms. Excel and accounting software such as Accurate
- Preferably have taken the Brevet A & B tax course
- Understand the flow of AP from the exchange of invoices to debt reports and purchase of return notes.
- Familiar with e-SPT and perform all tax compliance
- Experienced in making E-Invoice.
- Strong analytical, good problem solving, able to work effectively and efficiently independently as well as working in teams
- Having a good command of English would be an advantage
- Placement in Pulomas, East Jakarta

Send your updated CV and supporting documents to [hc.recruitment@i3l.ac.id](mailto:hc.recruitment@i3l.ac.id)  
(Subject: Applicant Name\_Applied Position)

**Deadline : May 31, 2022**

Pulomas Barat Kav. 03 | +6221 295 67899 | i3l\_Official | hc.recruitment@i3l.ac.id  
 Jakarta Timur, 13122, Indonesia | +6221 295 67898 | i3l\_Official | www.i3l.ac.id/job-vacancies

**WE ARE HIRING**

## ACCOUNTING, ASSET, AND TAX SENIOR OFFICER

**Requirements:**

- Minimal Education S1/Bachelor of Accounting
- No more than 35 years old
- Having experience form min. 2 years in the field of Accounting and Tax
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- Familiar with e-SPT and perform all tax compliance
- Experienced in making E-Invoice
- Strong analytical, good problem solving, able to work effectively and efficiently independently as well as working in teams
- Having a good command of English would be an advantage
- Placement in Pulomas, East Jakarta

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(Subject: Applicant Name\_Applied Position)

**Deadline : May 31, 2022**

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 Jakarta Timur, 13122, Indonesia | +6221 295 67898 | i3l\_Official | www.i3l.ac.id/job-vacancies

**Gambar 3. 33 Poster Accounting, Asset, and Tax**

**WE ARE HIRING**

## PERSONAL ASSISTANT TO RECTOR

**REQUIREMENTS:**

- Minimum Bachelor degree, any major may apply.
- Excellent both oral and written English is mandatory (equivalent to IELTS 7.0), an overseas graduate will be preferable.**
- Ability to establish priorities, multi-task, and work within tight timelines.
- Proficient in computer technology, especially Microsoft Office app.
- Strong communication, customer service, and social skills.
- Able to keep discretion and confidentiality.
- Proven experience working as a personal assistant is preferable.

If you meet the requirements, please send your CV to [hc.recruitment@i3l.ac.id](mailto:hc.recruitment@i3l.ac.id)  
Subject : Applicant Name\_Applied Position

Visit <http://i3l.ac.id/job-vacancies> for more information

**Deadline: June 30, 2022**

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 Jakarta Timur, 13122, Indonesia | +6221 295 67898 | i3l\_Official | www.i3l.ac.id

**WE ARE HIRING**

## PERSONAL ASSISTANT TO RECTOR

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- Proficient in computer technology, especially Microsoft Office app.
- Strong communication, customer service, and social skills.
- Able to keep discretion and confidentiality.
- Proven experience working as a personal assistant is preferable.

Send your updated CV and supporting documents to [hc.recruitment@i3l.ac.id](mailto:hc.recruitment@i3l.ac.id)  
(Subject: Applicant Name\_Applied Position)

**Deadline: June 30, 2022**

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 Jakarta Timur, 13122, Indonesia | +6221 295 67898 | i3l\_Official | www.i3l.ac.id

**Gambar 3. 34 Poster Personal Assistant To Rector**



**WE ARE HIRING**

**PERSONAL ASSISTANT TO VICE-RECTOR ACADEMIC AFFAIR**

**REQUIREMENTS:**

- Minimum Bachelor degree, any major may apply.
- Excellent both oral and written English is mandatory (equivalent to IELTS 7.0), an overseas graduate will be preferable.
- Ability to establish priorities, multi-task, and work within tight timelines.
- Proficient in computer technology, especially Microsoft Office app.
- Strong communication, customer service, and social skills.
- Able to keep discretion and confidentiality.
- Proven experience working as a personal assistant is preferable.

If you meet the requirements, please send your CV to [hr.recruitment@i3l.ac.id](mailto:hr.recruitment@i3l.ac.id)  
 Subject: Applicant Name\_Applied Position  
 Visit <http://i3l.ac.id/job-vacancies> for more information

Deadline: June 30, 2022

Pulomas Barat Kav. 88  
 Jakarta Timur, 13220, Indonesia  
 +6221 293 67889  
 +6221 293 67888  
 i3l OFFICE  
 HR OFFICE  
 www.i3l.ac.id

**PERSONAL ASSISTANT TO VICE-RECTOR ACADEMIC AFFAIRS**

**Requirements:**

- Minimum Bachelor degree, any major may apply.
- Excellent both oral and written English is mandatory (equivalent to IELTS 7.0), an overseas graduate will be preferable.
- Ability to establish priorities, multi-task, and work within tight timelines.
- Proficient in computer technology, especially Microsoft Office app.
- Strong communication, customer service, and social skills.
- Able to keep discretion and confidentiality.
- Proven experience working as a personal assistant is preferable.

Send your updated CV and supporting documents to [hr.recruitment@i3l.ac.id](mailto:hr.recruitment@i3l.ac.id)  
 Subject: Applicant Name\_Applied Position

Deadline: June 30, 2022

Pulomas Barat Kav. 88  
 Jakarta Timur, 13220, Indonesia  
 +6221 293 67889  
 +6221 293 67888  
 i3l OFFICE  
 HR OFFICE  
 www.i3l.ac.id

Gambar 3. 35 Poster Personal Assistant To Vice Rector

**WE ARE HIRING**

**INTERNATIONAL OFFICE STAFF**

**Requirements:**

- Bachelor or Master (preferable) degree in International Relation, Education, Business, Psychology, or related areas.
- 2 years of experience in project management (preferably in education) or similar roles.
- Highly organized.
- Good leadership skills.
- Able to work both individually and in a team.
- Excellent English communication skills are mandatory.
- The overseas graduate would be preferable.

Send your updated CV and supporting documents to [hr.recruitment@i3l.ac.id](mailto:hr.recruitment@i3l.ac.id)  
 (Subject: Applicant Name\_Applied Position)

Deadline: June 17, 2022

Pulomas Barat Kav. 88  
 Jakarta Timur, 13220, Indonesia  
 +6221 293 67889  
 +6221 293 67888  
 i3l OFFICE  
 HR OFFICE  
 www.i3l.ac.id

**WE ARE HIRING**

The Indonesia International Institute for Life Sciences (I3L) is a premium life sciences higher education institution located in Jakarta, Indonesia.

We are open for a position of:

**INTERNATIONAL OFFICE STAFF**

**Requirements:**

- Bachelor or Master (preferable) degree in International Relation, Education, Business, Psychology, or related areas.
- 2 years of experience in project management (preferably in education) or similar roles.
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- Excellent English communication skills are mandatory.
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 (Subject: Applicant Name\_Applied Position)  
 Visit <http://i3l.ac.id/job-vacancies> for more information

Deadline: June 17, 2022

Pulomas Barat Kav. 88  
 Jakarta Timur, 13220, Indonesia  
 +6221 293 67889  
 +6221 293 67888  
 i3l OFFICE  
 HR OFFICE  
 www.i3l.ac.id

Innovating the Quality of Life

Gambar 3. 36 Poster International Office Staff

**WE ARE HIRING**

**HR PAYROLL**

**Requirements:**

- Candidate must possess at least Bachelor's Degree in related areas.
- At least 2 (two) years of working experience in Payroll Calculation is required for this position.
- Advance in the end-to-end Payroll and Tax (Pph21) calculation, BPJS Ketenagakerjaan, & BPJS Kesehatan, Compensation & Benefits, Incentive Systems, HR Analytic, and other (related systems).
- Required Skills: Microsoft Office with advanced skill in Data Processing using Excell and Payroll System.
- Familiar with HRIS.
- Well-organized and able to multitask in other operational Human Capital Functions.
- Having a good command of English is mandatory.
- Placement in Pulomas, East Jakarta.

Send your updated CV and supporting documents to [hr.recruitment@i3l.ac.id](mailto:hr.recruitment@i3l.ac.id)  
 (Subject: Applicant Name\_Applied Position)

Deadline: June 30, 2022

Pulomas Barat Kav. 88  
 Jakarta Timur, 13220, Indonesia  
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 i3l OFFICE  
 HR OFFICE  
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- Familiar with HRIS.
- Well-organized and able to multitask in other operational Human Capital Functions.
- Having a good command of English is mandatory.
- Placement in Pulomas, East Jakarta

Send your updated CV and supporting documents to [hr.recruitment@i3l.ac.id](mailto:hr.recruitment@i3l.ac.id)  
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Deadline: June 30, 2022

Pulomas Barat Kav. 88  
 Jakarta Timur, 13220, Indonesia  
 +6221 293 67889  
 +6221 293 67888  
 i3l OFFICE  
 HR OFFICE  
 www.i3l.ac.id

Gambar 3. 37 Poster HR Payroll

**WE ARE HIRING**  
**HR DEPUTY HEAD**

**Requirements:**

- Preferably Master's Degree in Psychology, Law, Management, or related major may apply (**overseas or international university graduates are preferable**).
- Having strong experience in Human Resources Management, preferably experienced in Education Institutions.
- Candidates who understand the end-to-end process of Recruitment and Psychological Test, Payroll and Comben, Performance Management, Training and Development, Employee and Industrial Relation are highly desirable.
- Detail-oriented in Administration and Quality management
- Having experience with handling expatriates.
- Excellent communication skills, interpersonal skills, ethics, and well organized
- **Excellent in English both spoken and written is mandatory**
- Advanced knowledge of Ms. Office and Human Resource Information System
- Placement Pulomas, East Jakarta

Send your updated CV and supporting documents to [hc.recruitment@i3l.ac.id](mailto:hc.recruitment@i3l.ac.id)  
(Subject: Applicant Name\_Applied Position)

Pulomas Barat Kav. 03  
Jakarta Timur, 13133, Indonesia | +6221 295 87999 | +6221 295 87998 | +6221 295 87999 | +6221 295 87998 | [hc.recruitment@i3l.ac.id](mailto:hc.recruitment@i3l.ac.id) | [www.i3l.ac.id](http://www.i3l.ac.id) | [www.i3l.ac.id/job-vacancies](http://www.i3l.ac.id/job-vacancies)

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**HR DEPUTY HEAD**

**Requirements:**

- Preferably Master's Degree in Psychology, Law, Management, or related major may apply (**overseas or international university graduates are preferable**).
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- Excellent communication skills, interpersonal skills, ethics, and well organized
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Gambar 3. 38 Poster HR Deputy Head

**WE ARE HIRING**

**QUALITY ASSURANCE DEPUTY HEAD**

**Requirements:**

- Preferably possess an (**overseas graduate**) master's degree in Industrial Engineering, Information Technology, Statistics, Accounting, or a relevant major.
- Required language(s): **English, excellent in both oral and written**
- At least 2 years of working experience in the related field is required for this position
- Having experience in handling accreditation in university-level is preferably
- Willing to be placed in East Jakarta office placement.

Send your updated CV and supporting documents to [hc.recruitment@i3l.ac.id](mailto:hc.recruitment@i3l.ac.id)  
(Subject: Applicant Name\_Applied Position)

**Deadline: June 30, 2022**

Pulomas Barat Kav. 03  
Jakarta Timur, 13133, Indonesia | +6221 295 87999 | +6221 295 87998 | +6221 295 87999 | +6221 295 87998 | [hc.recruitment@i3l.ac.id](mailto:hc.recruitment@i3l.ac.id) | [www.i3l.ac.id](http://www.i3l.ac.id) | [www.i3l.ac.id/job-vacancies](http://www.i3l.ac.id/job-vacancies)

**WE ARE HIRING**

**QUALITY ASSURANCE DEPUTY HEAD**

**Requirements:**

- Preferably possess an (**overseas graduate**) master's degree in Industrial Engineering, Information Technology, Statistics, Accounting, or a relevant major.
- Required language(s): **English, excellent in both oral and written**
- At least 2 years of working experience in the related field is required for this position
- Having experience in handling accreditation in university-level is preferably
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(Subject: Applicant Name\_Applied Position)

**Deadline: June 30, 2022**

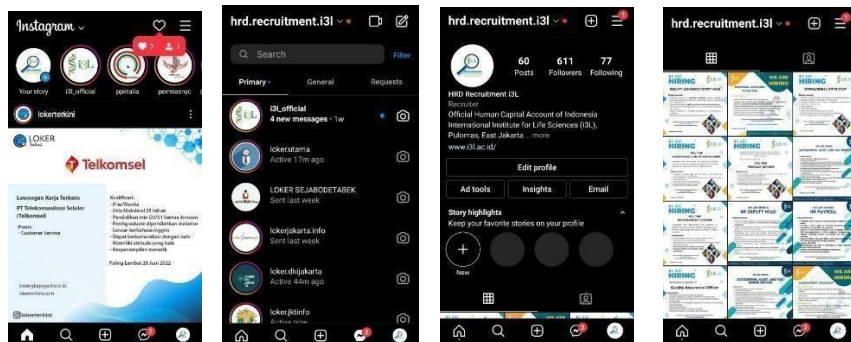
Pulomas Barat Kav. 03  
Jakarta Timur, 13133, Indonesia | +6221 295 87999 | +6221 295 87998 | +6221 295 87999 | +6221 295 87998 | [hc.recruitment@i3l.ac.id](mailto:hc.recruitment@i3l.ac.id) | [www.i3l.ac.id](http://www.i3l.ac.id) | [www.i3l.ac.id/job-vacancies](http://www.i3l.ac.id/job-vacancies)

Gambar 3. 39 Poster Quality Assurance Deputy Head

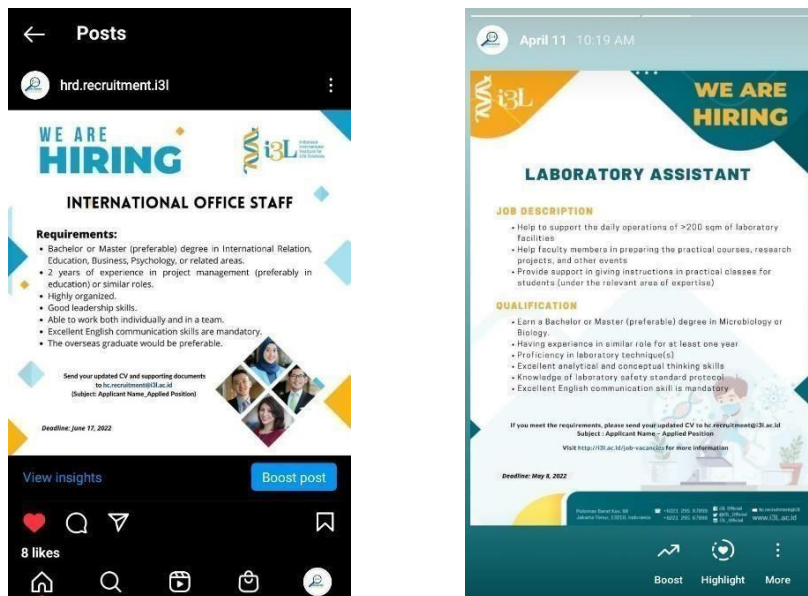
### 13. Mengurus Instagram HC Recruitment

Penulis diberikan tanggung jawab untuk mengurus Instagram HC Recruitment. Seperti menjawab pertanyaan-pertanyaan yang diberikan melalui komen feeds maupun direct message.

Selain itu, penulis melakukan pengunggahan poster ke Instagram HC i3L. Ada 2 tipe dalam mengunggah poster Job Vacancy, yaitu Instagram Feeds dan Instagram Story.



Gambar 3. 40 Instagram HC Recruitment i3L



Gambar 3. 41 Post Poster Di Feeds Dan Story Instagram

### 3.3 Kendala Yang Ditemukan

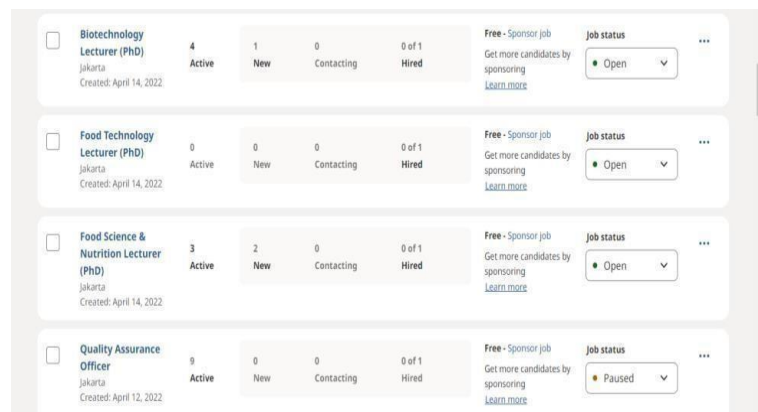
Pada saat praktik kerja magang penulis merasakan kendala yang dialami selama melaksanakan praktik kerja magang di Indonesia International Institute for Life Sciences.

#### 1. Kendala Dalam Proses Rekrutmen

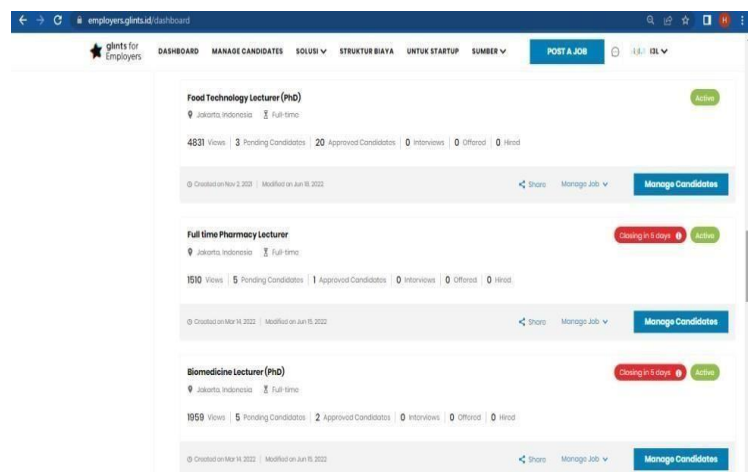
##### a. Tahap Screening CV

Pada tahap ini, penulis menemukan kendala mengenai kurangnya pelamar yang mendaftar. Ditambah dengan kualifikasi perusahaan yang tinggi, namun SDM tidak memumpuni. Maka untuk mencari kandidat yang diinginkan sedikit sulit dan membutuhkan waktu yang cukup lama.

Posisi yang dimaksud paling susah dicari yaitu dosen karena memiliki kualifikasi yang tinggi.



Gambar 3. 42 Kendala Screening CV Di Indeed



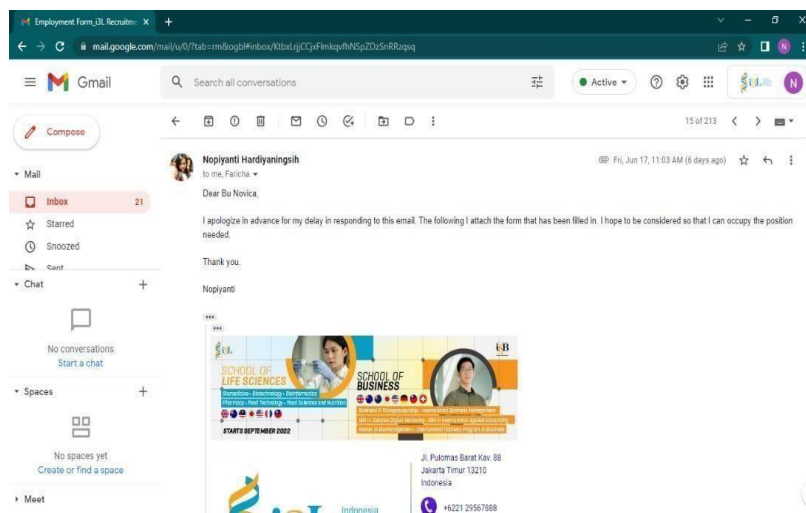
Gambar 3. 43 Kendala Screening CV Di Glints

b. Tahap Menghubungi Kandidat/Pelamar

Kendala yang ditemukan pada tahap ini, yaitu masih banyak kandidat/pelamar yang sulit dihubungi. Mulai dari email, maupun nomor WhatsApp yang tertera di CV. Untuk email penulis mengirimkan form atau data diri yang harus diisi oleh pelamar.

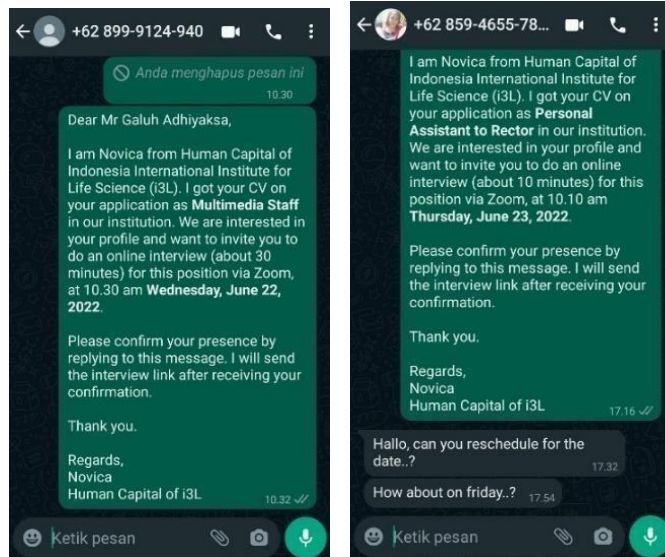
Namun, masih ada yang tidak membalas email dan telat mengirimkan kembali data diri yang sudah ditentukan batas pengumpulannya.

Telat Mengirimkan Kembali Employment Application Form



**Gambar 3. 44** Telat Mengirimkan Employment Application Form

Untuk nomor telepon, penulis menemukan kendala seperti nomor yang diberikan tidak terdaftar dalam WhatsApp, jadi sulit untuk menghubungi dalam waktu cepat. Disisi lain, ketika diberikan undangan interview melalui WhatsApp, terdapat kandidat yang slow response, tidak menjawab dan meminta perubahan jadwal. Sedangkan perubahan jadwal sangat memakan banyak waktu untuk mencari jadwal yang tepat bagi kedua belah pihak user atau interviewer dengan pelamar.



Tidak Menjawab

Meminta Reschedule



Slow Respon

Gambar 3. 45 Kendala Saat Menghubungi Pelamar

c. Tahap Interview

Pada tahap ini, penulis menemukan kendala seperti pada hari H-Interview kandidat yang telah dijadwalkan untuk interview menghilang dan tidak memberi kabar kepada penulis. Tidak hanya itu, dikarenakan interview yang dilakukan online melalui Zoom. Terdapat kendala koneksi jaringan internet yang membuat kandidat telat masuk zoom, dan juga proses interview menjadi kurang efektif karena keterbatasan jaringan internet.



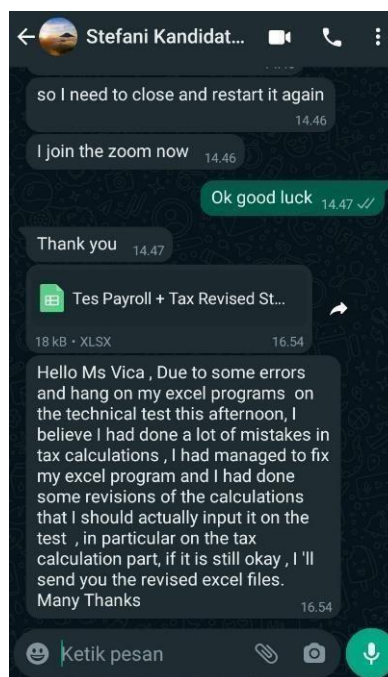
Menghilang di hari interview



Kendala di jaringan internet

**Gambar 3. 46 Kendala Pada Saat Interview**

Selain itu, pada saat proses interview berjalan terdapat beberapa kandidat yang tidak bisa berbahasa Inggris jadi user/interviewer sulit untuk berkomunikasi. Di proses interview, untuk posisi akuntansi, dan payroll. Kandidat harus melakukan tes soal sesuai posisi masing-masing. Disana masih banyak kandidat yang mengumpulkan hasil tes telat dan meminta penambahan waktu. Padahal dari pihak perusahaan sudah memberikan peraturan dengan waktu yang harus ditepati pada saat mengerjakan tes.

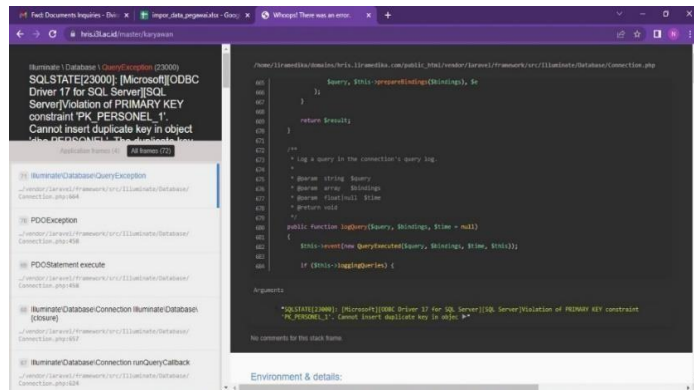


**Gambar 3. 47 Telat Mengumpulkan Tes**

d. Tahap HRIS

Penulis menemukan kendala pada tahap HRIS, yaitu server sistem perusahaan sering terjadi error. Jadi ketika penulis menginput data diri karyawan baru harus menghubungi orang IT terlebih dahulu jika server mengalami kesalahan atau error.





Gambar 3. 49 Kendala HRIS

## 2. Kendala Lain

Penulis diberikan tugas utama oleh pembimbing lapangan, dimana sudah dijelaskan diatas. Namun, terkadang masih diberikan tugas oleh pegawai lain diluar tugas utama penulis. Jadi penulis mengalami kebingungan ketika kedua tugas tersebut diberikan dalam satu waktu.

### 3.4 Solusi Atas Kendala Yang Ditemukan

Untuk solusi pada kendala rekrutmen, penulis melakukan diskusi terhadap pembimbing lapangan yaitu koordinator human capital. Diskusi dilakukan setiap penulis mengalami masalah. Pembimbing memberikan saran, memberitahu bagaimana cara mengatasi masalah-masalah tersebut, dan juga membantu untuk menyelesaikan.

Tidak hanya itu, penulis juga diberikan pembelajaran yang baik untuk selalu menjadi seseorang yang selalu meningkatkan kualitas berkerja dan mengembangkan kreativitas diri. Seperti, ketika sulit untuk mendapatkan kandidat, disanalah pembimbing menguji kreativitas penulis untuk membuat suatu poster iklan **job vacancy** yang lebih menarik dan mencari platform-platform yang tepat agar iklan tersebut dilihat banyak orang.

Untuk solusi kendala yang ditemukan, ketika diberikan tugas oleh pegawai lain dan kedua tugas tersebut diberikan dalam satu waktu. Penulis mencoba berdiskusi kepada pembimbing lapangan. Pembimbing menyarankan untuk menyelesaikan tugas utama terlebih dahulu, kemudian baru diperbolehkan menyelesaikan tugas yang lainnya.