

## **PROSES REKRUTMEN DAN SELEKSI KARYAWAN PADA PT. GAMA MULTI USAHA MANDIRI**

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### **Abstrak**

Penelitian ini bertujuan untuk mengetahui bagaimana proses rekrutmen dan seleksi karyawan pada PT. Gama Multi Usaha Mandiri. Lokasi penelitian di Bulaksumur H5, Sleman, Daerah Istimewa Yogyakarta. Metode yang digunakan dalam penulisan ini adalah metode kualitatif deskriptif, yaitu metode yang sifatnya menguraikan, menggambarkan, membandingkan, suatu data dan keadaan serta menerangkan suatu keadaan sedemikian rupa sehingga dapat ditarik kesimpulan. Hasil dari penelitian ini sebagai berikut: 1. Rekrutmen dilakukan tidak tentu, adapun cara rekrutmen melalui media sosial dan radio. Proses rekrutmen PT. Gama Multi Usaha Mandiri dilakukan mulai dari menentukan tema, menentukan timeline, menentukan kualifikasi, dan publikasi. 2. Tahap seleksi PT. Gama Multi Usaha Mandiri meliputi seleksi administrasi, wawancara dilakukan oleh pihak HRD, tes psikologi, uji kompetensi, pemeriksanaan referensi, wawancara kedua dilakukan oleh dewan direksi. Kemudian keputusan penerimaan diinformasikan kepada pelamar. Serta, penerbitan surat perjanjian kerja yang ditandatangani oleh karyawan dan direktur.

**Kata Kunci:** *Rekrutmen, Seleksi, PT. Gama Multi Usaha Mandiri*

**THE EMPLOYEE RECRUITMENT AND SELECTION PROCESS AT PT.  
GAMA MULTI USAHA MANDIRI**

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***Abstract***

*This study aims to determine the employee recruitment and selection process at PT. Gama Multi Usaha Mandiri. The research location was in Bulaksumur H5, Sleman, Special Region of Yogyakarta. The method used in this research was a descriptive qualitative approach. A descriptive qualitative approach was used to describe, illustrate, compare data, and explain a situation before concluding. The results of this study showed that: 1. Recruitment was carried out indefinitely during the method of recruitment through social media and radio. The recruitment process of PT. Gama Multi Usaha Mandiri was carried out, starting from determining the theme, timeline, qualifications, and publications. 2. The selection phases of PT. Gama Multi Usaha Mandiri includes administration, first interviews conducted by the HRD, psychological tests, competency tests, reference checks, and the second interview conducted by the board of directors. The admission decision was informed to the applicant. Finally, the issuance of a work agreement signed by employees and directors.*

**Keywords:** Recruitment, Selection, PT. Gama Multi Usaha Mandiri