

INTISARI

Flight Operation Officer (FOO) merupakan personel yang memiliki otoritas penerbangan untuk mempersiapkan kebutuhan penerbangan, merencanakan penerbangan, dan melaksanakan penerbangan yang aman; nyaman; serta tepat waktu. Saat ini keberadaan *Flight Operation Officer* sebagai petugas operasional penerbangan masih belum diketahui banyak orang.

Tujuan penulisan Tugas Akhir ini untuk mengetahui pentingnya dilakukan rekrutmen karyawan *Flight Operation Officer* dan mengetahui bagaimana proses rekrutmen karyawan *Flight Operation Officer* di PT NAM Air. Metode penulisan penelitian ini menggunakan metode penulisan deskriptif. Teknik pengumpulan data yang dilakukan adalah melalui observasi, wawancara, dan studi pustaka.

Hasil dari penelitian menunjukkan bahwa kegiatan rekrutmen *Flight Operation Officer* di PT NAM Air dapat bersumber dari internal maupun eksternal. Proses rekrutmen *Flight Operation Officer* PT NAM Air sudah mempunyai prosedur yang baik. Prosedur yang dilakukan dalam kegiatan rekrutmen di PT NAM Air seperti persiapan untuk penambahan karyawan baru, seleksi calon karyawan, penerimaan kerja, orientasi pendidikan dan pelatihan karyawan, serta penempatan karyawan.

Kata Kunci : Proses, Rekrutmen, Karyawan *Flight Operation Officer*, PT NAM Air

ABSTRACT

Flight Operation Officer (FOO) is a person with flight authority to prepare for flight needs, plan flights, and carry out safe flights; comfortable; and timely. Currently the existence of Flight Operation Officer as flight operational officer is still not known to many people.

The purpose of this Final Assignment to know the importance of recruitment of employees Flight Operation Officer and find out how the recruitment process of Flight Operation Officer employees at PT NAM Air. The method of writing this research using descriptive writing method. Data collection techniques are done through observation, interviews, and literature study.

The result of the research shows that the activity of Flight Operation Officer recruitment at PT NAM Air can be sourced from internal and external. The recruitment process of Flight Operation Officer of PT NAM Air already has a good procedure. The procedures undertaken in the recruitment activities at PT NAM Air such as preparation for the addition of new employees, selection of candidates, job acceptance, education orientation and employee training, and employee placement.

Keywords: Process, Recruitment, Employee Flight Operation Officer, PT NAM Air