

INTISARI

Tugas Akhir ini bertujuan untuk mengetahui Peran *Human Resources Department* di Hotel Horison Yogyakarta serta bagaimanakah proses rekrutmen yang selama ini dilakukan.

Metode penelitian ini menggunakan deskriptif kualitatif yaitu dengan menggunakan pengamatan langsung, wawancara, dokumentasi dan penelitian kepustakaan sebagai pengumpulan data.

Hasil dari penelitian yang telah dilakukan bahwa peran *human resources department* di Hotel Horison Yogyakarta dalam melakukan proses rekrutmen sumber daya manusia sudah berjalan baik sesuai dengan standar dan ketentuan yang berlaku. Proses rekrutmen terjadi ketika terjadi kekosongan tenaga kerja atau tambahan tenaga kerja pada suatu departemen di hotel. Proses rekrutmen sumber daya manusia terbagi menjadi dua kategori, pertama untuk karyawan kedua untuk *on the job training*/magang. Kendala yang dialami Hotel Horison Yogyakarta dalam proses rekrutmen karyawan adalah belum adanya bahan untuk tes tertulis sehingga tahap tes tertulis tidak terlaksana, sedangkan kendala dalam proses rekrutmen *on the job training*/magang belum terdapat aturan baku sehingga memakai prosedur rekrutmen untuk karyawan dan dimodifikasi dengan adanya MoU sebagai tanda kesepakatan antara pihak sekolah/universitas dengan Hotel Horison Yogyakarta.

Kata kunci: peran, *human resources department*, proses, rekrutmen, Hotel Horison Yogyakarta

ABSTRACT

This graduating paper aims to find out the role of Human Resources Department at Hotel Horison Yogyakarta and how the recruitment process that has been done.

This research method used is descriptive qualitative that is by using direct observation, interview, and research of library as whole data.

The result of research has been done that the role of human resources department at Horison Hotel Yogyakarta in doing the recruitment process of human resources has been running well in accordance with the applicable standards and regulations. The recruitment process occurs when there is a job vacancy or additional labor in a department at the hotel. Human resource recruitment process is divided into two categories, first for second employee for on the job training/internship. Constraints experienced by Hotel Horison Yogyakarta in the process of recruitment of employees is the absence of materials for written tests so that the written test stage is not executed, while the constraints in the process of recruitment on the job training/internship have no standard rules so use recruitment procedures for employees and modified by the MoU for a sign of agreement between the school/university with Hotel Horison Yogyakarta

Keywords: role, human resources department, process, recruitment, Hotel Horison Yogyakarta.