

ABSTRAK

PT. MITSUBA INDONESIA merupakan perusahaan yang bergerak di industri otomotif yang sangat memperhatikan produk yang diproduksi. Oleh karena itu, dibutuhkan sumber daya manusia yang berkualitas. Departemen Pusat Pelatihan (*Training Center Department*) adalah departemen yang bertanggung jawab atas proses rekrutmen calon karyawan. Tugas Akhir ini akan menjelaskan profil PT. MITSUBA INDONESIA dan peran penting serta fungsi *Training Center Department* dalam proses rekrutmen calon karyawan. Metode penelitian yang dilakukan penulis adalah studi lapangan dengan melakukan pengamatan dan wawancara dengan beberapa staf di *Training Center Department* dan membaca arsip perusahaan. Data tersebut diambil saat penulis menjadi partisipan langsung melalui program magang yang dilaksanakan pada tanggal 6 Januari 2020 hingga 28 Februari 2020 di PT. MITSUBA INDONESIA. Selain itu penulis juga menghimpun artikel seperti jurnal dari internet sebagai studi pustaka. Data yang telah dikumpulkan disajikan secara rinci dalam deskripsi menggunakan Bahasa Inggris dengan gambar atau foto sebagai penjelas kegiatan. Berdasarkan data yang terkumpul, proses rekrutmen dibagi menjadi 4 tahap, yaitu tes psikologi, wawancara, tes *Ginooshiken* dan MCU (*Medical Check Up*). Berdasarkan analisa penulis dapat disimpulkan bahwa peran *Training Center Department* dalam proses rekrutmen sangatlah penting dalam menjaring sumber daya manusia yang berkualitas dan berpotensi. *Training Center Department* berfungsi sebagai pusat pengembangan sumber daya manusia dan menjaring sumber daya manusia yang berkualitas dengan proses rekrutmen. Proses rekrutmen sudah dilakukan dengan baik oleh *trainer* dari *Training Center Department*, namun masih ada beberapa hal yang perlu ditingkatkan di antaranya adalah penambahan *trainer* dalam proses rekrutmen.

Kata kunci: Training Center Department, Proses Rekrutmen, PT. MITSUBA INDONESIA

ABSTRACT

PT. MITSUBA INDONESIA is a company engaged in the automotive industry which is very concerned about the products produced. Therefore, quality human resources are needed. The Training Center Department is the department responsible for recruiting prospective employees. In this graduating paper the writer will explain the profile of PT. MITSUBA INDONESIA, the role, and function of the Training Center Department in the process of recruiting prospective employees. The research method conducted by the writer is a field study by conducting observations and interviews with the staff in the Training Center Department and reading company archives. The presented data were taken by the writer by being a direct participant through an internship program carried out from January 6, 2020 to February 28, 2020 at PT. MITSUBA INDONESIA. Besides, the writer also compiles some articles such as journals from the internet as literature studies. The data that has been collected is presented in detail in the description using English with pictures or photographs to explain the activities. Based on the data collected, the recruitment process is divided into 4 stages such as psychological tests, interviews, Ginooshiken tests, and MCU (Medical Check-Up). Based on the writer's analysis, it can be concluded that the role of the Training Center Department in the recruitment process is very important in encompassing qualified and potential human resources. The recruitment process has been done well by trainers from the Training Center Department, but there are still several things that need to be improved including the addition of trainers in the recruitment process.

Keywords: Training Center Department, Recruitment Process, PT. MITSUBA INDONESIA