

INTISARI

Recruitment merupakan proses seseorang untuk masuk ke sebuah perusahaan, komunitas, ataupun organisasi dengan tujuan menjadi bagian dari perusahaan, komunitas, ataupun organisasi tersebut. Salah satu perusahaan yang mengadakan *recruitment* adalah The Alana Hotel and Convention Center Yogyakarta. Hotel yang merupakan salah satu unsur pariwisata berupa akomodasi membutuhkan pekerja untuk menjalankan industri tersebut. Tidak hanya karyawan akan tetapi juga ada *trainee* yang perlu mengikuti proses *recruitment* di The Alana Hotel and Convention Center Yogyakarta. Pada masa pandemi *Covid-19* saat ini proses *recruitment* di The Alana Hotel and Convention Center Yogyakarta tetap mengikuti protokol kesehatan. Penelitian ini dilakukan dengan metode kualitatif dengan cara pengambilan data berupa observasi pasrtisipatif, studi pustaka, wawancara, dan dokumentasi. Hasil dari penelitian ini ditemukan bahwa The Alana Hotel and Convention Center Yogyakarta dalam proses *recruitment trainee* menggunakan 3 tahap yakni *sourcing process*, *selection process*, dan *user process*. Perbedaan proses *recruitment trainee* dari sebelum dan selama pandemi *Covid-19* terletak pada tiap-tiap tahap yakni pada tahap *sourcing process* terdapat perbedaan pada cara pengumpulan berkas. Pada tahap *selection process* perbedaannya terletak pada proses *interview*. Sedangkan pada tahap *user process* terletak pada pemenuhan berkas setelah diterima yakni *trainee* diwajibkan membawa bukti bebas corona/*rapid test*.

Kata Kunci : *recruitment, trainee, Covid-19, protokol kesehatan, The Alana Hotel and Convention Center Yogyakarta*

ABSTRACT

Recruitment defined as a process for someone to apply a company, community, or organization with the aim of becoming part of the company, community, or organization. One of the companies that held the recruitment annually was The Alana Hotel and Convention Center Yogyakarta. Hotels, which are an element of tourism in the form of accommodation, need employees to run the industry. Not only employees but also trainees who need to follow the recruitment process at The Alana Hotel and Convention Center Yogyakarta. During the current Covid-19 pandemic, the recruitment process at The Alana Hotel and Convention Center Yogyakarta continues to follow health protocols. This research was conducted using a qualitative method by collecting data in the form of participatory observation, literature study, interviews, and documentation. The results show that the recruitment process at Alana Hotel and Convention Center Yogyakarta uses 3 stages, namely the sourcing process, selection process, and user process. Furthermore, there is transformation in the trainee recruitment process from before and during the Covid-19 pandemic lies in each stage, at the sourcing process stage there are changes in the way the files are collected. At the selection process stage, the difference lies in the interview process. Meanwhile, at the user process stage trainees are required to bring proof of being free of corona/rapid tests.

Keywords: *recruitment, trainee, Covid-19, health protocol, The Alana Hotel and Convention Center Yogyakarta*