

ABSTRAK

Penulisan Laporan Akhir ini bertujuan untuk mendeskripsikan tentang Prosedur Rekrutmen Karyawan di Hotel Aston Banyuwangi. Data kualitatif dan kuantitatif yang didapatkan dari hotel Aston Banyuwangi selama proses observasi partisipan dengan kegiatan on the job training merupakan dasar acuan untuk memperkuat deskripsi hasil Laporan Akhir ini. Teknik analisa data dalam Laporan Akhir ini menggunakan teknis Analisis Deskriptif. Kesimpulan laporan akhir ini dapat dijelaskan bahwa Prosedur rekrutmen karyawan di Hotel Aston Banyuwangi meliputi: Prosedur rekrutmen di Hotel Aston Banyuwangi dalam penerimaan Karyawan terdiri dari tiga tahap yaitu: Persiapan Rekrutmen: Menentukan kebutuhan tenaga kerja; Perencanaan Karyawan sesuai dengan kondisi tingkat anggaran keuangan; Proses Rekrutmen: Pengumuman tentang lowongan pekerjaan di Hotel Aston Banyuwangi; Pemeriksaan dokumen lamaran pekerjaan; Seleksi ; Pasca Rekrutmen : Keputusan penerimaan calon karyawan Hotel Aston Banyuwangi; Penempatan kerja.

Kata Kunci : Prosedur, Rekrutmen, Karyawan, Hotel Aston Banyuwangi



ABSTRACT

The purpose of writing this final report is to describe the Employee Recruitment Procedure at Hotel Aston Banyuwangi. Qualitative and quantitative data obtained from the Aston Banyuwangi hotel during the participant observation process with on the job training activities are the basis of reference to strengthen the description of the results of this Final Report. The data analysis technique in this final report uses descriptive analysis technique. The conclusion of this final report can be explained that the employee recruitment procedure at Hotel Aston Banyuwangi includes: The recruitment procedure at Aston Banyuwangi Hotel in employee recruitment consists of three stages, namely: Recruitment Preparation: Determining workforce needs; Employee Planning in accordance with the conditions of the financial budget level; Recruitment Process: Announcement of job vacancies at Aston Banyuwangi Hotel; Examination of job application documents; Selection ; Post-Recruitment: Decision to accept prospective employees of Aston Banyuwangi Hotel; Work placement.

Keywords: *Procedure, Recruitment, Employees, Hotel Aston Banyuwangi*

