

Prepared by: Head of HRD	EMPLOYEE RECRUITMENT	Date : 1 March 2020
Checked by: COO		Revision : 02
Approved by: QA / MR	Doc. No.:sop-hrd/er/01/ikb/03/2020/00	Page : 01 of 03

COVER STANDARD OPERATING PROCEDURE

1. Tujuan:

Objectives:

Menjelaskan langkah-langkah yang harus diambil ketika melakukan perekrutan karyawan.

2. Ruang Lingkup:

Scope:

HRD
Head of HRD
Head / Manager of Dept.

3. Tanggung Jawab:

Responsibilities:

Head / Manager of Dept.: Membuat permohonan penambahan karyawan.
Head of HRD : Menjalankan proses penyaringan karyawan baru.

4. Referensi:

Reference:

Buku panduan Personalia.

5. Definisi:

Definition:

-



Approved by :

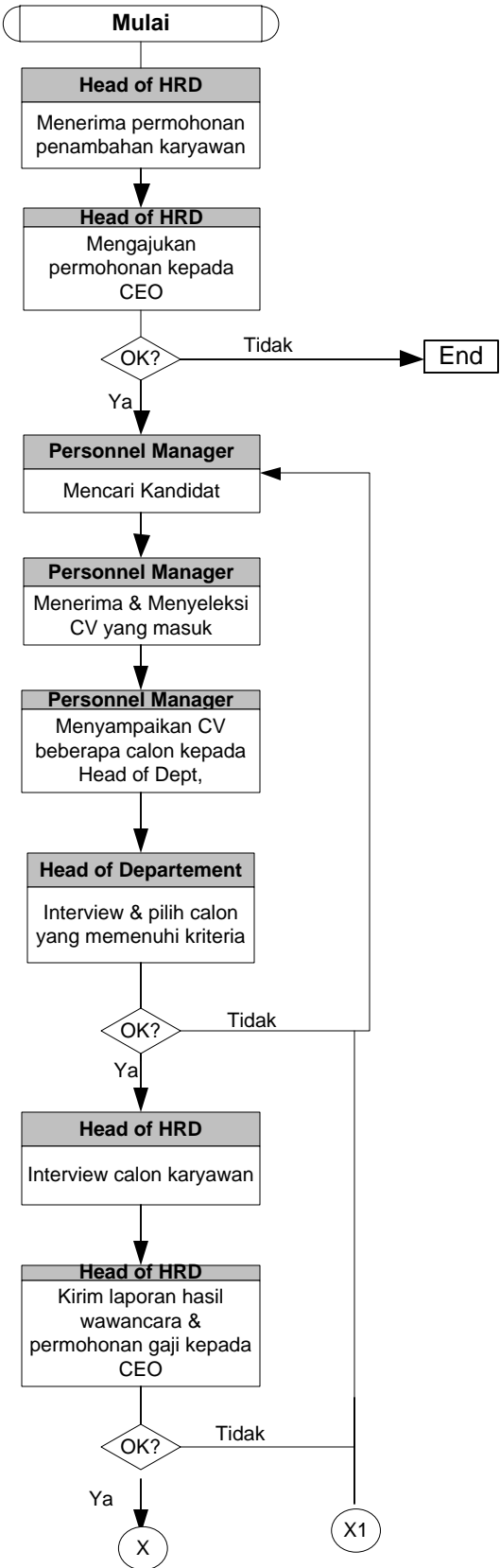
Head of HRD

QA /MR

Document Control

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STANDARD OPERATING PROCEDURE



Dokumen	Referensi
Employee Requisition Form	Menerima formulir permohonan karyawan yang telah diisi oleh Head of Department yang bersangkutan dan melakukan klasifikasi.
Staff Requisition Form & Intercom	
User Interview Form	Jika tidak disetujui oleh CEO, HRD akan menyampaikan kepada pemohon / Head Dept. terkait. HRD mencari jalan keluar atau alternatif seperti rotasi dan lain-lain.
HR Interview Form	



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