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Implementation of SOP for Recruitment and Selection of New Employees at PT. Antasari Semesta to Increase Company Effectiveness

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Abstract

Antasari Semesta is a company engaged in expeditions that focuses on shipping goods to various destinations according to the sender's request. The company is located at the talks. Tering, Commercial Center Building, JL., Orchid Garden Complex. Based on the results of an interview with PT. Antasari Semesta, the company does not yet have SOPs to recruit the right employees. Thus, the author will design and update a new employee recruitment system that is more accurate and meets the criteria set by PT. Antasari Semesta. In carrying out this practical work, the author uses several methods, including conducting interviews, observations and documentation. The results of this recruitment and selection SOP intervention also have a positive impact on PT. Antasari Semesta shows that this recruitment and selection SOP can improve performance and develop the company through more qualified human resources.

Keywords: *Recruitment, Selection, SOP*

Introduction

Recruitment of human resources (HR) is one of the most important aspects in a company's business processes. The HR or employee

recruitment process has a significant impact on the realization of a company's mission and vision. The haphazard employee recruitment process can result in poor company performance. This may be caused by employee competency that is below standard or errors in employee placement. Therefore, most of the companies conduct selection tests based on the criteria set by the company and hire them. The selection process is carried out to prevent companies from recruiting employees who are below the established standards. Based on the selection results, the company can identify prospective employees who meet its criteria. Apart from that, the selection results can attract potential employees who can work optimally.

PT. Antasari Semesta is a company operating in the expedition sector which focuses on sending goods to various destinations according to the sender's request. This company is located in Kec. Batam City, Batam City, Riau Islands 29444, Tlk. Tering, Commercial Center Building, JL. Batam Center Parkway, Orchid Park Complex. PT. Antasari Semesta has 11 employees who are positioned according to their respective duties. Examples of companies that have used PT. Antasari Semesta namely Indonesian Ice Tea, Mixue, PT. Asia Prima International, and other large PTs.

Based on the results of interviews with PT. Antasari Semesta, the company still does not have an SOP for recruiting the right employees. PT. Antasari Semesta still lacks expedition admin employees whose role is to manage a company properly. It can be said that the expedition admin's role is to manage goods such as procurement, storage and maintenance. As a result, all departments in the company become inefficient. In addition, companies work based on unclear and standardized guidelines, thereby reducing work efficiency. For example, employees who are positioned in the admin sector still lack mastery of the program. The employee is still not careful in calculating stock and inputting data which will later be entered into the program.

An admin plays an important role, especially in the field of expedition service companies, because it is related to reporting the entry and exit of goods, the delivery process, and receiving complaints or complaints from consumers. Therefore, an expedition admin must be careful in carrying out his work so that there are no problems regarding the process of sending goods to the recipient.

From research conducted by the author, the company PT. Antasari Semesta carries out the recruitment process by looking for people who are not working and just need a job. This is the wrong way to recruit the right employees because they do not meet the criteria required by the company so that all parts of the company run ineffectively. Based on this explanation,

it can be concluded that the problems faced by PT. Antasari Semesta is a recruitment and selection process that is still not running properly, so the company should be able to select prospective employees who can work in accordance with the competencies and responsibilities of the job itself.

So that the company PT. Antasari Semesta has neat recruitment SOPs and can manage the recruitment process well, so the author will design and update a new employee recruitment system that is more accurate and meets the criteria set by the PT Antasari Semesta company. SOP certainly brings many benefits to the company. SOP has the advantage of being a reference document for procedures and processes for resolving work problems as well as solutions to reduce the occurrence of various problems within the company (Margaretha *et al.*, 2021). This SOP will play a very important role in explaining job duties to all employees at the PT Antasari Semesta company. Because employees already know and understand the work procedures they must carry out when working at the company. SOPs also help companies to increase production efficiency (Wiraya & Haryati, 2022).

Before selection, applicants must complete the required documentation in accordance with PT Antasari Semesta policy. Human Resources Department PT. Antasari Semesta will then evaluate the applicant's record and invite prospective employees who meet the minimum registration requirements for an interview with the head of the relevant department for the purpose of selecting prospective employees. After the selection process is complete, prospective candidates who pass the exam will receive an invitation and are required to undergo a medical examination.

If the recruitment process is done correctly, the selection process will be a safer way to get quality employees. This is because the selection process is a very important part of the overall HR management process. It could be said that whether or not employees meet the needs of an organization depends on whether the selection process is mature or not. The selection process consists of various specific steps to determine which applicants are accepted and which are rejected. The selection process begins when the application is received and ends with a decision to accept or reject the application.

By involving a recruitment and selection process, PT. Antasari Semesta can ensure the existence of employees who have the competence and suitability required to carry out their duties effectively and efficiently. Employees who have certain talents can make a positive contribution to achieving company goals. Through effective recruitment and selection, companies can successfully recruit and retain a team of quality employees.

Based on the problems faced by PT. Antasari Semesta, the author has discussed the design of Standard Operating Procedures (SOP) that will be implemented. Approval from PT. Antasari Semesta has been obtained, allowing the author to continue implementing the draft SOP for recruitment and selection at the company.

Methods

There are several techniques for collecting data at PT. Antasari Semesta, namely:

1. Interview

In the framework of this research, the researcher collected data, information and descriptions related to the research topic. This research uses free guided interview techniques, where the questions asked are not only guiding but can also be deepened or developed further depending on the situation and conditions in the field.

2. Observation

The author will observe the performance of employees at PT. Antasari Semesta whether the employee works according to the SOP that has been determined or not.

3. Documentation

In this documentation approach, researchers collect information from institutional data records and compile it into a report according to the required needs. This type of documentation includes pictures, information regarding company activities, and data related to activities that occurred during the Practical Work period.

Result and Discussion

Designing Activity Outputs

Previously, there were no official Standard Operating Procedure (SOP) guidelines for the recruitment system, especially at the recruitment stage. The recruitment process begins with job analysis and planning workforce needs, searching for job vacancies, reviewing job descriptions and specifications required by the company, attracting potential employees, and identifying qualified applicants. From the results of the analysis carried out, the steps in the recruitment process in a company usually involve compiling information related to job descriptions and specifications, determining the method of acquiring prospective employees, carrying out recruitment, and finally processing applications from job applicants. Based

on this information, it appears that there is no formal stage in the employee recruitment system at PT. Antasari Semesta.




The author conducted interviews and observation interactions to investigate the problems being faced by PT. Antasari Semesta. This visit aims to better understand the difficulties faced by PT. Antasari Universe. Based on the results of visits and interviews, as well as the data obtained, the author will carry out an analysis and develop a strategy to start the process of designing Standard Operating Procedures (SOP) at PT. Antasari Semesta, with the hope of being able to overcome existing problems. This action was taken with the aim of updating the company's SOP to make it more effective and efficient, with the hope of improving the company's work results.

So that the company PT. Antasari Semesta has neat recruitment SOPs and can manage the recruitment process well, so the author will design and update a new employee recruitment system that is more accurate and meets the criteria set by the PT. Antasari Semesta. This SOP will play a very important role in explaining job duties to all employees at the PT. Antasari Semesta. Because employees already know and understand the work procedures they must carry out when working at the company. SOPs also help companies to increase production efficiency. The research results have been approved by the company leadership to be applied in employee work processes.

Before selection, applicants must complete the required documentation in accordance with PT. Antasari Semesta. Human Resources Department PT. Antasari Semesta will then evaluate the applicant's record and invite prospective employees who meet the minimum registration requirements for an interview with the head of the relevant department for the purpose of selecting prospective employees. After the selection process is complete, prospective candidates who pass the exam will receive an invitation and are required to undergo a medical examination.




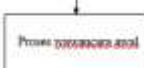




Output Implementation Process

Tabel 1. New Employee Recruitment SOP Table

<p>PT. Antasari Semesta</p> 	<p>STANDAR OPERASIONAL PROSEDUR REKRUTMEN KARYAWAN BARU</p>	<p>Halaman 1 dari 1 Nama: SOP Tanggal berlaku: 06-Dec-23</p>
<p>Prepared by</p>	<p>Checked by</p>	<p>Approved by</p>
<p>Date: 06-12-23</p>	<p>Date: 06-12-23</p>	<p>Date: 06-12-23</p>
<p>Name:</p>	<p>Name:</p>	<p>Name:</p>
<p>Job Title:</p>	<p>Job Title:</p>	<p>Job Title:</p>
<p>Alur Kerja</p>	<p>Pemanggang Jabat</p>	<p>Keterangan</p>
	<p>Manager</p>	<p>Memastikan pemantauan karyawan baru oleh pemanggang (supervisor) divisi atau bidang perkecualan.</p>
	<p>HR</p>	<p>Tm HRD perubahan akan memastikan akan tersebut dan melaporkan kepada Diriktas atau Kepala Departemen terkait.</p> <p>Jika Diriktas/Kepala Departemen tidak membolehkan maka akan memberikan informasi kepada pemanggang (supervisor) yang bersangkutan.</p> <p>HRD melakukan pencarian karyawan potensial melalui surat lamaran yang sudah diterima di kantor. Jika tidak ada calon yang memenuhi kualifikasi, HRD akan membuat pengumuman lowongan pekerjaan.</p> <p>Memastikan pengumuman atau lowongan kerja di berbagai media.</p> <p>Proses wawancara pertama dilakukan untuk menyeleksi calon karyawan yang memiliki kualifikasi yang ditetapkan oleh perusahaan.</p>

Sumber: Penulis (2023)

Tabel 2. New Employee Selection SOP Table

PT. Antanari Sementa 	STANDAR OPERASIONAL PROSEDUR SELEKSI KARYAWAN BARU	Halaman 1 dari 1 Nomor: SOP Tanggal berlaku: 06. Dec. 23
Prepared by	Checked by	Approved by
Date: 06.12.23	Date: 06.12.23	Date: 06.12.23
Name:	Name:	Name:
Job Title:	Job Title:	Job Title:
Ara Kerja	Berkas/No. Urut	Keterangan
	Manajemen	Selesai berkas selesai berdasarkan kriteria
	HR	Memanggil calon karyawan yang telah lolos seleksi administratif
	HR	Melakukan wawancara awal dengan calon karyawan
	Karyawan	Di tahap ini, fokus pada pemeriksaan kesehatan fisik, pemeriksaan kesehatan, meredakan
		proses atau terdapat: <ul style="list-style-type: none"> a) Tidak memenuhi kriteria atau tidak b) Bebas dan prosedur kerja yang dapat menyebabkan kerugian perusahaan c) Bersih dari pengaruh narkoba d) Tidak yang terlibat dalam proses seleksi
	HR	apabila calon karyawan tersebut memenuhi kriteria, maka dapat melanjutkan ke proses wawancara. Setelah diterima atau ditolak, maka dapat dilakukan tes kesehatan dan lainnya.
	HR	Bantu karyawan untuk melakukan on the job training sebelum melakukan pekerjaan
		

Sumber: Berovic (2023)

Conditions After Implementation

The development of intervention designs to improve recruitment and selection SOPs has been running smoothly. The preparation of this SOP is also in line with the literature review that outlines this strategy. A careful and comprehensive recruitment and selection process has a very important role in attracting prospective candidates who best suit the company's needs in their respective fields. This contribution helps PT. Antasari Semesta in formulating effective recruitment and selection SOPs in the context of Corporate Recruitment. Candidates who have competence and suitability to the demands of their respective jobs. The results of this intervention to improve recruitment and selection SOPs also created a positive impact for PT. Antasari Semesta, shows that implementing recruitment and selection SOPs can improve company performance and enrich human resources with superior talents.

Conclusions

The level of success of the programs.

So that the company PT. Antasari Semesta has neat recruitment SOPs and can manage the recruitment process well, so the author will design and update a new employee recruitment system that is more accurate and meets the criteria set by the PT Antasari Semesta company. SOP certainly brings many benefits to the company. SOP has the advantage of being a reference document for procedures and processes for resolving work problems as well as solutions to reduce the occurrence of various problems within the company

The impact and benefit program.

In this practical work, the author will provide input to the owner of the PT. Antasari Semesta to implement SOPs for recruiting new employees so that the work process becomes simpler and easier for PT. Antasari Semesta workers or employees to understand. That way workers can carry out the work they have to do.

Recommendation for further program.

So that the company PT. Antasari Semesta has neat recruitment SOP and can manage the recruitment process well, so the author designed and updated a new employee recruitment system that is more accurate and meets the criteria set by the PT. Antasari Semesta company. This SOP will play a very important role in explaining job duties to all employees at the PT. Antasari Semesta company.

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