

**ANALYSIS OF EMPLOYEE RECRUITMENT AND SELECTION
PROCESSES AT JEMURSARI SURABAYA ISLAMIC HOSPITAL
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ABSTRACT

Recruitment and selection is the most important part in the formation of human resources, recruitment is one of the activities of human resource management after carrying out the human resource planning function to search for prospective employees who will occupy positions. Selection is the stage that determines whether or not a person is accepted and then appointed to a certain position according to their field of expertise. The purpose of this paper is to study the recruitment and selection process of prospective employees at RSI Surabaya Jemursari. This research method I was a qualitative method in the form of primary data and secondary data. The results of this study found that the method of employee recruitment process at RSI Surabaya Jemursari for its own recruitment from SPO, based on the results of interviews identified variables related to recruitment consisted of basic sources of withdrawal, recruitment sources, and employee withdrawal methods. While the selection identified related to selection consists of selection of application letters, filling in application blanks, reference checks, preliminary interviews, acceptance tests, psychological tests, medical tests, final interviews, and deciding whether to accept or reject. The conclusion of the recruitment process of RSI Surabaya Jemursari is in accordance with the recruitment methods both internal and external, and the selection process is in accordance with the variables that have been set at RSI Surabaya Jemursari.

Keywords: Human Resource, Recruitmet, Selection

**ANALISIS PROSES REKRUTMEN DAN SELEKSI KARYAWAN DI
RUMAH SAKIT ISLAM SURABAYA JEMURSARI**

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ABSTRAK

Rekrutmen dan seleksi merupakan bagian terpenting dalam pembentukan sumber daya manusia, rekrutmen merupakan salah satu aktivitas manajemen sumber daya manusia setelah melakukan fungsi perencanaan sumber daya manusia untuk melakukan pencarian calon karyawan yang akan menduduki jabatan. Seleksi adalah tahap yang menentukan diterima tidaknya seseorang dan kemudian diangkat pada posisi tertentu sesuai bidang keahliannya. Tujuan dari penulisan ini adalah untuk mempelajari proses rekrutmen dan seleksi calon karyawan di RSI Surabaya Jemursari. Metode penelitian ini adalah metode kualitatif berupa data primer dan data sekunder. Hasil dari penelitian ini didapatkan bahwa metode proses rekrutmen karyawan di RSI Surabaya Jemursari untuk rekrutmennya sendiri dari SPO, berdasarkan hasil wawancara variabel yang diidentifikasi terkait rekrutmen terdiri dari dasar sumber penarikan, sumber rekrutmen, dan metode penarikan karyawan. Sedangkan seleksi yang diidentifikasi terkait seleksi terdiri dari seleksi surat lamaran, pengisian blanko lamaran, pemeriksaan referensi, wawancara pendahuluan, tes penerimaan, tes psikologi, tes kesehatan, wawancara akhir, dan memutuskan diterima atau ditolak. Kesimpulan dari proses rekrutmen RSI Surabaya Jemursari telah sesuai dengan metode rekrutmen baik internal maupun eksternal, dan proses seleksi telah sesuai dengan variabel yang telah ditetapkan di RSI Surabaya Jemursari.

Kata kunci : Sumber Daya Manusia, Rekrutmen, Seleksi