

## ABSTRAK

### AUDIT OPERASIONAL ATAS FUNGSI REKRUTMEN DAN SELEKSI KARYAWAN

(Studi Kasus di Ray Digital)

Tujuan penelitian ini yaitu untuk mengetahui hasil audit operasional atas fungsi rekrutmen dan seleksi karyawan. Penelitian dilakukan di Ray Digital. Berdasarkan penilaian tersebut, peneliti sebagai auditor memberikan perbaikan berupa rekomendasi agar tujuan perusahaan dapat tercapai.

Pengumpulan data dilakukan dengan teknik observasi, wawancara, pengisian *checklist*, dan dokumentasi. Teknik analisis data yang digunakan dalam penelitian ini adalah deskriptif kualitatif dengan berdasarkan tahapan prosedur audit operasional atas fungsi rekrutmen dan seleksi karyawan. Tahapan tersebut berupa survei pendahuluan, *review* sistem pengendalian manajemen, pengujian terinci, dan pembuatan laporan.

Hasil audit operasional menunjukkan bahwa secara keseluruhan fungsi rekrutmen dan seleksi karyawan masih ada beberapa temuan dan kendala yang perlu untuk diperbaiki. Terdapat beberapa rekomendasi perbaikan yaitu, perusahaan sebaiknya memiliki *Standard Operating Procedure* (SOP) secara tertulis mengenai fungsi rekrutmen dan seleksi karyawan, sebaiknya rekrutmen diadakan secara terbuka, kualifikasi pada info lowongan pekerjaan disusun secara spesifik dan jelas, evaluasi pada media publikasi dilakukan secara berkala, membuat struktur organisasi yang jelas, membuat *job description* pada setiap bagian, membuat perjanjian kontrak kerja dan pembuatan standar penilaian hasil seleksi wawancara.

Kata kunci: audit operasional, fungsi rekrutmen, fungsi seleksi, karyawan.

**ABSTRACT**

**OPERATIONAL AUDIT OF EMPLOYEE RECRUITMENT AND  
SELECTION FUNCTION**  
(Case Study at Ray Digital)

*This study aims to determine the results of the operational audit of the employee recruitment and selection function. The research has conducted at Ray Digital. Based on this assessment, researchers as auditors provide improvements in the form of recommendations so that company goals can achieve.*

*Data was collected employing observation, interviews, filling out checklists, and documentation. The data analysis technique used in this research is descriptive qualitative based on employees' recruitment and selection functions. These stages are a preliminary survey, review of the management control system, detailed testing, and report development.*

*The operational audit results show that the overall employee recruitment and selection function still has several findings and obstacles that need to be improved. There are several recommendations for improvement. Namely, companies should have a written standard operating procedure (SOP) regarding the recruitment and selection function of employees. Recruitment should be held openly, qualifications for job vacancies are explicitly prepared, and clearly, evaluations on publication media should be carried out regularly, making clear organizational structures, making job descriptions for each section, making work contract agreements, and making assessment standards for interview selection result.*

*Keywords: operational audit, recruitment function, selection function, employees.*