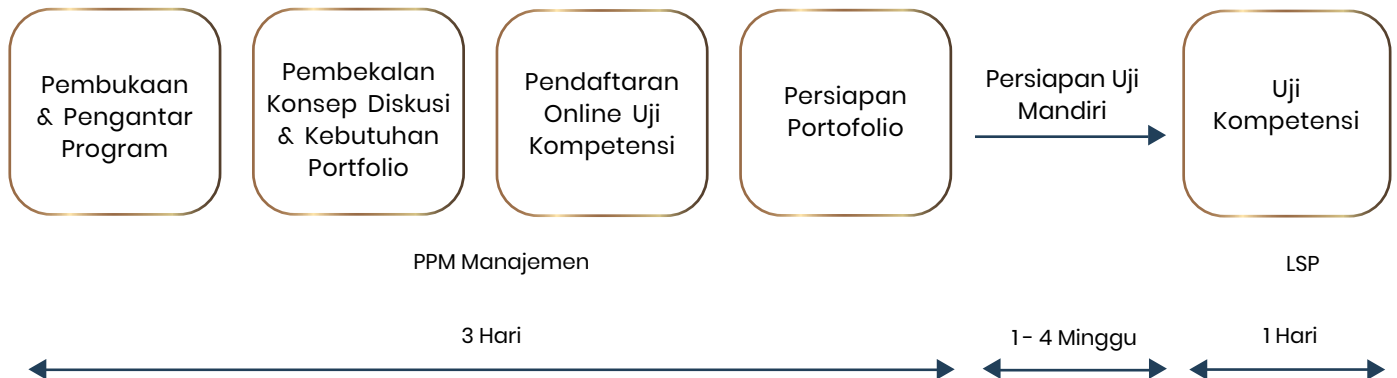


CERTIFIED RECRUITMENT & SELECTION

Certified Recruitment & Selection



Organisasi memerlukan tenaga rekrutmen dan seleksi yang unggul untuk memastikan perekrutan karyawan yang tepat dan berkontribusi maksimal. *Certified Recruitment and Selection* adalah pelatihan yang memberikan kompetensi kunci dalam proses rekrutmen dan seleksi, memastikan bahwa para profesional memiliki pemahaman mendalam tentang metode yang efektif dan etis.

Pelatihan persiapan uji sertifikasi *Certified Recruitment and Selection* melibatkan pembelajaran 10 unit kompetensi yang akan diuji oleh Lembaga Sertifikasi Profesi. Ini mencakup aspek-aspek seperti analisis kebutuhan tenaga kerja, desain proses seleksi yang adil, dan evaluasi hasil rekrutmen.

Mengikuti pelatihan dan uji sertifikasi ini bukan hanya untuk pengembangan individu, tetapi juga krusial bagi pengembangan organisasi. Dengan memiliki profesional rekrutmen dan seleksi yang tersertifikasi, organisasi dapat meningkatkan efisiensi, mengurangi risiko kesalahan perekrutan, dan memastikan pertumbuhan yang berkelanjutan melalui pengelolaan sumber daya manusia yang optimal.

Organizations need superior recruitment and selection personnel to ensure the right employees are recruited and make maximum contributions. Certified Recruitment and Selection (CRS) is training that provides key competencies in the recruitment and selection process, ensuring that professionals have a deep understanding of effective and ethical methods.

Certified Recruitment and Selection test preparation training involves learning 10 competency units which will be tested by the Professional Certification Institute. This includes aspects such as analysis of workforce needs, design of a fair selection process, and evaluation of recruitment results.

Taking this training and certification tests is not only for individual development, but is also crucial for organizational development. By having certified recruitment and selection professionals, organizations can increase efficiency, reduce the risk of hiring errors, and ensure sustainable growth through optimal human resource management.

Topik :

1. Menyusun uraian jabatan
2. Menyusun Standar Operasional Prosedur (SOP) MSDM
3. Mengelola proses perumusan indikator kinerja individu
4. Menyusun kebutuhan pembelajaran dan pengembangan
5. Menyusun kebutuhan SDM
6. Melakukan proses rekrutmen
7. Melakukan proses seleksi
8. Menyusun rekomendasi hasil seleksi
9. Melakukan Penawaran Kerja kepada calon pekerja
10. Mengelola kegiatan asesmen

Persyaratan Peserta Ujian :

1. Minimal D3
2. Pengalaman kerja sebagai berikut:
 - a. Minimal 2 Tahun sebagai Supervisor SDM, atau
 - b. Minimal 6 bulan sebagai kepala bagian rekrutmen & seleksi
3. Memiliki sertifikat pelatihan berbasis kompetensi

Ujian Sertifikasi :

Observasi & wawancara atas portofolio/bukti kerja yang dimiliki (1-2 jam).

Subjects :

1. *Prepare a Position Description.*
2. *Develop HR Standard Operating Procedures (SOP).*
3. *Manage the Process of Formulating Individual Performance Indicators.*
4. *Develop Learning and Development Needs.*
5. *Develop HR Needs.*
6. *Carry out the Recruitment Process.*
7. *Carry out the Selection Process.*
8. *Prepare recommendations for Selection Result.*
9. *Make Job Offers to Perspective Workers.*
10. *Manage Assessment Activities.*

Requirements :

1. *Min. associate degree*
2. *Work experience as follows:*
 - a. *Minimal 2 year as HR supervisor, or*
 - b. *Minimal 6 month as recruitment & selection Dept. head*
3. *Have a competency based training certificate*

Certification Exam :

Observation & interview on portfolio/proof of work (1-2 hours).

PROFESSIONAL

IDR 8.000.000

In Class Training

Offline Exam

(Tidak termasuk pajak)

(Exclude PPN)

(Termasuk biaya ujian)

(Include exam fee)