

**REKRUTMEN, *TRAINING*, DAN PENILAIAN KINERJA  
MENURUT *STANDARD OPERATING PROCEDURE* PADA  
PERSONALIA PT LOTUS INDAH TEXTILE INDUSTRIES**

**PROYEK AKHIR**



**Nama : NIKEN LIA SAVITRI**

**NIM : 08.39015.0007**

**Program : DIII (Diploma Tiga)**

**Jurusan : Komputerisasi Perkantoran dan Kesekretariatan**

**SEKOLAH TINGGI**

**MANAJEMEN INFORMATIKA & TEKNIK KOMPUTER**

**SURABAYA**

**2011**

## DAFTAR GAMBAR

	Halaman
Gambar 2.1 Struktur Organisasi PT Lotus Indah Textile Industries .....	12
Gambar 2.2 Struktur Organisasi Departemen Personalia.....	16
Gambar 3.1 Metode Skala Peringkat.....	51
Gambar 3.2 Metode Check List .....	52
Gambar 4.1 Website Jobstreet.....	63
Gambar 4.2 Website JobsDB .....	64
Gambar 4.3 <i>Standard Operating Procedure</i> Proses Rekrutmen.....	70
Gambar 4.4 <i>Standard Operating Procedure</i> Training Internal.....	80
Gambar 4.5 <i>Standard Operating Procedure</i> Training Eksternal .....	82
Gambar 4.6 <i>Standard Operating Procedure</i> Penilaian Manajer.....	87
Gambar 4.7 <i>Standard Operating Procedure</i> Penilaian Karyawan.....	89