

## ABSTRAK

Penelitian ini bertujuan untuk menganalisis proses administrasi rekrutmen karyawan sebagai fungsi Manajemen Sumber Daya Manusia (MSDM) di PT Tanjungenim Lestari Pulp and Paper, menilai kesesuaiannya dengan prinsip Manajemen Sumber Daya Manusia (MSDM), serta mengidentifikasi kendala yang dihadapi dalam pelaksanaannya. Penelitian menggunakan pendekatan kualitatif dengan teknik pengumpulan data melalui observasi, wawancara, dan dokumentasi. Informan kunci penelitian adalah pihak *Talent Management* yang terlibat langsung dalam proses rekrutmen karyawan. Hasil penelitian menunjukkan bahwa proses administrasi rekrutmen dilakukan melalui beberapa tahapan, yaitu perencanaan kebutuhan tenaga kerja melalui *Manpower Planning* (MPP) dan *Manpower Request* (MPR), persiapan dokumen rekrutmen, penerimaan dan pengelolaan dokumen pelamar, pencatatan data pelamar, serta seleksi administrasi. Administrasi rekrutmen telah mendukung fungsi (Manajemen Sumber Daya Manusia)MSDM karena dilaksanakan secara terstruktur dan terdokumentasi. Namun, masih terdapat kendala berupa belum terintegrasinya data pelamar dalam satu sistem, penginputan data yang masih dilakukan secara manual, serta pengelolaan arsip fisik yang membutuhkan ruang penyimpanan cukup besar. Oleh karena itu, pengembangan sistem digital dan *Human Resource Information System* (HRIS) diperlukan untuk meningkatkan kemudahan, ketepatan, dan kelancaran pengelolaan administrasi rekrutmen.

**Kata Kunci:** *Administrasi Rekrutmen; Manajemen Sumber Daya Manusia; Seleksi Administrasi; HRIS; Pengelolaan Data Pelamar*

## ABSTRACT

*This study aims to analyze the employee recruitment administration process as a function of Human Resource Management (HRM) at PT Tanjungenim Lestari Pulp and Paper, assess its conformity with Human Resource Management principles, and identify the obstacles encountered in its implementation. This research employed a qualitative approach with data collection techniques consisting of observation, interviews, and documentation. The key informant was a member of the Talent Management division who is directly involved in the employee recruitment process. The results indicate that the recruitment administration process consists of several stages, including workforce planning through Manpower Planning (MPP) and Manpower Request (MPR), preparation of recruitment documents, receipt and management of applicant documents, applicant data recording, and administrative screening. The recruitment administration process has supported the Human Resource Management function because it is carried out in a structured and well-documented manner. However, several obstacles remain, including the lack of an integrated applicant data system, manual data entry processes, and the management of physical archives that require considerable storage space. Therefore, the development of digital systems and a Human Resource Information System (HRIS) is needed to improve the ease, accuracy, and efficiency of recruitment administration management.*

**Keywords:** *Recruitment Administration; Human Resource Management; Administrative Screening; HRIS; Applicant Data Management*