

ABSTRACT

RECRUITMENT PROCEDURE, A DESIGN OF FORMULIR AND WORK AGREEMENT FOR DAILY WORKER

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The purpose of this Job Training report is to provide solutions to problems regarding cooperation contracts between companies (as employers) and freelancers (or referred to as laborers/daily worker) to companies that do not implement freelance work agreements or permanent employment contracts in the project period. One of them is the PT Usaha Dagang Niaga which is engaged in the distribution of basic necessities. PT Usaha Dagang Niaga is a company that does not implement written freelance agreements but only limited to verbal agreements with freelance workers/daily workers due to unbalanced production of the company and sometimes requires additional workers in certain projects, which then cause losses to PT Usaha Dagang Niaga and daily worker. The losses suffered by the company occur materially and non materially because some of the daily/freelance workers will not be serious in carrying out obligations in working for the company, so that a lot of freelance workers leaves or do termination of employment by reason of not being able to carry out their obligations on the work, while the loss to freelance workers for the verbal work agreement is that they do not get definite legal protection, so companies can act arbitrarily against freelance/daily workers not in accordance with statutory regulations that have been arranged by the law.

There are 3 (three) methods carried out in the implementation of the process of preparing this Job Training Report which consists of the Preparation Phase, the Implementation Phase until the Assessment and Reporting Phase. One of the three methods above is referred to as the Implementation Phase containing the stages of the design process carried out through field observations and problem interviews, then followed by data collection techniques that will be analyzed according to the needs of making Recruitment Procedures, Prospective Employee Forms and Daily Agreements Released at the workplace, the Author prioritizes the design of the Daily Treaty and tests the conformity with the laws and regulations that are set up in the Implementation Stages and evaluated.

The results of the Job Training are arranged in the form of an overview of Recruitment Procedures, Candidate Forms draft and Daily Work Agreement draft between PT Usaha Dagang Niaga and freelance/daily workers containing the effectiveness of applying work contracts or freelance work agreements. The results of the implementation of the project output aim to help PT Usaha Dagang Niaga and other companies to overcome the problems of work contracts or work agreements, especially freelance work agreements aimed at freelance workers in the form of affirming and clarifying the rights to be given by company and to

affirm the obligations that must be carried out by freelance laborers and minimize the occurrence of disputes between the employer and the work/labor recipient.

Keywords: Basic Necessities Company, Procedure, Recruitment, Candidates Forms, Employment Agreements, Freelance/Daily Workers