

## **EXECUTIVE SUMMARY**

### **AN ANALYSIS ON WISDOM LEARNING CENTER'S RECRUITMENT AND SELECTION**

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This internship report was written to analyze the implementation of Wisdom Learning Center's recruitment and selection process. With which the researcher would still consider quite ill-structured, hence the imperfect implementation on its human resources. The scopes of the study are the initial recruitment process, selection process, and lastly the recruitment process at Wisdom Learning Center. Anything that has to do with the compensation of human labor is not in the scope of this study. The purpose of analyzing the implementation of Wisdom Learning Center's recruitment and selection process is to help Wisdom Learning Center construct a well-structured recruitment and selection program. The methods used to collect data are through an interview with the owner of Wisdom Learning Center and through observation. This research would fall into the category of applied research, which means that this research uses practical reasoning to answer certain questions that pop up during the course of the research. The result to this research does not have to bear any new discovery, but instead a new way to apply previous researches to the current problem.

With the interview method used, the researcher inquires the owner of Wisdom Learning Center regarding the background, field of business, and the current recruitment and selection process. The researcher also observes the place where Wisdom Learning Center is located, as to gain information about the place itself and the condition in which the teaching and learning process between the staff and the students is held. The researcher could help advertise Wisdom Learning Center's job recruitment program, and also help with the list of questions purposefully constructed to get to know prospective workers better, either regarding their skillset or their personality. These actions are done with the purpose of helping Wisdom Learning Center recruit competent and qualified tutors.

The result from this internship report is the making of a job vacancy advertisement with hopes of recruiting new aspiring tutors. The tutors will be teaching children ranging from Playgroup Level, Kindergarten Level, Elementary School Level, and Junior High School Level. The subjects that they will be teaching are Mathematics, English, Mandarin, Science, Social Studies, and Religion. Aside from that, the researcher will also help with creating a series of questions to better help the selection process at Wisdom Learning Center.

**Key Words: Recruitment and Selection**