

ABSTRACT

Human resources' role are very important within a company because human resources are key factor to run company. All of management activities in company such as planning, organizing, actuating, and controlling are done by human. When it comes for a company to find qualified human resources, they create a standard and some qualifications include hard skill and soft skill.

This research aims to Business Administration students class of 2012 because one more semester they will finish college and enter workplace. To know students' soft skill condition, researcher have done an interview with 5 lecturers. According to them, students' soft skill are still lacking. Population in this research is Business Administration students who enter college at 2012 with amount 221 students. This research uses 150 students as sampel and proportionate stratified random sampling technique. In this research uses continuum line descriptive analysis and Principal Component Analysis (PCA) to analyze data.

Based on research findings, there is one factor that build students' soft skills. It is personal management skills which consist of communication skills, presentation skills, proactive skills, planning skills, self-understanding skills, time management skills, problem solving skills, stress management skills, dand personal effectiveness skills.

Keywords : soft skills, principal component analysis, personal management skills