



OBSERVASI IV

(S D M)

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P E R E N C A N A A N S D M

Proses perencanaan sistematis untuk memaksimalkan sumber daya manusia sebagai aset utama perusahaan.

Tujuan dari perencanaan SDM ini adalah untuk memastikan kesesuaian antara tenaga kerja dan pekerjaan, baik dari segi jumlah maupun kualitas yang dibutuhkan. Proses ini didasari oleh *supply* dan *demand* dalam konteks SDM perusahaan.



ANALISIS PEKERJAAN

Proses pengumpulan informasi mengenai suatu pekerjaan yang dilakukan oleh seorang pekerja yang dilaksanakan dengan cara mengamati atau mengadakan interview terhadap pekerja dengan bukti-bukti yang benar dari supervisor.

Analisis pekerjaan ini menghasilkan suatu daftar uraian pekerjaan pernyataan tertulis mengenai kewajiban pekerja yang juga mencakup standar kualifikasi, tingkat pendidikan pengalaman minimal yang diperlukan serta karakter pekerjaan itu sendiri.



REKRUTMEN/ SELEKSI/ORIENTASI

Recruitment and Selection refers to the process of attracting, screening, and selecting qualified people for a position while incorporating employment equity principles and practices.



PRODUKTIVITAS

A measure of the efficiency of a person, machine, factory, system, etc., in converting inputs into useful outputs.

Productivity is computed by dividing average output per period by the total costs incurred or resources (capital, energy, material, personnel) consumed in that period. Productivity is a critical determinant of cost efficiency



PELATIHAN & PENGEMBANGAN

Training and Development is a subsystem of an organization which emphasize on the improvement of the performance of individuals and groups.

Training is an educational process which involves the sharpening of skills, concepts, changing of attitude and gaining more knowledge to enhance the performance of the employees. Good & efficient training of employees helps in their skills & knowledge development, which eventually helps a company improve.



PRESTASI KERJA

1. Kuantitas Kerja

Banyaknya hasil kerja sesuai dengan waktu kerja yang ada, yang perlu diperhatikan bukan hasil rutin tetapi seberapa cepat pekerjaan dapat diselesaikan.

2. Kualitas kerja

Mutu hasil kerja yang didasarkan pada standar yang ditetapkan. Biasanya diukur melalui ketepatan, ketelitian, ketrampilan, kebersihan hasil kerja.

3. Keandalan

Dapat atau tidaknya karyawan diandalkan adalah kemampuan memenuhi atau mengikuti instruksi, inisiatif, hati-hati, kerajinan dan kerjasama

4. Inisiatif

Kemampuan mengenali masalah dan mengambil tindakan korektif, memberikan saran-saran untuk peningkatan dan menerima tanggung jawab menyelesaikan.

5. Kerajinan

Kesediaan melakukan tugas tanpa adanya paksaan dan juga yang bersifat rutin.

6. Sikap

Perilaku karyawan terhadap perusahaan atau atasan atau teman kerja

7. Kehadiran

Keberadaan karyawan di tempat kerja untuk bekerja sesuai dengan waktu/jam kerja yang telah ditentukan.



KOMPENSASI

Compensation is the total cash and non-cash payments that you give to an employee in exchange for the work they do for your business. It is typically one of the biggest expenses for businesses with employees. Compensation is more than an employee's regular paid wages. It also includes many other types of wages and benefits.



PERENCANAAN KARIER

The **Career Planning Process** encompasses the stages involved in discovering a career path, including self-assessment, research, experimentation, decision making, job searching, and accepting a job offer.



K E S E L A M A T A N K E R J A

The goals of occupational safety and health programs include to foster a safe and healthy work environment.^[3] OSH may also protect co-workers, family members, employers, customers, and many others who might be affected by the workplace environment. In the United States, the term occupational health and safety is referred to as **occupational health and occupational and non-occupational safety** and includes safety for activities outside of work



P E M B E R H E N T I A N

Regardless of which area the reason for the dismissal may fall under, you need to follow fair and transparent procedures for dismissal.

These reasons are varied and come under four key areas:

- Capacity – if the employee lacks the ability, or is incapable, of completing the job
- Performance – if the employee's performance is below what is required for the job, or if they are not meeting the standards outlined in their employment contract
- Misconduct – if the employee's behaviour is below workplace standards, or if they take part in serious misconduct
- Redundancy – if the job which the employee was previously completing is no longer necessary for the business, or technology has made their role unnecessary



THANK YOU!

Do You Have Any Questions?

