Certificate

Of Appreciation

is to certify that

Abdul Hafidz

has attended **Unima International Conference on Social Sciences & Humanity** as an

PRESENTER

at Grand Kawanua International City, Manado, Indonesia
October 12, 2022

Prof. Drs. H. Ganefri, M.Pd., Ph.D
Head of PPTKN Rector Forum

Prof. Dr. Deitje Adolfien Katuuk, M.Pd
Rector of Manado State University
Host of KONASPI X 2022

Human Resource Management for Vocational Programs Based on Recruitment and Selection Patterns

Abdul Hafidz[✉], Weni Rosdiana, and Gading Gamaputra

Sports Science, Vocational Program, State University of Surabaya, Surabaya, Indonesia
abdulhafidz@unesa.ac.id

Abstract. The Human Resources Vocational Program (HR) consists of administrative officers. State Administrative Employees consist of permanent state administrative employees and non-civil servants, non-permanent administrative employees, and contract employees. The ratio of the need for administrative officer will constantly alternate due to the fact it is prompted with the aid of several factors, together with the increase within the variety of college students, the range of examine programs, the presence of retirees/deaths, and observe assignments. Administrative needs need to be analyzed and said in the Strategic Plan (Renstra) for Vocational workers each five year duration. This research makes use of descriptive qualitative studies by way of the use of literature study, remark, and interview strategies. The consequences confirmed that the total want for administrative officer changed into eleven personnel, specifically library substances supervisor as many as 2 employees, pupil and alumni control as many as 1 worker, IT body of workers (statistics and facts supervisor as many as 1 worker), country assets supervisor (3 employees), administrator 2 employees, 1 record manager, 1 waitress and 1 employee.

Keywords: Human resources · Administrative officer

1 Introduction

Human resources (HR) is a driver, thinker, and planner in attaining the dreams of the organization. Human assets need to be managed well so that the institution can run and continue to grow [1]. Human resources (HR) are an crucial part of an enterprise or organization, without HR control, an organization will not be able to develop and run properly. in step with Soetrisno [2], HR is a resourced person and so as to be sturdy, human assets must be advanced in satisfactory and competence. Human resource development must be based on talent management and workload in the work of state civil servants in the Minister of Bureaucratic Reform of the Republic of Indonesia No. 3 of 2020 concerning Talent Management: 1) Increasing strategic objectives of development and improving the quality of public services. 2) Finding and preparing the best talents to fill key positions in optimizing the achievement of organizational goals and encouraging the professionalism of the position.

To recognize first-class and development, the Vocational application of Surabaya kingdom university (Unesa) became shaped which was born from the organizational improvement of the diploma three (D3) and implemented Bachelor (D4) examine programs in four schools at Surabaya nation university, which include the school of Engineering (ft), college of social sciences and law (FISH), school of Language and arts (FBS), and school of sports activities Sciences (FIO). Incorporation right into a vocational software has a making plans foundation the use of the theory "planning gives course, making plans reduces uncertainty, making plans minimizes waste and redundancy, planning establishes the dreams or standards utilized in controlling".

Organizational improvement then makes a strategy in a single organizational forum to acquire organizational goals The vocational application consists of 10 applied Bachelor packages (D4) as said in the Decree of the Minister of studies, generation and better training of the Republic of Indonesia No. 1063/KPT/I/2019 regarding permits for beginning examine applications at Surabaya state college, among others (Fig. 1).

After the established order of the vocational software, the subsequent aspect that needs to be taken into consideration is associated with the analysis of human aid needs. The desires of human sources include the needs administrative officer personnel. The range of educators must be proportional in line with the range of college students. Educators in better schooling units must be college graduates who meet sure necessities regulated within the Suderajat Cahyono government law (Fig. 2).

In the meantime, training officer are employees who will be assigned to paintings within the scope organized through unique education and the sincerity of [4]. Training officer as supporters in academic institutions which have an critical role in the implementation of training. Educational employees encompass the head of affairs, administration, laboratory, librarian, protection, and hygiene. The quantity of instructional personnel need to be in accordance with the wishes, and their knowledge have to be according with the form of work.

Educators workforce are important human resources for the continuity of schooling within the Vocational program. The wide variety and best of training officer ought to be regulated in a terrific HR control. Human resources that are not managed well will bring about the work not being smooth, and the results will not be top-rated, and the desires of the institution will now not be finished. The ratio of the needs of training officerwill usually trade every yr because it's miles encouraged by way of several factors, consisting of the number of college students, the range of observe applications, the quantity of retired/deceased, and the observe task.

The following is the strategic plan records associated with the management desires of administrative employees in 2021–2024 (Fig. 3).

Mintasih Danumiharja [4] explains that there are still many problems with the teaching apparatus, including pleasant and professionalism that aren't as anticipated. There are nonetheless a few that aren't according with their scientific area, the potential to deliver material is still lacking, and mastery of generation is also lacking.

No	Program Study
1	Bachelor Study Program (D4) Civil Engineering
2	Bachelor Study Program (D4) mechanical engineering
3	Bachelor Study Program (D4) Electrical Engineering
4	Undergraduate Study Program (D4) Transportation
5	Undergraduate Study Program (D4)Culinary
6	Undergraduate Study Program (D4)Fashion
7	Bachelor Study Program (D4) inInformatics Management
8	Bachelor's Program (D4) of State Administration
9	Undergraduate Study Program (D4)Graphic Design
10	Undergraduate Study Program (D4)Sports Coaching.

Fig. 1. Program Study In Vocational Program

The problems of vocational training team of workers observed in the field also range. One of the problems of teaching workforce is the massive number of educators who are not in accordance with the needs in their look at software, so that the workload becomes overloaded. The second problem is that there is a significant difference in workload between work in vocational programs and study programs from education officer, so that there is a lack of equal distribution of workloads between one work unit and another. To find solutions to these problems, it is necessary to conduct recruitment and selection according to the needs of vocational programs and study programs.
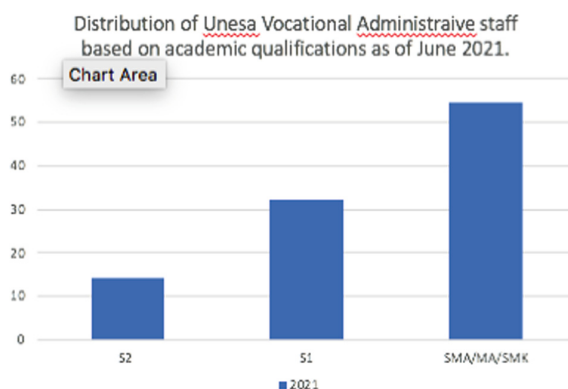
Fig. 2. Distribution of Unesa Vocational Administraive body of workers based totally on educational qualifications as of June 2021.

No	Program	Baseline		Performance Achievement Target	
		2021	2022	2023	2024
1	Increasing the number of education personnel Vocational Program.	22	24	26	28
2	Increasing the number of education personnel Vocational Program with undergraduate education.	1	3	5	10
3	Increasing the number of education personnel Vocational Program with Master's Degree in education.	1	2	4	6
4	Increasing the number of education personnel Vocational Programs participating in training competence	3	5	12	17
5	Increasing the number of education personnel Certified Vocational Program competence according to the field of expertise	1	2	4	6
6	Increasing number of Administrators Academic	3	5	7	9
7	An increase in the number of Expert Staffing Analysts Young	1	2	2	2
8	Increasing number of Administrators Finance	1	2	3	4
9	Increasing number of Data Processors and Information	1	2	3	4
10	Increased number of Technicians	0	3	7	10

Fig. 3. Human Capital Development Planning Especially Administrative Personnel in the Unesa Vocational Program

2 Method

This research is a qualitative descriptive. Determining the kind of qualitative studies here is not just selecting a method that focuses on the type of facts and evaluation, however because the qualitative approach is suitable for viewing, photographing and knowledge the revel in of informants on a symptom of events which can be nevertheless in the important realm or noticeable vicinity of the workplace owner. In fashionable, qualitative studies consists of the general layout in studies such as the principle factors, studies techniques, conceptual frameworks, who and what questions are being studied in addition to the gear utilized in carrying out sampling and information evaluation [5]. Research place in Vocational software, Surabaya Nasution nation college (2003). On this study, the research steps/methods are tiers which can be executed from the beginning of the implementation to the end of the preparation of the research file.

This research procedure goes thru the preparatory degree, implementation stage, and records analysis degree of research results. First: coaching degrees: commentary, thought, education of studies contraptions and validation about lecturer and administrative officer. Second: Implementation Stages: literature study, observation and interview with lecturer and administrative officer. Third: The data evaluation level of the studies consequences: comparing among literature facts, observations and interviews that refer to the contrast of facts at the range of desires and the amount that exists, then analyzed based totally on policies.

3 Results

The range of desires for administrative officerin the Unesa Vocational application refers back to the policy inside the area of staffing of surabaya country college related to the nomenclature of practical positions. The desk under suggests the standard wishes of administrative personnel within the instructional phase on the faculty stage at Unesa as shown in Fig. 4.

From this data, it is stated that the standard number of administrative officer at the vocational program level is 2 faculty members, 1 department, 1 data and information department, 2 library staff, 2 students and alumni and 1 IT personal. So this makes the minimum standard for administrative personnel in vocational programs. The hope is to increase the level of service effectiveness in the vocational program to be better than the previous yr. That is because on the vocational program stage it has 10 study applications, including carried out Bachelor study program (D4) mechanical engineering, implemented Bachelor study application (D4) electrical Engineering, applied Bachelor observe application (D4) Civil Engineering, implemented Undergraduate look at application (D4) Transportation, implemented Undergraduate take a look at software (D4) Culinary, implemented Undergraduate look at program (D4) fashion, implemented Bachelor study program (D4) in Informatics control, implemented Bachelor's program (D4) of kingdom administration implemented Undergraduate take a look at software (D4)
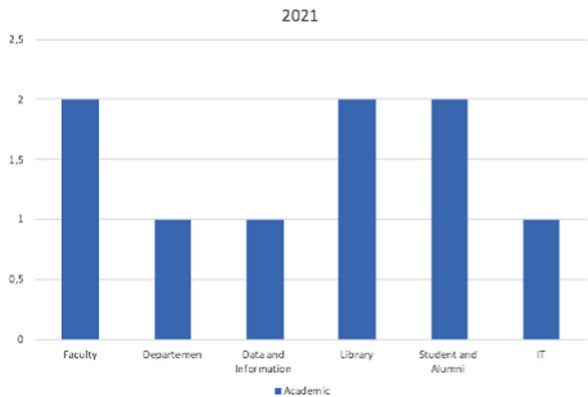

Fig. 4. Standard Administrative Personnel

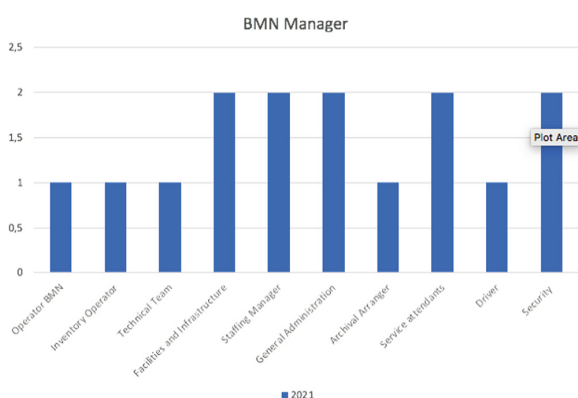**Fig. 5.** Standard Financial Manager

Fig. 6. Standard BMN Manager

image layout and applied Undergraduate take a look at program (D4) sports activities education.

Apart from academic needs, there are also non- academic needs. The standard number of non-educational education officer wishes on the college level at Unesa is as shown in Fig. 5.

Data on financial manager needs are based on standards: BPP requires 1 person, PPABP requires 1 person and the Technical Team requires 2 people. The implementation of this standard is to facilitate faculties in procurement and financial management (Fig. 6).

Standard data for BMN managers that must be owned by each faculty are as follows: BMN operator requires 1 person, Inventory operator requires 1 individual, inventory operator requires 1 individual, Technical team requires 1 man or woman, facilities and infrastructure requires 2 people, staffing requires 2 human beings, administration requires 2 people, filing requires 1 character, provider requires 2 humans, driver 1 person and protection shield calls for 2 humans.

NOTES	STOCK
Informational Manager Academic	1
Materials Manager Library	-2
Administration of Student and Alumni	-1
Personnel IT (Data and Information Processors)	-1
Manager of Financial	0
Manager of State Property	-3
Manager of staff	-2
Arranger Archiva	-1
Attendants of Service	-1
Driver	-1
Total	**11**

Fig. 7. Need Administrative Personnel

Based totally at the requirements for the wishes of tutorial employees stated above and the supply of tutorial employees inside the Unesa Vocational software, an outline of the wishes of tutorial employees is obtained as shown in Fig. 7.

From Fig. 7, it was found that there were personal deficiencies in the Library Materials Manager section, 2 people, Student and Alumni Administration 1 person, 1 IT Personnel, 3 SP Manager, 1 Archival Arranger and 1 driver.

Recruitment and Selection

The process of recruitment and selection of employees is the main stage that will determine employee productivity and performance. An effective recruitment process requires the availability of accurate and continuous information regarding the number and qualifications of individuals required to carry out various jobs within the organization. The quality of the employees who will be recruited must be in accordance with the needs of the organization so that prior job analysis needs to be carried out regarding the positions that will be filled by new employees. After obtaining job information data from the results of job analysis, the next step is to determine the source of labor from internal and external sources. [6] mentions Recruitment of workers from internal sources means filling vacancies from within the organization itself with considerations that are often put forward are attention first directed to insiders which is often referred to as "the promotion from within" which means the ability to improve their respective abilities and achievements in their latest positions on the basis of previous achievements that have

been shown. According to Meldona namely: Internal sources, carried out by the company through policies from within the company in the form of promotions, transfers, rotations, jobs, and employee re-employment.

1. Promotion, in the form of an increase in employee position promotion from before. Promotions can also motivate employees and give them a reason to stay with the company.
2. Transfer, in the form of changing employee positions at the same level of responsibility and authority. Transfers are often used to develop employees who have broad company insights, which allow them to be promoted in the future.
3. Job rotation, in the form of a temporary rotation of employee positions, and introducing various aspects of company life.
4. Recruitment and recall, in the form of recalling former employees who had worked in the company.

The methods used for internal recruitment can be done by:

1. Job posting (open offer for a certain answer), which can show all employees about the open vacancies in the company in a conspicuous way.
2. Inventory/skill list (Skill Inventories), is an inventory of skills and skills of employees.
3. Recommendations from employees/referrals (friends, family members of employees, or employees of other companies).

External sources (from outside the organization) that can be done when sources from within the organization are still not enough to fill the vacancies that exist in the organization, namely by looking for labor sources from outside the organization that can be utilized, including friends or family members and open applications. as well as applications that come in by chance.

The recruitment and selection process for employees is expected to meet the needs of employees in the Unesa Vocational Program. The Unesa Vocational Program is a new work unit equivalent to the Faculty which oversees 10 applied undergraduate study programs at the State University of Surabaya. As a new work unit, it requires education personnel to fill the vacancies in existing positions. The implementation of recruitment and selection in the Vocational Program is carried out separately for the positions of educators and education staff.

The recruitment and selection of education personnel is carried out internally through promotion policies. The promotion policy was taken by the Vice Chancellor for Division II (general and staffing) with the consideration of motivating employees and giving them reasons to stay in the organization. Based on the documentation data, information was obtained that several employees who filled educational staff positions had a background of working experience as a campus security guard. The promotion policy is taken to ignore the consideration of the suitability of educational background and work experience as a security officer who will occupy the position of education staff in the Unesa Vocational Program. In addition, the selected promotion policy has also ignored

data/information related to skill inventories/lists (Skill Inventories), which is the inventory of skills and skills of employees. Based on the results of interviews and observations, data was obtained that new education personnel with a security background have been sought to receive training to improve their performance. The process of adjustment and learning of several employees received different responses. There are some employees who are able to quickly adjust even though they are still far from the expected standard of ability. Meanwhile, some new employees are slow in making adjustments. This is due to inappropriate educational background and work experience factors as well as age factors that are no longer young.

4 Conclusion

1. Recruitment and selection of education personnel in 2021 using internal methods through promotion policies.
2. Educational background and work experience as security personnel have caused only a few employees to be able to adapt quickly even though they are still far from the expected standard of ability. Meanwhile, some new employees are slow in making adjustments. This is due to inappropriate educational background and work experience factors as well as age factors that are no longer young.
3. Recruitment and selection of educators in 2021 using internal methods through recommendations from employees/referrals, in 2022 using external and open selection methods.

References

1. Drs. Syaiful Bahri Djamarah, *Prestasi Belajar Dan Kompetensi Guru.* Usaha Nasional, 2017.
2. E. Sutrisno, *Manajemen Sumber Daya Manusia Edisi pertama.* Jakarta: Kencana Prenada Media Group, 2009.
3. Kementrian PANRB, "Peraturan Menteri Pendayagunaan Aparatur Negara dan Reformasi Birokrasi Republik Indonesia Nomor 25 Tahun 2020 Tentang Road Map Reformasi Birokrasi 2020–2024," *J. Chem. Inf. Model.*, vol. 53, no. 9, pp. 1689–1699, 2016.
4. M. Robbins, S., P & Coulter, *Management. London.* London: Pearson Education, 2013.
5. "Sugiyono, Metode Penelitian Kuantitatif Kualitatif dan R & D (Bandung: CV Alvabeta, 2014), 8. 2 Sugiyono, Metode Penelitian Kuantitatif Kualitatif dan R & D , 11.," pp. 29–47, 2019.
6. M. Samsudin,Drs. H. Sadili,MM, *Manajemen Sumber Daya Manusia.* Bandung: Pustaka setia, 2006.