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## **Performance Appraisal System At Mitra Uniform Batam**

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### **Abstract**

Mitra Uniform Batam is a business that engaged in the production of various types of clothing for business as shirt for promotion product, businesses, communities, event, exhibitions, seminar and others. In running this business the owner stated that there was a problem about there is the evaluation method for employee performance appraisal is wrong. Performance appraisal is a civil servants plays a very important role, such as to see how civil servants perform, but also to see how the development of skill and competencies and career path of civil servants progresses. Previously the performance appraisal was only was estimated by the manager himself. The method of the research is using primary data from observation and interview also secondary data from journals. After implementing the activities carried out, the frequency of turnover is reduced. This causes partners to minimize their losses

**Keywords:** *Business, Employee Performance, Performance Appraisal*

### **Introduction**

Mitra Uniform Batam is a business engaged in the production of various types of clothing from shirts to t-shirts for product, businesses, communities, events, exhibitions, seminars and others. This business is located in the Mega Legenda Complex block C1 number 7, Batam City. Mitra has been operating for about 7 years, which was previously managed by 3 employees until now there are 11 employees who are running it. The operational hour of this businesses start from 08.00 WIB until 17.00 WIB. In the beginning, the establishment of this business was because the owner wanted to find new opportunities in the business word, the owner felt that Batam City had enormous opportunities because Batam City was very close to Singapore and Malaysia so that it could open up bigger opportunities to develop further. In the current situation experienced by Mitra Uniform Bata, there is no correct assessment of employee performance. Previously, the assessment of the employees was only estimated by the manager himself. Now Mitra Uniform Batam need a correct evaluation of employee performance that can produce good result and every decision that has been taken is not detrimental to the Mitra, and the business can run consistently, standardly and systematically. Mitra Uniform Batam have been operating for 7 years, during the Mitra Uniform Batam journey through properly according to existing procedures. The problem that discussing is regarding how to properly evaluate employee performance. Doing an assessment of work

result can foster loyalty, enthusiasm for work because of fair treatment. Employee performance appraisal not only provides great benefits for partners but also provides good results for employees, from carrying out their duties and developing the employees themselves (Evita *et al.*, 2019).

## **Methods**

The target of partner research is an employee performance appraisal system using the rating scale method which is carried out by evaluating the performance of employees. Sources of research obtained directly from original sources such as interviews and observations (Alfriyani *et al.*, 2021). This research method is divided into 2 (two) types of data, namely research using primary data and secondary data. Primary data in this practical work report consists of Observations, where the author carries out activities and observes the situation in Mitra Uniform Batam for making regulations and work contracts. Interview, where the author interviewed the manager of Mitra Uniform Batam to obtain more complete information which relates to the implementation of regulations and employment performance appraisal (Wahyuni *et al.*, 2021). The questions asked during the interview were the background of the partners, what problems the partners had experienced, and what solutions the partners had made to solve existing problems. Secondary data comes from journals and legislation (Harahap & Perdana, 2021).

## **Implementation Schedule and Budget**

The first stage pre-implementation phase starts from the beginning of September 2022. After the pre-implementation stage, it will be continued in the first week of September observing Mitra, as well in the second and third weeks. In the fourth week, identify and project objectives for Mitra. The next stage is the preparation for the report stage which will take place in the third week of September 2022. In the report there are 5 chapters consisting of chapters I to chapters V, chapters I and II prepared in the fourth week of November 2022. Likewise chapter III to V prepared in the first week of December 2022. The final stage of implementing the evaluation process lasts for three weeks from the second week of December to the last week of December 2022. Implementation of community service activity starts from the beginning of the week in September 2022 to December 2022. Each activity in implementing community service activity requires several needs and funding to get result. The first activity is observation and interviews where there are 4 types of financing consisting of consumption costs, transportation costs, printing costs, and stamp duty costs. At the first consumption cost is Rp. 50,000, there are a total of 6 times, the total is Rp. 300,000. 1x transportation costs IDR 70,000, the total cost is 4 times IDR 280,000. printing costs 2 times worth IDR 40,000 and stamp fees worth IDR 44,000. The second activity is the design of the output which consists of 2 types of financing, namely the cost of preparing the module and the cost of designing the Form. The cost of preparing the capital for 5 times is IDR 350,000 and the cost for designing the Form is 2 times worth IDR 200,000. The third activity is external implementation assistance which consists of transportation costs and internet connection costs. Transportation costs 4 times worth IDR 280,000 and connection fees 1 time with a value of IDR 150,000. In the final stage of the activity, namely the preparation of a report consisting of 3 consumable expenditure packages with a value of IDR 210,000 and 2 other costs with a value of IDR 240,000. So the total financing used is IDR 2,094,000. In carrying out the activities of implementing this practicum

report, the author assists in the drafting of performance appraisal. the results of the implementation of this activity are as follows:

**FORMULIR PENILAIAN  
KINERJA PEKERJA MITRA UNIFORM BATAM**

**Nama** : Eva  
**Jabatan** : Tailor

No	Indikator Penilaian	Deskripsi	Skala	Keterangan Nilai	Nilai	Alasan
1.	Kejujuran	Kejujuran merupakan aset pada diri seorang pekerja untuk menjaga etika dalam kerja	5	85-100 Sangat baik	82	Cukup baik dalam jujur
			4	75-84 Baik		
			3	60-74 Cukup		
			2	45-59 Tidak baik		
			1	0-44 Sangat tidak baik		
2.	Loyalitas	Tolak ukur loyalitas dilihat dari keikhlasan pekerja Ketika menerima perintah kerja dari atasannya dan ikhlas dalam membantu menyelesaikan pekerjaan atasan lain ataupun rekan kerjanya	5	85-100 Sangat baik	90	Bertanggung jawab/ siap melaksanakan saat dipanggil
			4	75-84 Baik		
			3	60-74 Cukup		
			2	45-59 Tidak baik		
			1	0-44 Sangat tidak baik		
3.	Personal Approach	Nilai personal approach merupakan aspek dari pembawaan sikap pekerja dalam berinteraksi dengan lingkungan pekerjaannya.	5	85-100 Sangat baik	85	Sopan dan mudah berbaur dengan rekan kerja
			4	75-84 Baik		
			3	60-74 Cukup		
			2	45-59 Tidak baik		
			1	0-44 Sangat tidak baik		
4.	Kreativitas	Kreativitas merupakan sebuah cara untuk menyelesaikan suatu pekerjaan secara efektif dan efisien	5	85-100 Sangat baik	88	Cukup mahir mengerjakan pekerjaannya
			4	75-84 Baik		
			3	60-74 Cukup		
			2	45-59 Tidak baik		
			1	0-44 Sangat tidak baik		

5.	Wawasan pekerjaan	Seorang pekerja yang memiliki wawasan yang luas akan sesuai untuk tugas perencanaan ataupun tugas-tugas penyusunan konsep, peraturan atau hal-hal yang sejenis	5	85-100 Sangat baik	88	Wawasan cukup luas
			4	75-84 Baik		
			3	60-74 Cukup		
			2	45-59 Tidak baik		
			1	0-44 Sangat tidak baik		
6.	Disiplin	Penilaian kedisiplinan seorang pekerja dapat dilihat dari ketepatan waktu	5	85-100 Sangat baik	95	Hampir selalu melebihi jam kerja
			4	75-84 Baik		
			3	60-74 Cukup		
			2	45-59 Tidak baik		
			1	0-44 Sangat tidak baik		
7.	Kecekatan	Pekerja yang cekatan dan gesit dalam mengerjakan pekerjaannya, sangat dibutuhkan oleh perusahaan dalam rangka meningkatkan produktivitas perusahaan	5	85-100 Sangat baik		Tergantung kesulitan pekerjaan
			4	75-84 Baik	80	
			3	60-74 Cukup		
			2	45-59 Tidak baik		
			1	0-44 Sangat tidak baik		
8.	Responsif	Seseorang yang peduli kepada rekan kerja akan segera membantu menyelesaikan pekerjaan dalam timnya, walau sebenarnya pekerjaan tersebut tidak termasuk dalam tanggung jawabnya	5	85-100 Sangat baik		Tergantung jenis pekerjaan
			4	75-84 Baik		
			3	60-74 Cukup	70	
			2	45-59 Tidak baik		
			1	0-44 Sangat tidak baik		
<b>TOTAL NILAI</b>			<b>Sangat baik</b>		<b>678</b>	

Catatan :

**Keterangan skala total penilaian :**

**5 641 - 800 Sangat baik**

**4 481 - 640 Baik**

**3 321-480 Cukup**

**2 161-320 Tidak Baik**

Penilai : Charles

Disetujui oleh :

### **Result and Discussion**

In carrying out the community service activity, the executor has thought of the output that will be implemented at Mitra Uniform Batam by drafting a performance appraisal form consisting of 8 assessment element criteria (Sari & Mardalena, 2021). After explaining the importance of employee performance appraisal to managers, the draft performance appraisal form can be applied directly to assessing employee performance. The importance of performance appraisal in a business is needed because it is one of the foundations of business success. The implementing party concluded that managers must understand the criteria for evaluating elements of employees, but in practice it is known that performance appraisal at Mitra Uniform Batam has not been carried out properly. Therefore, the executor provides several inputs to help compile employee performance appraisals so that business losses can be minimized. After implementing the activities carried out, the frequency of turnover is reduced. This causes partners to minimize their losses. Owners and managers can find out and evaluate partners' operational conditions. What partners will do is determine what bonuses and sanctions apply to performance at work accordingly. The executor's hope regarding the employee performance appraisal system project can be carried out properly by partner owners and managers so as to produce feedback that will make the partner's business grow. Implementers also hope to be a guideline for owners and managers to provide their employees with a program of training, compensation and other aspects of appreciation as appropriate.



Image 1 : Project Activities

### **Conclusions**

Based on the implementation process at Mitra Uniform Batam which is engaged in the production of clothing from t-shirts for work, events, seminars and others with employee performance appraisals, partners can know and understand how far employees work in accordance with the positions set by partners. Through this assessment, the company can also find out the difficulties and deficiencies that

have been faced by its employees in maintaining positions and developing insights about the employee's job position. The performance appraisal is ineffective because there is no significant basis to make it the basis for the assessment. After having this performance appraisal system, partners can better evaluate employees in the future and increase company productivity. In planning employee performance appraisal at partners using the rating scale method. In these scales is the value of performance and the scale with its category. In the designed performance appraisal there are 8 criteria contained in the elements of performance appraisal. After a performance appraisal project, partners can develop partner operational evaluations, partner owners or managers can provide feedback in the form of bonuses to their employees, this decision is obtained from the initiative of partner owners

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