
IMPLEMENTATION OF A WEB-BASED EMPLOYEE PERFORMANCE ASSESSMENT SYSTEM USING SELF ASSESSMENT & SUPERVISOR RATING METHODS AT INDRA JAYA PRINTING COMPANY

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ABSTRACT

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Indra Jaya Printing is a printing company located in Bae, Kudus Regency. This company focuses on printing services for packing goods or products such as cigarette packs, medicine syrup cartons. The finishing service section in this company includes folding, hemming, and finishing cutting, where each section currently has approximately 10-25 employees. Indra Jaya Printing has constraints related to the performance assessment of the company's contract employees. Currently, the performance assessment of contract employees is still based on the number of products completed. In fact, in working, not only quantity needs to be assessed, but also other aspects such as character, discipline, and quality of work in order to provide a fairer assessment and allow for more objective bonuses. To avoid subjectivity in the assessment, a neutral method is needed that can assess employees more comprehensively. Therefore, this web-based system applies the Self Assessment & Supervisor Rating method combined with Key Performance Indicators (KPI). KPI is used to set more measurable parameters in assessing employee performance, such as work speed, accuracy of results, error rate, attendance discipline, and other aspects of work behavior. With this system, the employee assessment process can be carried out more effectively, efficiently, and transparently so that it can help companies in increasing the productivity and quality of work of wholesale employees.

1. INTRODUCTION

1.1 BACKGROUND

Indra Jaya Printing is a company engaged in the printing sector located in the Bae area, Kudus Regency. This company focuses on printing services for packing goods or products such as cigarette packs, medicine syrup boxes. This company has been established since 1983, founded by Harsono Tedjo. This company is a sole proprietorship company. However, it is undeniable that in order to increase the company's income, the marketing team is actively looking for orders for the company. Although the finishing services in this company are manual, the quality and quantity produced are no less competitive than companies using machine finishing. [1] [2] [3] [4] [5]

The finishing service section in this company includes: folding, hemming, finishing cutting sections where each section currently has approximately 10-25 employees. These employees are referred to as contract employees where the wage value is determined based on their work results each day and their wages will be paid every Saturday. The flow of work assignments starts from the production admin submitting the SPK (Work Order) for the Finishing Phase to the contract foreman, then the contract foreman will divide the amount to be completed to each contract employee and each time the work is completed, the production report is given to the contract admin which is then summarized by the contract admin to the contract foreman and then submitted to the finance department. [6] [7] [8]

At this time, with the SOP (Standard Operating Procedure) that is running, there are obstacles related to the performance assessment of the company's contract employees. Currently, the performance assessment of contract employees is assessed based on the number of products completed, while in working, not only that is assessed, but also character and discipline assessments in order to get company bonuses. To avoid subjective assessments, a method is needed that can be neutral and not biased towards one side of the research. So the application of the Self Assessment & Supervisor Rating method that will be combined can be done simultaneously in order to get the results of employee realization and assessments from supervisors / foremen with the

existence of this assessment, it will produce a final value for each employee. [9] [10] [11]

Based on the explanation of the obstacles above, there is a solution needed by Percetakan Indra Jaya, namely by implementing KPI (Key Performance Indicator) using the Self Assessment & Supervisor Rating method so that obstacles in the field can be resolved effectively and efficiently. The current KPI implementation mechanism is filling in the realization every month during the period determined by the company owner so that later Percetakan Indra Jaya employees report their activities and achievements in working if this can be done orderly, the business owner can provide bonuses according to their real performance.

1.2 FORMULATION OF THE PROBLEM

How the implementation of a web-based performance appraisal system can improve the efficiency and effectiveness of the employee performance appraisal process at Indra Jaya Printing Company.

1.3 SCOPE OF PROBLEM

In this research, the author limits the problem or scope of the research to the following matters:

- a. Website-based system with several actors: admin for each section, foreman for each section, owner.
- b. The system will manage data including: wholesale production section data, wholesale employee data for each section, assessment criteria.
- c. The system will manage information and reports including: plotting employee assessment criteria, reporting performance assessment results.
- d. The system will implement the Self Assessment & Supervisor Rating method for calculating the performance of wholesale employees. The system is developed with the PHP programming language and manages the MySql database.