



**Universitas Negeri Surabaya  
Faculty of Vocational Studies  
D4 Public Administration Study Program**

Document Code

**SEMESTER LEARNING PLAN**

Courses	CODE	Course Family	Credit Weight	SEMESTER	Compilation Date
Employee Performance Evaluation	6330102034	Compulsory Study Program Subjects	T=0 P=0 ECTS=0	4	July 17, 2024
AUTHORIZATION	SP Developer		Course Cluster Coordinator	Study Program Coordinator	
	Noviyanti, S.AP., M.AP		.....	Dr. Weni Rosdiana, S.Sos., M.AP.	

**Learning model** Project Based Learning

**Program Learning Outcomes (PLO)** PLO study program which is charged to the course

PLO-7	demonstrate a responsible attitude towards work in their field of expertise independently
PLO-14	Mastering knowledge about the concepts and practices of organizations, management and public sector policies

**Program Objectives (PO)**

PO - 1	Demonstrate a responsible attitude towards work in the field of independent employee performance evaluation.
PO - 2	Able to be responsible for the achievement of group work results and supervise and evaluate the completion of work assigned to workers under their responsibility on the employee performance evaluation assessment form
PO - 3	Able to apply methods of planning, monitoring and assessing employee performance, understanding technical coaching, mentoring and performance counseling in government agencies.
PO - 4	Mastering knowledge about the concepts and practices of employee performance evaluation

**PLO-PO Matrix**

	P.O	PLO-7	PLO-14
	PO-1		
	PO-2		
	PO-3		
	PO-4		

**PO Matrix at the end of each learning stage (Sub-PO)**

	P.O	Week															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	PO-1																
	PO-2																
	PO-3																
	PO-4																

**Short Course Description** This course discusses the basic concepts of performance evaluation, principles of performance evaluation, differences in performance evaluation in the public sector and private sector, performance assessment methods, performance measurement indicators, problems in performance evaluation, and the relationship between performance evaluation results and performance allowances (remuneration). . Lectures are carried out using a blended learning model, such as: lecturer presentations, field observations, and discussions. Assessment is carried out by giving assignments both individually and in groups through written tests or portfolios such as the results of performance reports in the form of employee work assessment forms (Employee Work Targets/SKP in government institutions or services).

**References** Main :

1. Perka BKN Nomor 1 Tahun 2013 tentang Penilaian Prestasi Kerja Pegawai Negeri Sipil
2. Perka BKN Nomor 3 Tahun 2016 tentang Pedoman Penyusunan Standar Teknis Kegiatan Sasaran Kerja Pegawai
3. Merchant, Kenneth A., Wim A. Van der Stede. 2014. Sistem Pengendalian Manajemen: Pengukuran Kinerja, Evaluasi, dan Insentif. Edisi Ketiga. Jakarta: Salemba Empat.
4. Mangkunegara, Anwar Prabu. 2010. Evaluasi Kinerja SDM. Bandung: Refika Aditama.
5. Simanjuntak, Payaman J. 2011. Manajemen dan Evaluasi Kinerja. Edisi Ketiga. Jakarta: FEUI.
6. Budihardjo, M. 2015. Panduan Praktis Penilaian Kinerja Karyawan. Jakarta: Raih Asa Sukses.
7. Wibowo. 2014. Manajemen Kinerja, Edisi Keempat. Raja Grafindo Persada: Jakarta.
8. Sinambela, Lilian Poltak. 2012. Kinerja Pegawai Teori Pengukuran dan Implikasi. Graha Ilmu: Yogyakarta.
9. Siagian, Sondang. 2013. MSDM. Jakarta: Bumi Aksara.
10. Manullang dan Manullang, Marihot. 2011. Manajemen Personalia. Gajah Mada University Press: Yogyakarta.
11. Peraturan Menteri Pendayagunaan Aparatur Negara dan Reformasi Birokrasi No 8 Tahun 2021 tentang Sistem Manajemen Kinerja Pegawai Negeri Sipil.

**Supporters:**

1. Peraturan Pemerintah No 30 Tahun 2019 tentang Penilaian Kinerja Pegawai Negeri Sipil.
2. Peraturan Pemerintah No 46 Tahun 2011 tentang Penilaian Prestasi Kerja Pegawai Negeri Sipil.

**Supporting lecturer**  
 Dr. Agus Prastyawan, S.Sos., M.Si.  
 Lena Citra Manggalasari, M.A.  
 Noviyanti, S.AP., M.AP.

Week-	Final abilities of each learning stage (Sub-PO)	Evaluation		Help Learning, Learning methods, Student Assignments, [ Estimated time]		Learning materials [ References ]	Assessment Weight (%)
		Indicator	Criteria & Form	Offline ( offline )	Online ( online )		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	able to design the implementation of performance evaluation	1.Explain the importance, objectives and legal basis for implementing performance evaluation 2.Identify the principles of performance evaluation, and the scope of performance measurement 3.Identifying differences in the focus of performance measurement in the public sector and the commercial sector	<b>Criteria:</b> Developing goals and reasons for performance evaluation  <b>Form of Assessment :</b> Participatory Activities	Lectures, Discussions, Questions and Answers 2 X 50		<b>Material:</b> basic concepts of performance evaluation (significance, legal basis, objectives of implementing performance evaluation), principles and scope of performance evaluation measurement. <b>Reference:</b> <i>Regulation of the Minister for Empowerment of State Apparatus and Bureaucratic Reform No. 8 of 2021 concerning the Performance Management System for Civil Servants.</i>  <b>Material:</b> basic concepts of performance evaluation (significance, legal basis, objectives of implementing performance evaluation), principles and scope of performance evaluation measurement. <b>Reference:</b> <i>Government Regulation No. 30 of 2019 concerning Civil Servant Performance Evaluation.</i>	0%

2	able to design the implementation of performance evaluation	<ol style="list-style-type: none"> <li>1.Explain the importance, objectives and legal basis for implementing performance evaluation</li> <li>2. Identify the principles of performance evaluation, and the scope of performance measurement</li> <li>3. Identifying differences in the focus of performance measurement in the public sector and the commercial sector</li> </ol>	<p><b>Criteria:</b> identify performance management planning in the public sector and commercial sector</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Lectures, Discussions, Questions and Answers 2 X 50		<p><b>Material:</b> basic concepts of performance evaluation (significance, legal basis, objectives of implementing performance evaluation), principles and scope of performance evaluation measurement.</p> <p><b>Reference:</b> <i>Regulation of the Minister for Empowerment of State Apparatus and Bureaucratic Reform No. 8 of 2021 concerning the Performance Management System for Civil Servants.</i></p> <hr/> <p><b>Material:</b> basic concepts of performance evaluation (significance, legal basis, objectives of implementing performance evaluation), principles and scope of performance evaluation measurement.</p> <p><b>Reference:</b> <i>Government Regulation No. 30 of 2019 concerning Civil Servant Performance Evaluation.</i></p>	5%
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3	able to design the implementation of performance evaluation	<ol style="list-style-type: none"> <li>1.Explain the importance, objectives and legal basis for implementing performance evaluation</li> <li>2.Identify the principles of performance evaluation, and the scope of performance measurement</li> <li>3.Identifying differences in the focus of performance measurement in the public sector and the commercial sector</li> </ol>	<p><b>Criteria:</b> identify performance management planning in the public sector and commercial sector</p> <p><b>Form of Assessment :</b> Portfolio Assessment</p>	Lectures, Discussions, Questions and Answers 2 X 50		<p><b>Material:</b> basic concepts of performance evaluation (significance, legal basis, objectives of implementing performance evaluation), principles and scope of performance evaluation measurement.</p> <p><b>Reference:</b> <i>Regulation of the Minister for Empowerment of State Apparatus and Bureaucratic Reform No. 8 of 2021 concerning the Performance Management System for Civil Servants.</i></p> <hr/> <p><b>Material:</b> basic concepts of performance evaluation (significance, legal basis, objectives of implementing performance evaluation), principles and scope of performance evaluation measurement.</p> <p><b>Reference:</b> <i>Government Regulation No. 30 of 2019 concerning Civil Servant Performance Evaluation.</i></p>	5%
4	able to design and develop performance evaluation methods	<ol style="list-style-type: none"> <li>1.Identifying differences in performance measurement evaluations in the public sector and the commercial sector</li> <li>2.Explain the various performance appraisal methods</li> </ol>	<p><b>Criteria:</b> Identify differences in performance measurement in the public and commercial sectors</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Small group discussion 2 X 50		<p><b>Material:</b> Evaluation of Commercial Sector Performance Measurement</p> <p><b>Reference:</b> <i>Budihardjo, M. 2015. Practical Guide to Employee Performance Assessment. Jakarta: Achieve the Hope of Success.</i></p> <hr/> <p><b>Material:</b> Performance assessment methods, performance measurement indicators</p> <p><b>References:</b> <i>Merchant, Kenneth A., Wim A. Van der Stede. 2014. Management Control Systems: Performance Measurement, Evaluation, and Incentives. Third Edition. Jakarta: Salemba</i></p>	5%

						<p><i>Empat.</i></p> <p><b>Material:</b> Performance assessment methods, performance measurement indicators</p> <p><b>References:</b> <i>Sinambela, Lilian Poltak. 2012. Employee Performance Measurement Theory and Implications. Science Graha: Yogyakarta.</i></p> <p><b>Material:</b> Evaluation of Public Sector Performance Measurement</p> <p><b>Reference:</b> <i>Regulation of the Minister for Administrative Reform and Bureaucratic Reform No. 8 of 2021 concerning the Performance Management System for Civil Servants.</i></p> <p><b>Material:</b> Performance assessment methods, performance measurement indicators</p> <p><b>Reference:</b> <i>Government Regulation No. 30 of 2019 concerning Performance Assessment of Civil Servants.</i></p>	
5	able to design and develop performance evaluation methods	<ol style="list-style-type: none"> <li>1. Identifying differences in performance measurement evaluations in the public sector and the commercial sector</li> <li>2. Explain the various performance appraisal methods</li> </ol>	<p><b>Criteria:</b> Explains various designs of evaluation methods and indicators for measuring employee performance in BUMN, BUMD, and</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Small group discussion 2 X 50		<p><b>Material:</b> Evaluation of Commercial Sector Performance Measurement</p> <p><b>Reference:</b> <i>Budihardjo, M. 2015. Practical Guide to Employee Performance Assessment. Jakarta: Achieve the Hope of Success.</i></p> <p><b>Material:</b> Performance assessment methods, performance measurement indicators</p> <p><b>References:</b> <i>Merchant, Kenneth A., Wim A. Van der Stede. 2014. Management Control Systems: Performance Measurement, Evaluation, and Incentives. Third Edition.</i></p>	0%

						<p><i>Jakarta: Salemba Empat.</i></p> <p><b>Material:</b> Performance assessment methods, performance measurement indicators</p> <p><b>References:</b> <i>Sinambela, Lilian Poltak. 2012. Employee Performance Measurement Theory and Implications. Science Graha: Yogyakarta.</i></p> <p><b>Material:</b> Evaluation of Public Sector Performance Measurement</p> <p><b>Reference:</b> <i>Regulation of the Minister for Administrative Reform and Bureaucratic Reform No. 8 of 2021 concerning the Performance Management System for Civil Servants.</i></p> <p><b>Material:</b> Performance assessment methods, performance measurement indicators</p> <p><b>Reference:</b> <i>Government Regulation No. 30 of 2019 concerning Performance Assessment of Civil Servants.</i></p>	
6	able to design and develop performance evaluation methods	<ol style="list-style-type: none"> <li>1. Identifying differences in performance measurement evaluations in the public sector and the commercial sector</li> <li>2. Explain the various performance appraisal methods</li> </ol>	<p><b>Criteria:</b> Explains various designs of evaluation methods and indicators for measuring employee performance in BUMN, BUMD, and</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Small group discussion 2 X 50		<p><b>Material:</b> Evaluation of Commercial Sector Performance Measurement</p> <p><b>Reference:</b> <i>Budihardjo, M. 2015. Practical Guide to Employee Performance Assessment. Jakarta: Achieve the Hope of Success.</i></p> <p><b>Material:</b> Performance assessment methods, performance measurement indicators</p> <p><b>References:</b> <i>Merchant, Kenneth A., Wim A. Van der Stede. 2014. Management Control Systems: Performance Measurement, Evaluation, and</i></p>	5%

						<p><i>Incentives. Third Edition. Jakarta: Salemba Empat.</i></p> <p><b>Material:</b> Performance assessment methods, performance measurement indicators</p> <p><b>References:</b> <i>Sinambela, Lilian Poltak. 2012. Employee Performance Measurement Theory and Implications. Science Graha: Yogyakarta.</i></p> <p><b>Material:</b> Evaluation of Public Sector Performance Measurement</p> <p><b>Reference:</b> <i>Regulation of the Minister for Administrative Reform and Bureaucratic Reform No. 8 of 2021 concerning the Performance Management System for Civil Servants.</i></p> <p><b>Material:</b> Performance assessment methods, performance measurement indicators</p> <p><b>Reference:</b> <i>Government Regulation No. 30 of 2019 concerning Performance Assessment of Civil Servants.</i></p>	
7	able to arrange the stages of implementing performance evaluation	<p>1.Explain the stages and cycles of SKP implementation</p> <p>2.Observe and design performance plans on employee performance appraisal forms in government agencies</p>	<p><b>Criteria:</b> Pay close attention to the organization's performance plan and leadership and reduce it to individual performance</p> <p><b>Form of Assessment :</b> Project Results Assessment / Product Assessment, Portfolio Assessment</p>	Small Group Discussion 2 X 50		<p><b>Material:</b> Stages and Cycles of Public Sector Performance Measurement</p> <p><b>Reference:</b> <i>Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation No. 8 of 2021 concerning Civil Servant Performance Management Systems.</i></p>	5%

8	MIDDLE SEMESTER EXAMINATION (UTS)	STUDENTS HAVE INDICATORS IN MEETINGS 1-7	<b>Form of Assessment :</b> Project Results Assessment / Product Assessment, Test	WRITTEN TEST 2 X 50		<b>Material:</b> Evaluation of ASN performance <b>Library:</b> <i>Regulation of the Minister for Empowerment of State Apparatus and Bureaucratic Reform No. 8 of 2021 concerning the Performance Management System for Civil Servants.</i> <hr/> <b>Material:</b> Non-ASN Performance Evaluation <b>Reference:</b> <i>Budihardjo, M. 2015. Practical Guide to Employee Performance Evaluation. Jakarta: Achieve the Hope of Success.</i>	15%
9	able to arrange the stages of implementing performance evaluation	1.Compile performance realization on employee performance assessment forms in government agencies 2.Pay attention to work behavior indicators on the SKP form 3.Identify performance appraisal problems and barriers	<b>Criteria:</b> Pay attention to work behavior indicators on the SKP form and simulate the SKP form  <b>Forms of Assessment :</b> Participatory Activities, Project Results Assessment / Product Assessment, Practices / Performance	Small Group Discussion 2 X 50		<b>Material:</b> Preparation of performance measurements and work behavior <b>Reference:</b> <i>Regulation of the Minister for Administrative Reform and Bureaucratic Reform No. 8 of 2021 concerning the Performance Management System for Civil Servants.</i> <hr/> <b>Material:</b> Problems and obstacles to performance assessment <b>Reference:</b> <i>Government Regulation No. 30 of 2019 concerning Performance Assessment of Civil Servants.</i>	5%



10	able to arrange the stages of implementing performance evaluation	<ol style="list-style-type: none"> <li>1.Compile performance realization on employee performance assessment forms in government agencies</li> <li>2.Pay attention to work behavior indicators on the SKP form</li> <li>3.Identify performance appraisal problems and barriers</li> </ol>	<p><b>Criteria:</b> SKP Form Simulation (filling in performance measurements and work behavior)</p> <p><b>Form of Assessment :</b> Project Results Assessment / Product Assessment</p>	Small Group Discussion 2 X 50		<p><b>Material:</b> Preparation of performance measurements and work behavior</p> <p><b>Reference:</b> <i>Regulation of the Minister for Administrative Reform and Bureaucratic Reform No. 8 of 2021 concerning the Performance Management System for Civil Servants.</i></p> <hr/> <p><b>Material:</b> Problems and obstacles to performance assessment</p> <p><b>Reference:</b> <i>Government Regulation No. 30 of 2019 concerning Performance Assessment of Civil Servants.</i></p>	10%
11	able to compile, process and analyze data from performance evaluation results as a basis for determining the grade of performance benefits and remuneration	<ol style="list-style-type: none"> <li>1.Prepare the SKP form in accordance with applicable regulations</li> <li>2.Process and analyze performance data</li> </ol>	<p><b>Criteria:</b> Analyzing and compiling performance achievement results by determining performance allowance grades</p> <p><b>Form of Assessment :</b> Participatory Activities, Practice/Performance</p>	Lectures, Discussions, Questions and Answers 2 X 50		<p><b>Material:</b> Performance evaluation form</p> <p><b>References:</b> <i>Regulation of the Minister for Administrative Reform and Bureaucratic Reform No. 8 of 2021 concerning the Performance Management System for Civil Servants.</i></p>	5%
12	able to compile, process and analyze data from performance evaluation results as a basis for determining the grade of performance benefits and remuneration	<ol style="list-style-type: none"> <li>1.Prepare the SKP form in accordance with applicable regulations</li> <li>2.Process and analyze performance data</li> </ol>	<p><b>Criteria:</b> Analyzing and compiling performance achievement results by determining performance allowance grades</p> <p><b>Form of Assessment :</b> Assessment of Project Results / Product Assessment, Practices / Performance</p>	Lectures, Discussions, Questions and Answers 2 X 50		<p><b>Material:</b> Performance evaluation form</p> <p><b>References:</b> <i>Regulation of the Minister for Administrative Reform and Bureaucratic Reform No. 8 of 2021 concerning the Performance Management System for Civil Servants.</i></p>	5%
13	able to prepare reports on performance evaluation results and determine performance allowance and remuneration levels	<ol style="list-style-type: none"> <li>1.prepare performance evaluation reports</li> <li>2.determine the grade of allowances and remuneration</li> </ol>	<p><b>Criteria:</b> Compile a report on the results of observations in the field regarding the SKP form and its relationship to the support grade, and present it</p> <p><b>Form of Assessment :</b> Assessment of Project Results / Product Assessment, Practices / Performance</p>	Small Group Discussion 2 X 50		<p><b>Material:</b> Preparation of reports on performance evaluation results, and performance of implementing organizational performance measurements.</p> <p><b>Reference:</b> <i>Regulation of the Minister for Empowerment of State Apparatus and Bureaucratic Reform No. 8 of 2021 concerning the Performance Management System for Civil Servants.</i></p>	5%

14	able to prepare reports on performance evaluation results and determine performance allowance and remuneration levels	1.prepare performance evaluation reports 2.determine the grade of allowances and remuneration	<b>Criteria:</b> Compile a report on the results of observations in the field regarding the SKP form and its relationship to the support grade, and present it  <b>Form of Assessment :</b> Assessment of Project Results / Product Assessment, Practices / Performance	Small Group Discussion 2 X 50		<b>Material:</b> Preparation of reports on performance evaluation results, and performance of implementing organizational performance measurements. <b>Reference:</b> <i>Regulation of the Minister for Empowerment of State Apparatus and Bureaucratic Reform No. 8 of 2021 concerning the Performance Management System for Civil Servants.</i>	5%
15	able to prepare reports on performance evaluation results and determine performance allowance and remuneration levels	1.prepare performance evaluation reports 2.determine the grade of allowances and remuneration	<b>Criteria:</b> Compile a report on the results of observations in the field regarding the SKP form and its relationship to the support grade, and present it  <b>Form of Assessment :</b> Assessment of Project Results / Product Assessment, Practices / Performance	Small Group Discussion 2 X 50		<b>Material:</b> Preparation of reports on performance evaluation results, and performance of implementing organizational performance measurements. <b>Reference:</b> <i>Regulation of the Minister for Empowerment of State Apparatus and Bureaucratic Reform No. 8 of 2021 concerning the Performance Management System for Civil Servants.</i>	5%
16	FINAL SEMESTER EXAMINATION (UAS)	MEETING MATERIALS 1-15	<b>Criteria:</b> ACCORDING TO THE PROVISIONS ON THE FINAL SEMESTER EXAMINATION (UAS) QUESTION SHEET  <b>Form of Assessment :</b> Project Results Assessment / Product Assessment, Test	FINAL SEMESTER EXAMINATION (UAS) 2 X 50		<b>Material:</b> Evaluation of ASN performance <b>Library:</b> <i>Regulation of the Minister for Empowerment of State Apparatus and Bureaucratic Reform No. 8 of 2021 concerning the Performance Management System for Civil Servants.</i>  <b>Material:</b> Evaluation of Commercial Sector Performance Measurement <b>Reference:</b> <i>Budihardjo, M. 2015. Practical Guide to Employee Performance Assessment. Jakarta: Achieve the Hope of Success.</i>	20%

**Evaluation Percentage Recap: Project Based Learning**

No	Evaluation	Percentage
1.	Participatory Activities	19.17%

2.	Project Results Assessment / Product Assessment	41.67%
3.	Portfolio Assessment	7.5%
4.	Practice / Performance	14.17%
5.	Test	17.5%
		100%

#### Notes

1. **Learning Outcomes of Study Program Graduates (PLO - Study Program)** are the abilities possessed by each Study Program graduate which are the internalization of attitudes, mastery of knowledge and skills according to the level of their study program obtained through the learning process.
2. **The PLO imposed on courses** are several learning outcomes of study program graduates (CPL-Study Program) which are used for the formation/development of a course consisting of aspects of attitude, general skills, special skills and knowledge.
3. **Program Objectives (PO)** are abilities that are specifically described from the PLO assigned to a course, and are specific to the study material or learning materials for that course.
4. **Subject Sub-PO (Sub-PO)** is a capability that is specifically described from the PO that can be measured or observed and is the final ability that is planned at each learning stage, and is specific to the learning material of the course.
5. **Indicators for assessing** abilities in the process and student learning outcomes are specific and measurable statements that identify the abilities or performance of student learning outcomes accompanied by evidence.
6. **Assessment Criteria** are benchmarks used as a measure or measure of learning achievement in assessments based on predetermined indicators. Assessment criteria are guidelines for assessors so that assessments are consistent and unbiased. Criteria can be quantitative or qualitative.
7. **Forms of assessment:** test and non-test.
8. **Forms of learning:** Lecture, Response, Tutorial, Seminar or equivalent, Practicum, Studio Practice, Workshop Practice, Field Practice, Research, Community Service and/or other equivalent forms of learning.
9. **Learning Methods:** Small Group Discussion, Role-Play & Simulation, Discovery Learning, Self-Directed Learning, Cooperative Learning, Collaborative Learning, Contextual Learning, Project Based Learning, and other equivalent methods.
10. **Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.
11. **The assessment weight** is the percentage of assessment of each sub-PO achievement whose size is proportional to the level of difficulty of achieving that sub-PO, and the total is 100%.
12. TM=Face to face, PT=Structured assignments, BM=Independent study.