



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 Recruitment	6330103047	Compulsory Study Program Subjects	T=1	P=2	ECTS=4.77	3	August 31, 2023																																																																																																				
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator																																																																																																					
	Noviyanti, S.AP, M.Pol.sc		Noviyanti, S.AP, M.Pol.sc			Dr. Weni Rosdiana, S.Sos., M.AP.																																																																																																					
Learning model	Case Studies																																																																																																										
Program Learning Outcomes (PLO)	PLO study program which is charged to the course																																																																																																										
	PLO-6	Contribute to improving the quality of life in society, nation and state and the progress of civilization based on Pancasila																																																																																																									
	PLO-9	Able to study cases of the application of science and technology that pay attention to and apply humanities values in the field of management and public sector policy in order to produce prototypes, standard procedures, designs and, compile the results of the study in the form of working papers, and upload them on the university website																																																																																																									
	PLO-12	Able to identify, analyze and resolve problems in the field of public sector personnel																																																																																																									
	PLO-14	Mastering knowledge about the concepts and practices of organizations, management and public sector policies																																																																																																									
	Program Objectives (PO)																																																																																																										
	PO - 1	Contribute to improving the quality of life in society, nation and state and the progress of civilization based on Pancasila in every stage of employee recruitment implementation																																																																																																									
	PO - 2	Mastering knowledge about organizational concepts and practices, management and public sector policies in planning and implementing employee recruitment																																																																																																									
	PO - 3	Able to carry out job analysis, employee workload analysis, prepare employee needs projections, position maps and position evaluations as a basis for implementing employee recruitment																																																																																																									
	PO - 4	Able to study cases of the application of science and technology that pay attention to and apply humanities values in accordance with employee recruitment procedures in order to produce prototypes, standard procedures, designs or works of art, compile the results of the study in the form of working papers, design specifications or art essays and upload them on the college website tall																																																																																																									
	PLO-PO Matrix																																																																																																										
		<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;">P.O</th> <th style="width: 15%;">PLO-6</th> <th style="width: 15%;">PLO-9</th> <th style="width: 15%;">PLO-12</th> <th style="width: 15%;">PLO-14</th> </tr> </thead> <tbody> <tr><td>PO-1</td><td></td><td></td><td></td><td></td></tr> <tr><td>PO-2</td><td></td><td></td><td></td><td></td></tr> <tr><td>PO-3</td><td></td><td></td><td></td><td></td></tr> <tr><td>PO-4</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>						P.O	PLO-6	PLO-9	PLO-12	PLO-14	PO-1					PO-2					PO-3					PO-4																																																																															
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Short Course Description	This course contains a study of the basic concepts of personnel recruitment, recruitment stages include creating job vacancy advertisements, job application letters, curriculum vitae, provision of CAT material, interview guidelines both in theory and practice.																																																																																																										
References	Main :																																																																																																										

<ol style="list-style-type: none"> 1. Sedarmayanti.2010. Manajemen Sumber Daya Manusia: Reformasi Birokrasi dan Manajemen Pegawai Negeri Sipil. Bandung: Refika Aditama. 2. Mangkunegara, Anwar Prabu. 2010. Manajemen Sumber Daya Manusia Perusahaan . Bandung: Rosda. 3. Moekijat. 2010. Manajemen Sumber Daya Manusia . Bandung: Mandar Madju. 4. Noe, Raymond A.,John R. Hollenbeck, dkk. 2010. Manajemen Sumber Daya Manusia: Mencapai Keunggulan Bersaing. Edisi Keenam. Jakarta: Salemba Empat. 5. Harsono. 2011. Sistem Administrasi Kepegawaian. Jakarta: Fokus Media. 6. UNDANG UNDANG REPUBLIK INDONESIA NOMOR 5 TAHUN 2014 TENTANG APARATUR SIPIL NEGARA 							
Supporters:							
<ol style="list-style-type: none"> 1. Keputusan Menteri PAN-RB No. 651 Tahun 2023 Tentang Nilai Ambang Batas Seleksi Kompetensi Dasar Pengadaan Pegawai Negeri Sipil Tahun Anggaran 2023 							
Supporting lecturer		Dian Arlupi Utami, S.Sos., M.AP. Dr. Haryo Kunto Wibisono, S.AP., M.AP. 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	Understand the basic concepts of employee recruitment	<ol style="list-style-type: none"> 1.Explain the importance of recruitment both narrowly and broadly critically and responsibly. 2.Explain the objectives of the recruitment process 3.Outlines the legal basis for recruitment 4.Reasons for carrying out recruitment 	Criteria: active in discussions Form of Assessment : Participatory Activities	Lectures and questions and answers 3 X 50		Material: the importance of narrow and broad recruitment. Library: Moekijat. 2010. <i>Human Resource Management</i> . Bandung: Mandar Madju. Material: Objectives of the recruitment process Reference: Sedarmayanti.2010. <i>Human Resources Management: Bureaucratic Reform and Civil Servant Management</i> . Bandung: Refika Aditama. Material: Legal basis for recruitment and reasons for carrying out recruitment Reference: LAW OF THE REPUBLIC OF INDONESIA NUMBER 5 OF 2014 CONCERNING STATE CIVIL APPARATUS	5%

2	Understand the importance of the formation and procurement of civil servants	<ol style="list-style-type: none"> 1. Mention the importance of formation critically and responsibly. 2. Explain the purpose of implementing the formation 3. State the legal basis for the formation and procurement of civil servants. 4. Employee formation in BUMN, BUMD and private companies 	<p>Form of Assessment : Participatory Activities</p>	Pulpit lectures and discussions 3 X 50	Lectures and questions and answers	<p>Material: The importance of formation, the purpose of the formation and procurement of civil servants, the legal basis for the formation and procurement of civil servants.</p> <p>Reference: <i>LAW OF THE REPUBLIC OF INDONESIA NUMBER 5 OF 2014 CONCERNING STATE CIVIL APPARATUS</i></p> <hr/> <p>Material: Employee formation in BUMN, BUMD and private companies Reader: Harsono. 2011. <i>Personnel Administration System</i>. Jakarta: Media Focus.</p>	5%
3	Understand the obstacles, advantages and disadvantages of recruitment	<ol style="list-style-type: none"> 1. Explaining the obstacles to internal recruitment, namely organizations and job seekers 2. Explain the obstacles to external recruitment 3. Explain the advantages and disadvantages of internal and external recruitment sources 	<p>Criteria: Identify the advantages and disadvantages of internal and external recruitment</p> <p>Form of Assessment : Participatory Activities</p>	Pulpit lectures and discussions 3 X 50		<p>Material: Internal and external recruitment obstacles Reference: <i>Moekijat. 2010. Human Resource Management. Bandung: Mandar Madju.</i></p> <hr/> <p>Material: Advantages and disadvantages of internal and external recruitment sources References: <i>Noe, Raymond A., John R. Hollenbeck, et al. 2010. Human Resource Management: Achieving Competitive Advantage. Sixth Edition. Jakarta: Salemba Empat.</i></p>	5%

4	Understand the use of media and advertising in the recruitment process	<ol style="list-style-type: none"> 1.Explain the types of media used in the recruitment process 2.Explain the advantages and disadvantages of using media and advertising in the recruitment process. 3.Identify effective job advertisements. 	<p>Criteria: Designing job vacancy advertisements</p> <p>Form of Assessment : Participatory Activities, Practice/Performance</p>	pulpit lecture, small group discussion 3 X 50		<p>Material: Types of media in the recruitment process References: Noe, Raymond A., John R. Hollenbeck, et al. 2010. <i>Human Resource Management: Achieving Competitive Advantage. Sixth Edition.</i> Jakarta: Salemba Empat.</p> <hr/> <p>Material: Advantages and weaknesses of media in the recruitment process Reader: Moekijat. 2010. <i>Human Resource Management.</i> Bandung: Mandar Madju.</p> <hr/> <p>Material: Criteria for effective job advertisements References: Noe, Raymond A., John R. Hollenbeck, et al. 2010. <i>Human Resource Management: Achieving Competitive Advantage. Sixth Edition.</i> Jakarta: Salemba Empat.</p>	5%
5	Understand the use of media and advertising in the recruitment process	<ol style="list-style-type: none"> 1.Explain the types of media used in the recruitment process 2.Explain the advantages and disadvantages of using media and advertising in the recruitment process. 3.Identify effective job advertisements. 	<p>Criteria: Designing job vacancy advertisements</p> <p>Form of Assessment : Participatory Activities, Practice/Performance</p>	pulpit lecture, small group discussion 3 X 50		<p>Material: Types of media in the recruitment process References: Noe, Raymond A., John R. Hollenbeck, et al. 2010. <i>Human Resource Management: Achieving Competitive Advantage. Sixth Edition.</i> Jakarta: Salemba Empat.</p> <hr/> <p>Material: Advantages and weaknesses of media in the recruitment process Reader: Moekijat. 2010. <i>Human Resource Management.</i> Bandung: Mandar Madju.</p> <hr/> <p>Material: Criteria for effective job advertisements References: Noe, Raymond A., John R. Hollenbeck, et al. 2010. <i>Human Resource Management: Achieving Competitive Advantage. Sixth Edition.</i> Jakarta: Salemba Empat.</p>	5%

6	Create a job application letter and Curriculum Vitae	1. Identify the format for writing a job application letter and curriculum vitae in Indonesian and English properly and correctly. 2. Make a job application letter in Indonesian and English properly and correctly. 3. Make a curriculum vitae in Indonesian and English creatively and responsibly, and in accordance with applicable rules.	Form of Assessment : Participatory Activities, Practice/Performance	Discussion 3 X 50		Material: Job Application Letter and CV Bibliography: Noe, Raymond A., John R. Hollenbeck, et al. 2010. <i>Human Resource Management: Achieving Competitive Advantage. Sixth Edition.</i> Jakarta: Salemba Empat.	5%
7	Describe the types of tests in personnel recruitment activities	Mastering the types of tests in the recruitment process	Criteria: Answer questions carefully and responsibly Form of Assessment : Participatory Activities		TPA Test and Psychotest 3 X 50		5%
8	MIDTERM EXAM	Students have the ability to understand various tests in employee recruitment activities	Criteria: Answer questions carefully and responsibly Form of Assessment : Test		test using google form 2 X 45	Material: CAT Library: Decree of the Minister of PAN-RB No. 651 of 2023 concerning the Threshold Value for Selection of Basic Competencies for Procurement of Civil Servants for Fiscal Year 2023	10%
9	Describe the types of tests in personnel recruitment activities	Students have the ability to understand various tests in employee recruitment activities	Criteria: Take the test carefully and responsibly Form of Assessment : Practice / Performance		test using google form 2x30		5%
10	Describe a list of interview questions and mistakes in interviews	Students are able to explain the list of interview questions and mistakes in interviews	Criteria: Active in discussions	pulpit lecture and discussion 3 X 50		Material: Definition of interview according to experts and stages of interview Reference: Moekijat. 2010. <i>Human Resource Management.</i> Bandung: Mandar Madju.	5%
11	Describe a list of interview questions and mistakes in interviews	Students are able to explain the list of interview questions and mistakes in interviews	Criteria: Active in discussions Form of Assessment : Participatory Activities	Pulpit lectures and discussions 3 X 50		Material: Interview questions and mistakes in interviews References: Noe, Raymond A., John R. Hollenbeck, et al. 2010. <i>Human Resource Management: Achieving Competitive Advantage. Sixth Edition.</i> Jakarta: Salemba Empat.	5%
12	Describe employee placement and employee orientation programs	Students are able to explain employee placement and employee orientation programs	Criteria: Active in discussions Form of Assessment : Participatory Activities	Pulpit lectures and discussions 3 X 50		Material: Employee placement Library: Moekijat. 2010. <i>Human Resource Management.</i> Bandung: Mandar Madju.	5%

13	Have employee selection skills at the interview stage	<ol style="list-style-type: none"> 1. Practice interview practice 2. Implement employee orientation programs 	<p>Criteria: Play a role in the recruitment and interview process</p> <p>Form of Assessment : Practice / Performance</p>	3 X 50 interview practice		<p>Material: Employee Orientation Program References: Noe, Raymond A., John R. Hollenbeck, et al. 2010. <i>Human Resource Management: Achieving Competitive Advantage. Sixth Edition.</i> Jakarta: Salemba Empat.</p> <hr/> <p>Material: Employee Selection at the interview stage References: Noe, Raymond A., John R. Hollenbeck, et al. 2010. <i>Human Resource Management: Achieving Competitive Advantage. Sixth Edition.</i> Jakarta: Salemba Empat.</p>	10%
14	Have employee selection skills at the interview stage	<ol style="list-style-type: none"> 1. Practicing interview practices 2. Practicing employee orientation programs 	<p>Form of Assessment : Practice / Performance</p>	3 X 50 interview practice		<p>Material: Employee Selection at the interview stage References: Noe, Raymond A., John R. Hollenbeck, et al. 2010. <i>Human Resource Management: Achieving Competitive Advantage. Sixth Edition.</i> Jakarta: Salemba Empat.</p>	10%
15	Describe employee selection materials, especially interviews and employee placement	<ol style="list-style-type: none"> 1. Able to understand employee recruitment 2. Able to explain the stages of employee selection 3. Understand interview practice material and employee orientation 	<p>Form of Assessment : Participatory Activities</p>	Pulpit lectures and discussions 3 X 50		<p>Material: Employee selection and employee placement Reader: Mangkunegara, Anwar Prabu. 2010. <i>Corporate Human Resources Management.</i> Bandung: Rosda.</p>	5%

16		Sub CPMK meeting 1-15	Criteria: Answer questions carefully and responsibly Form of Assessment : Test	Essays 2x35		Material: Basic concepts of recruitment, recruitment media, CV and job application Reader: <i>Mangkunegara, Anwar Prabu. 2010. Corporate Human Resources Management. Bandung: Rosda.</i> Material: Types of tests in the recruitment process Reader: <i>Moekijat. 2010. Human Resource Management. Bandung: Mandar Madju.</i> Material: Interviews, Employee Placement, and Employee Orientation Programs References: <i>Noe, Raymond A., John R. Hollenbeck, et al. 2010. Human Resource Management: Achieving Competitive Advantage. Sixth Edition. Jakarta: Salemba Empat.</i>	15%
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Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
1.	Participatory Activities	42.5%
2.	Practice / Performance	32.5%
3.	Test	25%
		100%

Notes

- 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.
- 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.
- 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.
- 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.
- Indicators for assessing** ability in the process and student learning outcomes are specific and measurable statements that identify the ability or performance of student learning outcomes accompanied by evidence.
- 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.
- Forms of assessment:** test and non-test.
- 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.
- 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.
- Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.
- 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%.
- TM=Face to face, PT=Structured assignments, BM=Independent study.

