



Recruitment and Selection System of Human Resources at The Bina Insan Taqwa Foundation

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Abstract

Human resources are a basic need in an agency, so it needs to be carefully planned to recruit them. This study aims to determine and understand the process of recruitment and selection of human resources, the recruitment and selection process is appropriate, the feasibility of recruitment and selection of human resources at the Bina Insan Taqwa Foundation, Semarang. This study uses a qualitative research method with a case study approach. Data collection techniques namely Participatory Observation, Structured Interviews, and Documentation Studies. Data validity techniques include extension techniques, persistence in in-depth observation, triangulation of 3 types, and holding member checks. Data analysis techniques using data collection, data reduction, data presentation, and withdrawal/verification conclusions. Based on the results of this study, the selection process certainly has its own mechanism until finally the applicant or prospective employee is appointed as a new employee. However, there are stages or considerations such as medical tests not yet included in the selection stage. In general, these stages have a different order, but the meaning and content of the selection stages are the same. Referring to Simamora's theory, there is a selection stage for the Bina Insan Taqwa foundation that has not been carried out, namely a physical examination or medical test. The feasibility of recruiting and selecting human resources at the Bina Insan Taqwa Foundation Semarang, can be seen in two aspects: 1) dissemination of information, and 2) the implementation of recruitment and selection is less than optimal.

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INTRODUCTION

A massive global education expansion and reform project has made education a key feature and priority of the world today (C.C. Wolhuter and Ewelina K. Niemczyk, 2023). Human resource management can improve the quality (Widodo, S. (2014). Human resources are a basic need in an agency, so it needs to be carefully planned to recruit them. Good education will produce superior human resources in responding to challenges in the globalization era that are full of competence (Kartika & Khasan, 2017). Inadequate experts in managing resources at the lower level of education to enhance effective teaching and learning for quality education is a significant challenge in developing nations (Fuseini Inusah et al., 2023). Human resources (HR) management is vital in developing organizational performance and profit maximization (Ramesh Priyanka et al., 2023).

Recruitment is the first step taken by institutions to attract and find people who meet the qualifications required by institutions and the quality of education that is sustainable development (Schwan, 2019; Commonwealth Secretariat, 2017). Educators and educational staff are one of the most important elements in improving the quality of education (Rony, 2018). The more investments in human capital, through education especially at higher levels, will allow human capital to evolve dynamically (Oluwabunmi O. Adejumo et al, 2021). Recruitment activities are activities that need to be planned effectively and have a good foundation. Meeus et al., (2018) explained that the work of educators as academic work is very important for educational institutions. This effort is not only carried out by the school, but is an obligation (Fani, O., & A. Busyairi, 2019; Shofwan, et. al., 2021)

One of the problems that often occurs in the recruitment of educators is the problem of recruitment planning that is not mature enough so that there is often a failure in achieving school goals because a lot of work that should be done by several people must be done alone. Kadarmanda & Mahmudin Yasin, (2021) that currently the competence of educators and education is still very low because there is no competency-based recruitment system yet. Likewise, improving the quality of educators and education staff is mostly done without going through a comprehensive analysis (Kadri & Widiawati, 2020). Teacher performance based on learning planning, learning, and learning evaluation (Ajizah, R., Eko Pramono, S., & Suminar, T. (2022).

An effective school has strong cultures with particular characteristics (Maskur, M., Haryono, H., & Hidayah, I., 2018). For the Bina Insan Taqwa Foundation in Semarang, teachers are the spearhead of education. Appointing teachers who are immature can lead to educational malpractice because children become victims of trial and error. Then, teachers who have passed the recruitment and selection need to be coached more deeply to ensure maturity when involved in educating. Teacher schools are needed to carry out this task. There are at least four main materials that must be conveyed in teacher (maturation) schools: Human Development, IT, Worldview Faith, Curriculum, complete with methods and administration, plus material on parenting.

Digital resources can be implemented to support the quality of education, including for teachers teaching science (Muhaimin et al, 2020). Susanti (2021) stated that educator and educational standards are an important aspect and have a very direct effect on the quality of education, so it requires support from all parties such as school committees, education agencies and the government (Rahmawati et al., 2020; Huda et al., 2020 ; Lorensius & Ping, 2021) in carrying out its duties and functions as well as creativity in innovating and advancing schools and improving student learning outcomes (Pietsch et al., 2019; Quah Cheng Sim, 2011).

The results of this description determine the direction of policy on the recruitment system and subsequent selection of human resources so that researchers take this title. The benefits of this research can be used as material for further study in order to find and develop alternatives in the recruitment and selection system of human resources.

METHODS

This study uses a case study approach based on the aspects to be examined by researchers, namely the recruitment and selection system of human resources at the Bina Insan Foundation, Semarang. Based on the research design that has been described, the research procedures are; 1) carrying out permits through a research permit letter to the Bina Insani Foundation, Semarang, 2) asking permission and making agreements with informants to conduct interviews, 3) conducting direct face-to-face interviews with research informants according to the agreement, 4) make an observation schedule, 5) carry out observations according to a predetermined schedule, and 6) analyzing the documents owned by the Bina Insan Taqwa Foundation in Semarang relating to the recruitment and selection of human resources.

This research focuses on the Bina Insan Taqwa Foundation in Semarang based on the results of observations made by researchers that have an integrated recruitment and selection of human resources with a good impact. Data collection techniques in this study the authors conducted through three ways, namely, observation, interviews and documentation. To test the validity of the data that researchers obtained when conducting research at the Bina Insan Taqwa Foundation in Semarang by means of interviews, observation and documentation, the researchers used triangulation. The data analysis process in this study are as follows; 1) examining all available data from various sources, 2) conducting data reduction. 3) compiling data reduction results, 4) presenting data in tables, figures, diagrams, charts, and so on and 5) doing data validity check.

RESULTS AND DISCUSSION

The process of recruitment and selection of human resources at the Bina Insan Taqwa Foundation, Semarang.

Through direct field observations and interviews, the results of research on the Recruitment and Selection System for Human Resources at the Bina Insan Taqwa Foundation in Semarang were found. Human resource management in every function (Walid Fajar Antariksa, 2017). The Bina Insan Taqwa Foundation has established standards and procedures in the human resource recruitment and selection process. In line with previous research, it has standards and procedures that have been implemented in every management function so far. Recruitment system activities begin with recruitment planning. Planning is a preparatory step in the implementation of a job to achieve certain goals.

The planning process that must be considered is preparing everything needed to achieve the goal, namely by collecting data, recording and analyzing data, and formulating decisions. In the planning activity, the stages are carried out, namely 1) data analysis. This analysis is carried out to obtain data regarding what formations or positions are vacant, how many employees are needed, and to determine the minimum requirements that need to be possessed by prospective employees. Then, it continues to the planning stage for recruitment. 2) Recruitment Preparation. In preparation for recruitment there are several stages such as a) determining the time and cost in HR withdrawal. In preparation for the implementation of the recruitment of new educators this includes various activities. In this preparation, apart from setting up the recruitment team, the time, readiness of members and the budget needed in recruiting HR until the appointment of new HR as employees are also determined. b) Determination of procedures for hiring educators.

The committee held a meeting to review the regulations related to the acceptance of new educators as well as determine the registration procedure. This is based on the Foundation's rules and regulations regarding manpower. Procedures for recruiting teaching staff, namely submitting job applications by completing administration such as curriculum vitae (CV), scans of last diplomas, scans

of ID cards, photographs, supporting documents and considering qualifications such as male/ female, maximum age 35 years, Minimum education is undergraduate of Elementary School of Teacher Education, has memorization of at least 2 chapters, and has active English. Next is the implementation stage. The recruitment of educators is usually carried out in accordance with the needs of the formation, because the Foundation uses a 1- year contract system for new employees, in this case educators, but if at the beginning of the new school year there is a vacancy of educators, then the recruitment will be carried out. In the implementation of recruitment, there are 3 (three) stages carried out, namely Recruitment Scheduling, Dissemination of Recruitment Announcements and Accepting applications for Educators.

In carrying out the selection, of course, there are several stages that must be carried out to obtain quality human resources at the Bina Insan Taqwa Foundation. The selection process, of course, has its own mechanism until finally the applicant or candidate for a new employee is appointed as a new employee. As for the description of the selection stages carried out are as follows, namely selection preparation. The planning or preparations made before carrying out the selection are as follows: determining the selection team, preparing the assessment instruments, preparing the place and time for the selection. Then, the selection is carried out.

In doing the selection process for recruiting new employees certainly has several stages. The selection process will be carried out when the registration target is sufficient and the timeframe given has passed the registration deadline. The time needed to get candidates, after the recruitment information is distributed is one week or an average of about two weeks. Then the selection process is executed. The selection method used by the Bina Insan Taqwa Foundation, namely, Administrative selection related to the requirements of prospective employees, Written selection, related to potential in terms of academics, psychological tests, Selection of microteaching ability tests, reading the Koran, English, Interview selection, there are 2 stages in interview selection the first is to gather information from the applicant and the second is carried out after the applicant passes the first stage of the interview. If the applicant passes the first stage of the interview, then proceed with the second stage of the interview to confirm whether the applicant is willing or not willing to serve at the Bina Insan Taqwa Foundation.

From this explanation it can be concluded that the Bina Insan Taqwa Foundation in Semarang carried out several stages to recruit and select human resources. These stages have already become the agreement of meetings and deliberations in decision making. These stages include the stages of administrative selection, written selection, ability selection, and interviews. These stages are adjusted to the vision and mission of the Bina Insan Taqwa Foundation in improving the quality of human resources.

The recruitment and selection process for human resources at the Bina Insan Taqwa Semarang Foundation is in accordance with Simamora's theory

The Bina Insan Taqwa Foundation Semarang, in formulating a strategy for recruiting, already has basic references that have been adapted to existing needs, including the required qualifications. Based on these stages, the strategy formulation carried out by the Bina Insan Taqwa Foundation in Semarang is appropriate so that it only needs improvement to be more selective in preparing recruitment strategies. Based on the recruitment flow mechanism carried out by the Bina Insan Taqwa Foundation, the search for applicants is carried out by informing vacancies through social media and the foundation's internals so that quality human resources will be obtained. Screening after the application is carried out through a series of selections that have been set by the Bina Insan Taqwa Foundation. Applicants who have registered with the Bina Insan Taqwa Foundation in Semarang will

be collected, individuals who meet the criteria set by the recruiter and are suitable candidates for the positions needed.

In the selection stage carried out by the Bina Insan Taqwa Foundation Semarang has several stages starting with administrative selection, written selection, ability selection, early stage interviews, and final stage interviews. Referring to Simamora (2014) that the Bina Insan Taqwa Foundation has a difference in the selection stages, namely the selection stage refers to Simamora starting with a preliminary screening interview while at the foundation it begins with administrative selection. In general, these stages have a different order but the meaning and content of the selection stages are the same.

Referring to Simamora's theory, there is a selection stage for the Bina Insan Taqwa foundation that has not been carried out, namely a physical examination or medical test. There is no physical examination or medical test conducted by the foundation so that in the future a physical examination or medical test can be carried out to see if the prospective employee has a history of illness, is sick, or is healthy. Physical or health examination is a very important stage and should not be left out because health is very influential on the ability or self-development of a person in the foundation.

The feasibility of recruiting and selecting human resources at the Bina Insan Taqwa Foundation, Semarang.

Based on data obtained from interviews with HR staff of the Bina Insan Taqwa Foundation, Semarang and employees who have participated in recruitment and selection. Feasibility of recruitment and selection can be seen from various aspects 1) Information dissemination and 2) implementation of recruitment and selection. Based on the explanation of the data, it can be concluded that the feasibility of recruitment and selection of human resources at the Bina Insan Taqwa Foundation in Semarang which is seen in two aspects 1) dissemination of information, and 2) the implementation of recruitment and selection is less than optimal, this can be seen from the results of interviews from the four Employees who were interviewed obtained the same results, namely the majority of employees obtained information from the internal foundation. Then, in the implementation of recruitment and selection there are differences between applicants, this is evidenced by RZ's statement that participating in the selection with microteaching is different from WNs who do not have microteaching so that consistency is needed in recruitment and selection by the Bina Insan Taqwa Foundation, Semarang.

The impact of recruitment and selection of human resources at the Bina Insan Taqwa Foundation, Semarang City

The impact on recruitment and selection of human resources is 1) Quality of Employees/Human Resources, 2) Productivity and Performance, 3) Reputation and Branding, 4) Faster turnover of human resources. In the quality of employees or human resources at the Bina Insani Taqwa Foundation in Semarang City, the quality of employees fluctuates. There are several factors that cause the quality of foundation employees to fluctuate, one of which is due to inconsistent recruitment and selection. By recruiting and selecting the right employees, the Foundation can increase the overall productivity and performance of the organization. Employees who fit their duties and responsibilities tend to be more efficient, work well in teams, and can adapt to work environments well. A good recruitment and selection process can also help build a positive reputation and branding for the Foundation. Selecting qualified and competent employees can reflect the excellence of the organization in providing services or solving existing social problems. The foundation has a Koran school branding so that in recruitment and selection it requires prospective educators to take the Koran

test. The existence of the work contract agreement so that it has an impact on the foundation, namely the rapid replacement of human resources, overcoming these problems the foundation must be ready if there are employees who do not renew the contract and immediately look for replacements according to existing needs.

CONCLUSION

Based on the results of research and discussion regarding the Recruitment System and Selection of Human Resources at the Bina Insan Taqwa Foundation in Semarang, the following conclusions can be drawn: 1) The system of recruitment and selection of human resources in The Bina Insan Taqwa Foundation has established standards and procedures. In the selection process, of course, has its own mechanism until finally the applicant or prospective employee is determined to be a new employee. The stages of recruitment and selection that must be passed to become employees at the Bina Insan Taqwa Foundation are administration selection, written selection, ability selection, initial interview, if you pass the first stage interview. The system and recruitment of the Bina Insan Taqwa Foundation have been effectively used in a series of selections. 2) The Bina Insan Taqwa Foundation has differences in the selection stages, namely at the selection stage it begins with a preliminary screening interview while at the foundation it begins with administrative selection. In general, these stages have a different order but the meaning and content of the selection stages are the same. Referring to Simamora's theory, there is a selection stage for the Bina Insan Taqwa foundation that has not been carried out, namely a physical examination or medical test. There is no physical examination or medical test conducted by the foundation so that in the future a physical examination or medical test can be carried out to see if the prospective employee has a history of illness, is sick, or is healthy. 3) From the results of the description of the data, it is concluded that the feasibility of recruitment and selection of human resources at the Bina Insan Taqwa Foundation in Semarang is seen in two aspects 1) dissemination of information, and 2) the implementation of recruitment and selection is less than optimal, this can be seen from the results of interviews of the four employees who were interviewed, the results were the same, that is, the majority of employees obtained information from the internal foundation. 4) The impact of the recruitment and selection of human resources in the bina insani taqwa foundation has 4 aspects. The four aspects are a) the quality of human resources/employees, b) productivity/performance, c) reputation/branding, and faster turnover of human resources.

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