
DESIGN COMPUTER-BASED APPLICATION FOR RECRUITMENT AND SELECTION EMPLOYEE AT PT. INDONUSA TELEMEDIA

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ABSTRACT

This report contains about one of the applications that used by PT. Indonusa Telemedia. The function of this application to facilitate the recruitment and selection process of the company employee's candidate. The process becomes more efficient because the application can organize the employee candidate data, interview status (proceed, hire, keep, and reject), and his comments based on the interview. The benefit for the company that uses this application is that they can increase their level of efficiency, such as in time and man labor. The level of efficiency can be increase because this application can sort the employee's candidate data as the request of the department that request addition of employee and centralizing information in one application database.

Key words : Application, Employee Recruitment, Selection

INTRODUCTION

PT. Indonusa Telemedia is with *Brand Name* TELKOMVision who gets address at Tebet in south Jakarta. Executed research program deep three-month duration, from date 1st January 2009 and end on the 08 Aprils 2009. The scope of observational activity to be done at Network's & IT division whereas watch on HRD'S division, Business Production & Customer Quality's division communicates in makings carries on business to process, design of application. There are severally *job description* of this activities, for example is (1) Design of Application *Penerimaan dan Seleksi Calon Karyawan* ; (2) Design of Application *Koperasi*

1. **Dosen Jurusan Komputerisasi Akuntansi, Universitas Bina Nusantara**
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; (3) Captured this candidate fires an employee Indonusa Telemidia; (4) Design of Business Process;

Presented result write-up deep observational one contains about application scheme activity *Penerimaan dan Seleksi Calon Karyawan* utilizing Visual Basic 6.0, Ms Access database and microsoft excel's to *Report* of application.

PT. Indonusa Telemidia stand on the May 1997 and operating on year 1999, with many of stockholder there are PT Telkom, PT Telkomindo Primabhakti (Megacell), PT RCTI and PT Datakom Asia. On year 2003, TELKOMVision has *Head End* at six metropolises which is Field, Jakarta, Bandung, Semarang, Surabaya and Jimbaran Bali and some mini *Head End* at all Indonesia. Network support *Hybrid Fiber Optic Coaxial* and *coverage* satellite at Indonesian exhaustive one plays along with Telkom as *Holding Company* make its as the one only of Operator *Pay TV* one that has ability to service customer at Indonesian exhaustive good utilize Satellite or Cable.

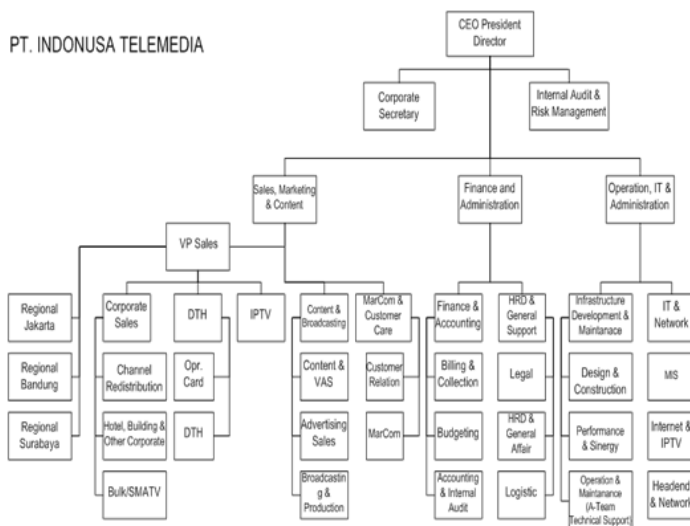


Figure 1. Organization Chart PT Indonusa (2009)

Human Resource Management

Terminologicals of human resource management by Dessler (2008) is activities various management to increase labour effectiveness in order to reach organization aim. Human resource management process (SDM) constituting activity in saturated logistic requirement fires an employee to reach employee performance. Meanwhile (Parwiyanto, 2009), SDM'S planning constitutes to analysis process and

identification most actually requirement will man so organization resource that can reach its aim. There be many procedures SDM'S planning, which is:

1. Establishing qualities clear all and needed SDM amount.
2. Gathering data and information about SDM.
3. Agglomerating data and information and analysis this.
4. Establish severally alternative.
5. Choosing the best one of taught alternative becomes plan.
6. Informing plan to employees for realized

PSDM'S method (Human resource planning) known in two methods, which is method scientific or non-scientific method. That non-scientific method are planning SDM just is gone upon for experience, imagination, and estimates only. SDM'S plan this kind of its risk a great degree, e.g. quality and labour amount in conflict with firm requirement. It can ensue on arises it mismanagement and adverse dissipation corporate. The scientific method of PSDM is done by virtue of result of data analysis, information, and forecasting (*forecasting*) of its planner. SDM'S plan this kind of relative's risk little because all something it was taken into account beforehand. If SDM'S planning is put across therefore will be gotten benefits of as follows:

Top management to have the better view to SDM'S dimension or to its business decision.

1. Expenses SDM will be smaller because management can estimate things that don't at wants that can ensue to swell needed cost it.
2. Most actually more a lot of time to place clerk that potentially because requirement can be anticipated and is known before total labour that actually been needed.
3. Mark sense the better chance to involve woman and the few faction at strategical deep proximately.

Clerk acceptance

Function of *recruitment* clerk is look for and pulls clerk candidate to want apply for works according to *job description* and, *job specification*. For the purpose that firm can look for clerk candidate of internal source and external's source. Each source has gain and lack.

Advantages of clerk acceptance by internal source.

1. Stimulating preparation for transfer and promotion.
2. Increasing job spirit.
3. More information a lot of about candidate can be gotten from work note at corporate.
4. Less expensive and was ready conforms.

But the disadvantages is:

1. Drawing the line clerks prospective source.
2. Reducing new view source chance.
3. Pushing smug taste especially if stipulates responsible position rise be seniority.

Advantages of clerk acceptance by external's source is can pull advertising pass, its source is Depnaker, education institute, consultant office, alone coming applicant, and extent society as labor market. But on the other hands, disadvantages is the process adapts clerk to slower tending firm instead of clerk which stem from within firm.

Clerk selection

Choosing candidate to be able to prospective one corresponds to to talk shop that available by:

1. Checking application document and stipubting document that shall be attached in application letter.
2. Interview advancing to checks truth written document.
3. Diagnostic test, skill, health, can own do by corporate / can do extern party.
4. Background research of other source at work previous.

Training and Development

Training terminology is utilized to increase technical membership. Development is utilized to increase conceptual membership and human relationship. There be three requirement prescriptive processes training, which is:

1. Appraisal achievement compared with by default, if haven't reached matter default is required training.
2. Analisis is requirement talks shop, which is employee which haven't qualified given by training.

3. Survey of personnel, asking faced problem and training what does they require.

Seven training's forms, which is:

1. *On the job training*
2. *Job rotation*
3. *Internship*, appointment brazes and field practice.
4. *Appretionship*
5. *Off the job training*
6. *Vestibule training*, simulation talks shop that don't trouble others. Example: seminar, college.
7. Behavioural training, training pass *business game* and *role playing*.

Definition of Design System

According to Whitten (2005) on binds books *System Analysis And Design For Enterprise: Design of system* is process one to get focus on detail of solution that bases information system. That thing can also be said as design of physical. On system analysis moring to reassure business cares, meanwhile on system scheme gets focus on technical problem and implementation which pertinent with system. To the effect main of design of system is subject to be meet the need system user and to give clear capture and design that clear to *programmer*.

Severally phase in design of system is:

1. Design of control, its aim that implementing system afters can prevent fault's happening, damage, system failing or threat even system security.
2. Design of *output*, on this phase reporting of resultant one shall correspond to needful requirement by application user.
3. Design of *input*, on this phase GUI'S scheme(*Graphic User Interface*) made for the purpose more of efficient *input* data and data accuracy.
4. Design of *database* are an information system that integrate bulk of interrelates data one by another.
5. Design of computer configurations to implement the systems

Research result

Telkom has Vision *To become a leading InfoCom player in the region*, meanwhile its Mission is give to service “ *One Stop InfoCom Services with Excellent*

Quality and Competitive Price and To Be the Role Model as the Best Managed Indonesian Corporation.” Unit Carries On Business Telkom consisting of division, Centre, Foundation and Subsidiary. To subsidiary Telkom have stock ownership is more than 50%, for example one of it, is on PT Indonusa Telemedia (Indonusa)

The Product and Services

In the early year month of July 2000, PT. Indonusa Telemedia has begun to do INTERNET service attempt. Now that service finitely can be enjoyed by achievable customer by *Hybrid Fiber Optic Coaxial* (HFC networks) at Jakarta, Surabaya and Bandung.

Many several product and servives from PT Indonusa Telemedia is :

a) Pay TV Cable TELKOMVision :

Basic service was included channel HBO’S main, CINEMAX and STAR MOVIES. ; Utilizing FO’s infrastructure from Telkom. ; PRIMA pictured quality.; Tall reliability & interactive network (two aims) for Internet and further can service *VOD, Video Streaming; Without decoder / Converter* (TV Cable) ; If in one house exists more than one TV, therefore each TV can enjoy channel option each independent ala without shall add *decoder* and also *converter* for each one TV.

b) TELKOMVision’s internet :

Flat fee without pulse count.; Speed 64 s / d. 512 Kbps.; Be of service service *corporate & individual.* ; Building with Pay TV – Cable.

c) Pay TV Satellite TELKOMVision :

Utilizing TELKOM’S satellite –1, *extended C band.*; Prima pictured quality and digital voice. ; If customer candidate have had parabola at place that will be assembled, therefore not necessarily substitutes parabola.; *Coverage* : NATIONAL

d) SMATV TELKOMVision :

*Satellite Master Antena*TV (SMATV) service.; Location that was reached network *HFC.* ; Customer Hotel, Apartment or Estate Settlement.; *Coverage* : NATIONAL

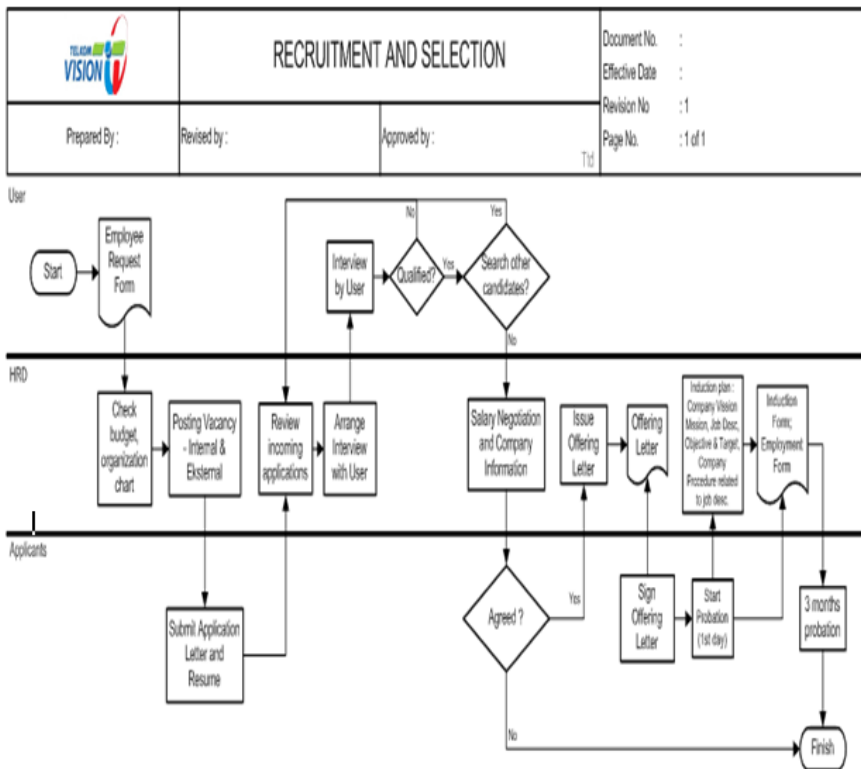


Figure 2. Business process on recruitment and selection

Total employee on PT Indonusa

Table 1.1 Number of employees per job unit

Job unit	No. of employee
IT's directorate & Infrastructure	30
Finance's directorate & ADM	34
Sales Corp. & Sales Retail Channel	25

Source: HRD division. PT Indonusa , 2009

Business process on recruitment and selection

1. Related *User* or directorate ask for clerk affix fill recruitment requisition form.
2. After form accepted recruitment by HRD then staff HRD checks budget and organization chart on corporate. Then staff HRD publishes vacancy through media or notice to corporate clerk.
3. Candidate fires an employee to send application letter and biographically to HRD.
4. Staff HRD sort this candidate corresponds to criterion that being needed by according to requisition *user*.
5. Prospective denominating fires an employee to be done by HRD and *interview* done by *user* adjoined by staff HRD.
6. If afters *interview user* looking on that employee candidate criterion pock, therefore candidate data fires an employee to be kept on for phase *interview* hereafter.
7. *User* have *final* HRD'S party do wages negotiation with prospective employee.
8. If employee candidate accepts to wages negotiation, HRD will publish *offering letter* for candidate to fire an employee refuses wages negotiation, HRD can look for another candidate.

After candidate accepts an *offering letter* therefore that new employee shall fill candidate form and can begin internship term at corporate up to three-month.

Design of application :

a. Design of Control

On this application there be two types *login*. Every *user* have *level* one that different. Type following – type *level* the:

1. *ADMINISTRATOR* : Have rights to utilize all this application function.
2. HRD : Just utilizes function *input* prospective data fires an employee, *interview*, *comment* and *report*.

b. Design of Output

Output or reporting result of that application as statistical of denominating amount *interview* candidate fires an employee in any directorate and sidelight hit state *interview* of employee candidate.

Figure 5. Input Applicant

Input Data Interview, in function for memasukan appraisal of each interviewer for each called employee candidate and for each step *interview*. Menu it also been utilized to process candidate more employee already at interview, is that employee prospective will be drawned out to next phase or not.

Figure 6. Input interview

Report function report of that application just gets statistic form of report base to see dammed hell first employee increase per division. That thing is done that HRD Dapa monitors to foot up step-up or requisition decrease fires an employee new on each division.

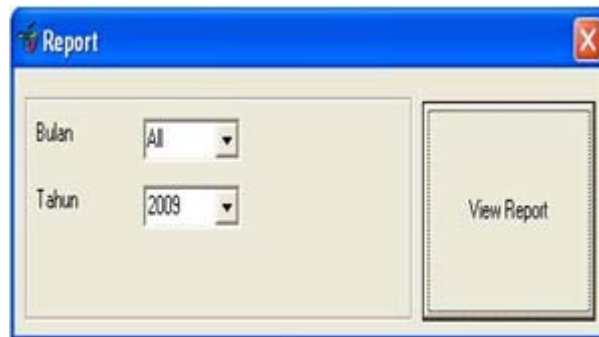


Figure 7. Report function

Design of database

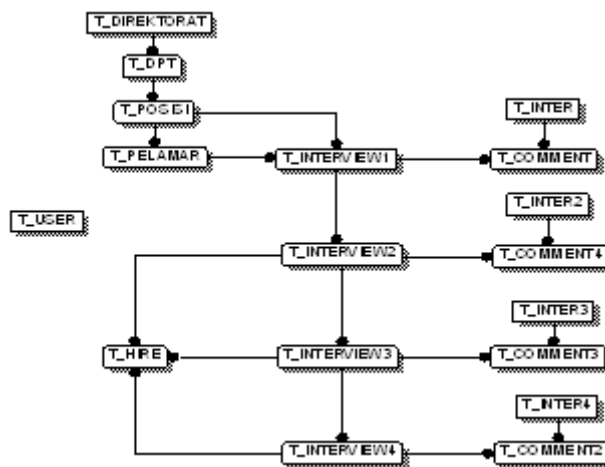


Figure 8. Design of Database

Summary

Base job process of acceptance Application and Candidate selection an employee:

1. Can do to validate schedule *interview* and *interviewer* easily.
2. Prospective bespoke statistical employee can presto get since statistical at self acting and is featured at excel's Microsoft, so more data processing can be done by easier.
3. This application can direct be printed or is kept into Microsoft format form Excel 2003(*.xls*).

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