

# Turnitin BIC 2021

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**Submission date:** 21-Aug-2022 10:21PM (UTC+0700)

**Submission ID:** 1885001211

**File name:** Artikel\_BIC\_2021\_eai.11-10-2021.2319494.pdf (231.99K)

**Word count:** 2362

**Character count:** 13270

# Human Resource Management at Madrasah Ibtidaiyah Nur Riska Lubuklinggau: Overview of Procedure Recruitment and personnel selection

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**Abstract.** The progress of an organization depends on the good and bad quality of human resources in Madrasah Ibtidaiyah. To obtain the good quality of human resources, it is determined during the recruitment and selection process. This research on recruitment and selection of resource management uses qualitative methods, the results show that recruitment and selection is the first step for an organization to recruit human resources according to the required formation. The recruitment and selection implemented at Madrasah Ibtidaiyah Nur Riska Lubuklinggau as a Madrasa under the auspices of the Warohmah foundation has carried out recruitment and selection according to the proper standards. The foundation's management will carry out a recruitment plan that includes analyzing the needs of teachers and education personnel, determining the qualifications specified, and determining the sources and recruitment methods to be used in the process of recruiting and selecting teachers and education personnel. Administrative selection is then carried out following the planning phase of the recruiting procedure, written and unwritten selection, psychological tests and interviews. The final process of recruitment and selection is the announcement of graduation and appointment as teachers and education personnel at Madrasah Ibtidaiyah Nur Riska LubukLinggau.

**Keywords:** Human Resource Management; Recruitment; Madrasah.

## 1 Introduction

Resources are the main capital needed in building an organization or company. Resources are divided into two types, namely natural resources and human resources [1]. Both are provisions in determining the success of a company organization [2]. However, human resources are a more important aspect when compared to other resources [3].

Human resources are a very important supporting element to create an organization so that it can progress and develop rapidly. An organization can run well if it has a good quality of human resources and is suited to the field of competence [4], [5].

Starting with planning and procurement of human resources, human resource management operations range from competency development and maintenance through termination. These activities aim that the organization or company can manage it properly so as to obtain effective and efficient results [6]. One of the activities in the field of human resource procurement is recruitment and selection [7].

## 2 Literature Review

### 2.1 Recruitment

Recruitment is a process to gather applicants who will be placed in an organization/company and have qualifications in accordance with the required fields [8], [9]. One of the advantages of recruitment is to map the right man on the right place so that it can be used as consideration for leaders and managers in placing workers in organizations and companies [10].

Madrasah Ibtidaiyahnat recruits students by conducting a variety of recruitment activities to locate and entice qualified candidates, skill, motivation to work and the knowledge needed to cover deficiencies in staffing planning [11] After the recruitment process, the next activity is the selection process. One of the most critical aspects of human resource management is the selection process, which is integral to the recruiting process as a whole. Whether or whether a firm or organization is qualified is largely determined by the quality of the selection process [12], [13] [14].

### 2.2 Human Resources Management

Human resource management is necessary for the success of an organization or company's human resources. Management of human resources tries to give a clear direction to an organization's management in order to reach its targets. Thus the work unit can use, maintain and develop human resources effectively and efficiently. Therefore, the managerial side must be able to design strategies well to manage employees with different backgrounds, passions, abilities and expertise so that these employees are placed in fields that match their respective backgrounds, passions, abilities and expertise. [15], [16].

Madrasah IbtidaiyahNurRiska is a madrasa under the auspices of the Warohmah Foundation. The madrasa, which is located at Gajah Madastreet, Siring Agung Village, South Lubuklingau II District, was founded in 2016 and is still a new founded madrasa. The madrasah tried to attract the madrasah Ibtidaiyahnat community to want to join this madrasa through facilities, learning activities, extra curriculans and of course reliable and professional educators according to their educational background [17] [18].

## 3 Method

The method adopted in this study is a descriptive one with a qualitative angle [19]. Descriptive research focuses on problem solving by conducting a literature review based on a literature study [20]. The technique that the author uses is the library research method that draws from articles, journals, books and other literature sources related to the recruitment and selection of human resource management personnel at Madrasah Ibtidaiyah Nur Riska Lubuklinggau. This is done to get a theoretical basis so that it can conclude the results of the discussion that are appropriate and appropriate, making it easier for the author to complete this article from related sources [21].

## 4 Result and Discussion

### 4.1 Geographical location of the Madrasah Ibtidaiyah Nur Riska

Madrasah Ibtidaiyah Nur Riska Lubuklinggau is one of the educational units at the Madrasah Ibtidaiyah level which is located at Gajah Mada Street, Siring Agung Village, Lubuklinggau Selatan II District. Madrasah Ibtidaiyah Nur Riska Lubuklinggau was established in 2016. In carrying out its activities, Madrasah Ibtidaiyah Nur Riska Lubuklinggau is under the auspices of the Ministry of Religion.



Fig. 1. Teachers and Education Personnel of Madrasah Ibtidaiyah Nur Riska Lubuklinggau

### 4.2 Number of recruitment of teachers and education personnel at Madrasah Ibtidaiyah Nur Riska

Recruitment is an important part in organizational development, therefore the recruitment is carried out according to the needs of Madrasah Ibtidaiyah Nur Riska Lubuklinggau as can be seen in the data in table 1 below.

Table 1. Data on the Number of Recruitments that have been carried out at Madrasah Ibtidaiyah Nur Riska Lubuklinggau

No	Number of teachers and educational personnel	Recruitment	Explanation
1	11 people	-	April 2016
2	14 people	3 people	July 2017
3	14 people	-	July 2018
4	16 people	2 people	July 2019
5	18 people	2 people	July 2020
6	21 people	3 people	July 2021

These figures show that Madrasah Ibtidaiyah Nur Riska Lubuklinggau follows the criteria set by the Minister of Education and Culture of the Republic of Indonesia in establishing the credentials and abilities of teachers and education staff. Facts in the field, there are still some teachers and education staff who do not require the established standards. It depends on how the foundation's managerial side formulates a strategy in dealing with these problems. Examples of cases encountered in the field, for example, the standard of Al-Qur'an teachers who have to memorize 30 chapters. In fact, it is very difficult to find a teacher who really memorizes 30

chapters. Therefore, the foundation has a minimum standard for Al-Qur'an teachers who at least have memorized chapters 29 and 30.

### **4.3 Recruitment and Selection System for Teachers and Education Personnel at Madrasah Ibtidaiyah Nur Riska**

#### **4.3.1 Recruitment planning**

Madrasah Ibtidaiyah Nur Riska Lubuklinggau's recruitment planning is the initial step in implementing the procurement of teachers and education workers. Preparation for teacher and other educational staff recruitment is essential if the anticipated results are to be achieved.

#### **4.3.2 Analysis of Teacher and Education Personnel Needs**

At the end of the first semester, or around December, the head of Madrasah Ibtidaiyah Nur Riska Lubuklinggau conducts an assessment of the educational requirements of the faculty. With regard to instructors and education workers, the madrasah's head considers whether the number of study groups will expand or not for next year [22].

Madrasah Ibtidaiyah Nur Riska's examination of the requirements of teachers and education staff has taken a long time to complete, as evidenced by the figures above. Teachers and education personnel's requirements must be carefully and thoroughly analyzed at this level. Teachers and education staff of Madrasah Ibtidaiyah Nur Riska may rely on Nur Riska's ability to understand their demands. It is also possible for the madrasa principal to see and foresee the future. Minimizing recruitment and selection faults allows for the best possible analysis of teacher and educational staff demands [23].

#### **4.3.3 Determining the Qualifications of Teachers and Education Personnel**

The standards for principals and teachers at Madrasah Ibtidaiyah Nur Riska are based on Minister of National Education Regulations Number 13 of 2007 and Number 16 of 2007 on Academic Standards and Teacher Competencies [24]. The Minister of National Education's Regulations also contain the following clauses, the management of the Warohmah Foundation has developed standards for the qualifications of teachers and education personnel at Nur Riska. The following are the qualification standards for teachers and education personnel at Madrasah Ibtidaiyah Nur Riska [25].

## **5 Conclusion**

The following conclusions may be drawn from the findings of the research presented above:

(1) The recruitment and selection system for teachers and education personnel at Madrasah Ibtidaiyah Nur Riska Lubuklinggau has implemented good recruitment and selection standards, starting from recruitment planning, including needs analysis teachers and education personnel, namely by analyzing the formations that can be filled by looking at the number of groups that will increase or not as well as seeing the existence of employees who are mutating, quitting and retiring; and (2) Obstacles faced during the recruitment and selection process are only small problems such as the human resources of library graduates who will be projected as madrasa

librarians, because currently there are not many Diploma library graduates in Lubuklinggau City. Apart from that, there are only technical problems, such as the scheduling of the selection team which is a bit difficult to manage, considering that the schedule of the madrasa head and coordinator who has been appointed as the selection team has many other busy agendas.

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