



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

Document Code

**SEMESTER LEARNING PLAN**

<b>Courses</b>	<b>CODE</b>	<b>Course Family</b>	<b>Credit Weight</b>	<b>SEMESTER</b>	<b>Compilation Date</b>																																	
Job Evaluation	6330102045		T=0 P=2 ECTS=3.18	4	July 17, 2024																																	
<b>AUTHORIZATION</b>	<b>SP Developer</b>		<b>Course Cluster Coordinator</b>	<b>Study Program Coordinator</b>																																		
	.....		.....	Dr. Weni Rosdiana, S.Sos., M.AP.																																		
<b>Learning model</b>	Project Based Learning																																					
<b>Program Learning Outcomes (PLO)</b>	PLO study program that is charged to the course																																					
	Program Objectives (PO)																																					
	PLO-PO Matrix																																					
		<table border="1" style="margin: auto;"> <tr> <td style="width: 100px; height: 30px;">P.O</td> </tr> </table>					P.O																															
P.O																																						
	PO Matrix at the end of each learning stage (Sub-PO)																																					
	<table border="1" style="margin: auto;"> <tr> <td rowspan="2" style="width: 50px; height: 30px;">P.O</td> <td colspan="16" style="text-align: center;">Week</td> </tr> <tr> <td style="width: 20px;">1</td> <td style="width: 20px;">2</td> <td style="width: 20px;">3</td> <td style="width: 20px;">4</td> <td style="width: 20px;">5</td> <td style="width: 20px;">6</td> <td style="width: 20px;">7</td> <td style="width: 20px;">8</td> <td style="width: 20px;">9</td> <td style="width: 20px;">10</td> <td style="width: 20px;">11</td> <td style="width: 20px;">12</td> <td style="width: 20px;">13</td> <td style="width: 20px;">14</td> <td style="width: 20px;">15</td> <td style="width: 20px;">16</td> </tr> </table>					P.O	Week																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
P.O	Week																																					
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16																						
<b>Short Course Description</b>	This course contains a study of the basic concepts of job evaluation, various types of job evaluation, problems in job evaluation, stages of implementing job evaluation, the relationship between job information and job evaluation, job factor criteria for evaluating structural and functional positions in government agencies. Apart from that, this course also examines job evaluation through employee work evaluations in BUMN and private companies. Learning is carried out over a period of one semester using methods: lecturer presentations, tutorials and discussions, as well as giving assignments both individually and in groups. Assessment is carried out through written and performance tests, as well as portfolios.																																					
<b>References</b>	<b>Main :</b>																																					
	<ol style="list-style-type: none"> <li>1. Permen PAN-RB No. 34 Tahun 2011 tentang Pedoman Evaluasi Jabatan.</li> <li>2. Peraturan Kepala Badan Kepegawaian Negara No. 21 Tahun 2011 tentang Pedoman Pelaksanaan Evaluasi Jabatan Pegawai Negeri Sipil.</li> <li>3. Merchant, Kenneth A., Wim A. Van der Stede. 2014. Sistem Pengendalian Manajemen: Pengukuran Kinerja, Evaluasi, dan Insentif. Edisi Ketiga. Jakarta: Salemba Empat.</li> <li>4. Mangkunegara, Anwar Prabu. 2010. Evaluasi Kinerja SDM. Bandung: Refika Aditama.</li> <li>5. Simanjuntak, Payaman J. 2011. Manajemen dan Evaluasi Kinerja. Edisi Ketiga. Jakarta: FEUI.</li> <li>6. Budihardjo, M. 2015. Panduan Praktis Penilaian Kinerja Karyawan. Jakarta: Raih Asa Sukses.</li> <li>7. Wibowo. 2014. Manajemen Kinerja, Edisi Keempat. Raja Grafindo Persada: Jakarta.</li> <li>8. Sinambela, Lilian Poltak. 2012. Kinerja Pegawai Teori Pengukuran dan Implikasi. Graha Ilmu: Yogyakarta.</li> <li>9. Siagian, Sondang. 2013. MSDM. Jakarta: Bumi Aksara.</li> <li>10. Manullang dan Manullang, Marihot. 2011. Manajemen Personalialia. Gajah Mada University Press: Yogyakarta.</li> </ol>																																					
	<b>Supporters:</b>																																					
<b>Supporting lecturer</b>	Dr. Agus Prastyawan, S.Sos., M.Si. Dr. Haryo Kunto Wibisono, S.AP., M.AP. Noviyanti, S.AP., M.AP.																																					
<b>Week-</b>	<b>Final abilities of each learning stage (Sub-PO)</b>	<b>Evaluation</b>		<b>Help Learning, Learning methods, Student Assignments, [ Estimated time ]</b>		<b>Learning materials [ References ]</b>	<b>Assessment Weight (%)</b>																															
		<b>Indicator</b>	<b>Criteria &amp; Form</b>	<b>Offline ( offline )</b>	<b>Online ( online )</b>																																	

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Students are able to understand the basic concepts of job evaluation	- Explain the meaning of job evaluation - Explain the purpose and use of job evaluation		- Pulpit lecture (lecture) - 3 X 50 discussions			0%
2	Students are able to understand the principles of job evaluation	- Explain the principles of job evaluation - Explain the relationship between job evaluation and job analysis		- Pulpit lecture (lecture) - 3 X 50 discussions			0%
3	Students are able to understand the implementation of job evaluations	1. Identifying the stages of implementing job evaluation 2. Explains the flow of determining grades and job classes within government agencies. 3. Explain the relationship between job information and job evaluation		- Pulpit lecture (lecture) - 3 X 50 discussions			0%
4	Students are able to understand the criteria for job factors	- Identifying structural position factors - Identifying functional position factors		- Pulpit lecture (lecture) - 6 X 50 discussions			0%
5	Students are able to understand the criteria for job factors	- Identifying structural position factors - Identifying functional position factors		- Pulpit lecture (lecture) - 6 X 50 discussions			0%
6	Students are able to understand job evaluation assessments	1. Illustrating the calculation of functional and structural factors and job classes 2. Explain the relationship between position class and performance allowances		- Pulpit lecture (lecture) - Discussion - Work performance 6 X 50			0%
7	Students are able to understand job evaluation assessments	1. Illustrating the calculation of functional and structural factors and job classes 2. Explain the relationship between position class and performance allowances		- Pulpit lecture (lecture) - Discussion - Work performance 6 X 50			0%
8	MIDTERM EXAM	INDICATORS 1-7		3 X 50			0%

9	Students are able to understand the basic concepts of employee job evaluation	<ul style="list-style-type: none"> <li>- Explain the meaning of employee work evaluation -</li> <li>Explain the purpose and use of employee work evaluation -</li> <li>Explain the work management cycle - Identify the 5Ws and 1H in employee work evaluation -</li> <li>Explain the benefits of employee work evaluation -</li> <li>Explain the advantages of the employee work evaluation system</li> </ul>		<ul style="list-style-type: none"> <li>- Pulpit lecture (lecture) -</li> <li>3 X 50 discussions</li> </ul>		0%
10	Students are able to understand the types of employee job evaluations and employee job evaluation systems	<ul style="list-style-type: none"> <li>- Explain the types of work evaluations for employees of BUMN and private institutions, which include: 1. Introductory work evaluations 2. Annual work evaluations 3. Special work evaluations 4. Corrective actions 5. Feedback sessions 6. Status reports - Explain the job evaluation system or employee work evaluation in BUMN and private institutions, which includes: 1. Simple input type 2. Evaluation through performance areas 3. System of output types and targets 4. Combination of input and output 5. Narrative evaluation system</li> </ul>		<ul style="list-style-type: none"> <li>- Pulpit lecture -</li> <li>Observation</li> <li>- Work performance</li> <li>- Discussion</li> <li>3 X 50</li> </ul>		0%
11	Students are able to understand the types of employee job evaluations and employee job evaluation systems	<ul style="list-style-type: none"> <li>- Explain the types of work evaluations for employees of BUMN and private institutions, which include: 1. Introductory work evaluations 2. Annual work evaluations 3. Special work evaluations 4. Corrective actions 5. Feedback sessions 6. Status reports - Explain the job evaluation system or employee work evaluation in BUMN and private institutions, which includes: 1. Simple input type 2. Evaluation through performance areas 3. System of output types and targets 4. Combination of input and output 5. Narrative evaluation system</li> </ul>		<ul style="list-style-type: none"> <li>- Pulpit lecture -</li> <li>Observation</li> <li>- Work performance</li> <li>- Discussion</li> <li>3 X 50</li> </ul>		0%

12	Students are able to understand the types of employee job evaluations and employee job evaluation systems	- Explain the types of work evaluations for employees of BUMN and private institutions, which include: 1. Introductory work evaluations 2. Annual work evaluations 3. Special work evaluations 4. Corrective actions 5. Feedback sessions 6. Status reports - Explain the job evaluation system or employee work evaluation in BUMN and private institutions, which includes: 1. Simple input type 2. Evaluation through performance areas 3. Output type and target system 4. Combination of input and output Narrative evaluation system		- Pulpit lecture - Observation - Work performance - Discussion 3 X 50			0%
13	Students are able to describe the procedures and implementation of employee work evaluations in various agencies and the problems in the field	1.Explains the procedures and implementation of work evaluations in various agencies 2.Explain work evaluation problems in the field		- Lecture - Discussion - Performance 9 X 50			0%
14	Students are able to describe the procedures and implementation of employee work evaluations in various agencies and the problems in the field	1.Explains the procedures and implementation of work evaluations in various agencies 2.Explain work evaluation problems in the field		- Lecture - Discussion - Performance 9 X 50			0%
15	Students are able to describe the procedures and implementation of employee work evaluations in various agencies and the problems in the field	1.Explains the procedures and implementation of work evaluations in various agencies 2.Explain work evaluation problems in the field		- Lecture - Discussion - Performance 9 X 50			0%
16	FINAL EXAMS	INDICATORS 1-15		2 X 35			0%

**Evaluation Percentage Recap: Project Based Learning**

No	Evaluation	Percentage
		0%

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** 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.
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.