

ABSTRACT

PT XX is a company which run in the printing industry. The company provides a production work of 15 orders carried out by all operational division. In a moment, especially in 2021, the company is experiencing delays in the production of offset printing. This problem occurred in operational division employees. On the other hand, the results of the performance appraisal of the operational division of 2021 the value is quite high. Therefore, a study was conducted aimed at designing a proposed performance appraisal using the Behaviorally Anchored Rating Scale (BARS) method by determining the performance indicators in accordance with the work that should be assessed.

Population collection in this research took 22 company employees selected, consisting of 1 HR, 1 General Manager, and 20 Operational Division employees. The obtained design from this study were with the main appraisal factors obtained such as quantity, timeliness, work efficiency, and communication. So from this proposal design, it can help improve the operational division performance appraisal and performance in accordance with their field of work.

Keywords : Employee Performance Appraisal, Behaviorally Anchored Rating Scale, performance drop