

ABSTRACT

CV Era Langgeng Mandiri is a company actively working in fabrication and mechanical. In 2021 there was a decrease in production results at CV Era Langgeng Mandiri. One of the factors that cause a decrease in production results is that the employee's performance appraisal needs to be more objective because this causes employees to be lack motivated. In the current performance appraisal, some aspects need to follow employees' work in the production unit, and there are no aspects that are directly related to production activities and need guidance in providing performance appraisals. In addition, performance appraisal has no aspects related to work results, whereas employees have good performance appraisal results. However, the work of employees is terrible because there are still defects in the production process carried out by employees. This thesis will design an effective employee performance appraisal of the production unit to stabilize the company's production results.

The designing of employee performance appraisal uses the rating scale method and AHP. First is identifying the criteria and factors of employees of the production unit. Next is preparing the priorities of criteria and factors with a hierarchical structure and weighting criteria and factors previously selected using the analytical hierarchy process. Calculations are performed to get the global weight of each criterion and factor, where the weight of each criterion and factor will be used in the performance appraisal weight. Next is preparing the proposed performance appraisal format using the rating scale method with a scale of 1-5 with the classification and value intervals on each scale.

Based on the results of the performance appraisal design with the Rating Scale method and AHP, there are two criteria and eight selected factors, namely the criteria of results and quality of work, with three factors, namely quality, quantity, and reliability. The criteria of professionalism with five factors: presence, discipline, responsibility, cooperation, and timeliness. Using this performance appraisal can make it easier for the company to assess the employees of the production unit because the performance appraisal has clear and detailed guidelines on each value scale used so that the performance appraisal can be carried out objectively. In implementing the performance appraisal design results, the company needs to socialize with employees regarding guidance in performance appraisal and provide direction regarding the possibility of a decrease in the appraisal results. The company needs to do probation based on the results of the performance appraisal design for two quarterly periods so that employees can adjust and maximize their performance. The company can provide rewards if employees experience performance.

Keywords --- Performance Appraisal, Production Unit, Rating Scale, Analytical Hierarchy Process