Planning and Teacher Recruitment Analysis in SMP Harapan 1 Medan

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Abstract: *This study aims to analyze the determination of teacher needs criteria, recruitment process and problems encountered in the recruitment process. This research includes descriptive qualitative research. Data were taken using methods, observation, interview, documentation and triangulation of sources. Subjects in this study were foundations, principals, vice principals, and administration staff. The results showed that the recruitment process of teachers is done well. Recruitment activities begin with teacher needs planning, announcement of teacher vacancies, requirements to be met by prospective teachers, selection with various tests, and determination of teacher acceptance. The researcher suggests in this recruitment activity that announcement is more expanded by entering advertisement of teacher vacancy to electronic media and other mass media to get more professional teacher candidate. There are also obstacles during the recruitment process that is the applicant who comes from the school or foundation. This can be overcome by reviewing the predefined criteria and the results achieved during the selection process*
Keywords*: planning, teachers' recruitment.*

I. Introduction

Baedhowi said that Human resources is a very important factor in an organization or government in providing services to the public. [1] Development and development of HR professionalism becomes one of the right efforts to face and respond to all challenges related to strategic environment change. Mathis and Jakson defined that recruitment is a process that generates a number of qualified applicants for employment in a company or organization. [2] Meanwhile Irawan et al. mentioned that recruitment is a process to get qualified personnel to work for companies or agencies.[3] The same definition came from Samsudi that recruitment is the process of finding, finding, inviting, and establishing a number of people, both from within and outside the company as a candidate for labor with certain characteristics as defined in the human resource plan. [4] he selection process is a series of special stages used to decide which applicants will be accepted. The process begins when the applicant applies for work and ends with an admission decision. According to Mondy, selection is the process of choosing from a group of applicants the individual best suited for a particular position. The selection process can be regarded as a decisive early stage for the organization to acquire prospective employees who have a reliable and professional ability.[5] Gatewood and Field argue that selection is the process of collecting and evaluating current and accurate information about individuals who are getting a job offer. [6] But the author Siagian mentions that selection is the specific steps taken to decide which applicants will be accepted and which applicants will be rejected. The selection process begins with the acceptance of the application and ends with a decision on the application. Selection is carried out not only for the recruitment of new employees, but this selection can also be done for development or acceptance, due to the possibility of office. To obtain or get a job opportunity is necessary to be selected so that can be obtained by qualified employees in accordance with the needs.[7]

II. Method

The type of method used is descriptive research with qualitative approach, This research method aims to describe the results of research in the form of data obtained in accordance with school conditions with qualitative data collection methods such as interviews and documentation. Narbuko, Cholid and et.al, cited that interviews are question-and-answer processes in oral research in which two or more people face-to-face direct information or explanations.[8] And Creswell said that documentation can be obtained from public documents such as newspapers, magazines, corporate data, and from their own data such as journals, letters and theses.[9] According to Moleong data analysis includes data reduction process, data triangulation, and data analysis, With this method the data obtained collected, in though, and analyzed. [10]

III. Result And Discussion

The main goal in the recruitment process is to get the right teacher for an able to work optimally and can stay in school for a long time. Implementation is very important and requires a great responsibility. This is because the quality of the human resources that schools will use depends heavily on the recruitment and selection procedures undertaken. The recruitment of teachers at SMP Harapan 1 Medan is done through four activities: (1) preparation of recruitment, (2) dissemination of announcement, (3) application acceptance, (4) recording all applications and (5) selection of applicants. The first activity in the process of recruiting new teachers is to make preparations. This preparation is done so that the school can get a good teacher. New teacher recruitment preparation activities include: (a) the formation of the committee; (B) review of various laws or government regulations and foundation rules; (C) the stipulation of requirements to apply; (D) establishment of registration procedures; (E) preparation of necessary facilities such as announcement media, applicant recapitulation format,; (F) preparation of the applicant's room and place of entry, (g) preparation of selection test materials, examination of test results and examination places.

Based on the results of interviews and observations made, it can be analyzed that the planning and recruitment aims to get a professional teacher and have the best qualifications. Recruitment will be held if the school is experiencing a shortage of teachers / teachers due to various matters, for example there are teachers who are retired or there are teachers who have moved to school for some reason. Planning is the formation of recruitment teams by foundations and schools. Where the recruitment team members are teachers from the school plus representatives from the foundation. Then the recruitment team began to analyze the needs, consisting of the number of educators needed, the required formation, and the requirements for applicants / prospective educators. This information is announced on the school wall and through the oral delivered by the administration. The recruitment team prepares the test material, and creates a recruitment schedule from the file schedule of entry files until the announcement of the recruitment result. Furthermore, the recruitment team appoints testers in the recruitment of educational staff, and who is assigned to become examiners / supervisors in the selection of recruitment is the teacher who is considered the most qualified in the field. In addition to appointing testers the recruitment team also appoints administration staff the recipient of the application file, the rest if at any time the recruitment team keeps a school ready to help, as long as it is to assist the recruitment of educators.

Implementation of recruitment selection of applicant educators must pass three stages, each in this stage using the knockout system, for example the first stage does not qualify then applicants are not eligible to follow the second phase, in the first stage of the registration process is the applicants enter the application file, the applicants enter The job application file in accordance with the formation, after the entry file received by the administration staff will then be selected by the recruitment team, for those who pass the administration will be contacted by phone and can be seen at the school announcement. Applicants who qualify are entitled to follow the second stage of written test, which aims to determine the applicant's basic knowledge. And if in this test passes then it will be entitled to follow the next test, which otherwise did not pass must stop declared and can not follow the next selection.

The third stage is an interview test, in this interview conducted by the foundation, the applicant is declared qualified if it meets the criteria of the foundation. From the selection stage from the first stage to the third stage as part of the test that applicants are required not to divulge or inform the questions or questions that have been tested to whoever and this is considered as one part of the exam in receiving the mandate. The stage has passed; the next test is to determine the applicant's ability is a selection test. This selection does not use the knockout system, but by scoring, the selection test consists of four things: the teaching of teaching (micro teaching), the test of computer knowledge or IT (Information Technology), the reading test of the Qur'an and the school interview, the fourth This school test will be given the value then accumulated, then it will be taken at least twice the formation required, for example in this recruitment which required 4 (four) personnel then to be taken at least 8 (eight) applicants. Applicants who pass through this stage will be sealed in plenary sessions of applicants who qualify as prospective educators. Members in the plenary consist of recruitment teams, testers, representatives from foundations, and senior high school (headmaster and vice principal). In plenary sessions there will be much debate, so many considerations are needed as the value of the applicant's ability as an education is the files that are included in the applicant's application letter such as achievements, work experience, and other supporting documents. After the applicant is selected to be a candidate for educators in the plenary session, the next step prospective educators must be apprenticed for 3 (three) months before working as a new investigator.

Principals and foundations play an important role in surveillance to avoid the possibility of fraud or storage of the objectives to be achieved. With this supervision is expected to help implement the policies that have been set to achieve the goals that have been planned. Principals and foundations not only act as supervisors, but play an active role in improving the quality, recruitment of new educators not only stop when getting new teachers according to criteria, but still there is always improve the quality of education for teachers

continuously, both new teachers Or old teachers, through coaching conducted by the school and the foundation in the hope to maintain the quality, increased and developed potential owned by every educator / teacher. Based on the results of the study, the authors can conclude that the recruitment and selection of teachers is running well.

In the implementation there are factors inhibiting the process of recruitment and selection of teachers. The implementation of teacher recruitment is carried out by the foundation in accordance with the proposed addition of teachers by the school. Sofyandi said that in the implementation of recruitment of factors affecting the implementation of recruitment, such as statement Factors affecting recruitment is the image of the school.[11] If prospective teachers believe that the school treats its teacher well then the support given will be very meaningful for the school. The image formed from such a process will help create the credibility of the school in the eyes of prospective teachers. Reputation earned will result in large quantities and good qualifications. The inhibiting factor in the implementation of recruitment at Junior Private Junior High School 1 Medan conducted by the foundation is an obstacle in the implementation of teacher recruitment is the school knowing who is recommended by the foundation to follow the next stage of selection which will have an injustice in the implementation of the selection. The existence of personal relationships with fellow teachers or the foundation is also a factor inhibiting the implementation of selection. But this can be overcome by holding a committee meeting and reviewing the results of the applicants during the selection process. All the step of teachers' recruitment at SMP Harapan 1 Medan, presented in this Figure 1.
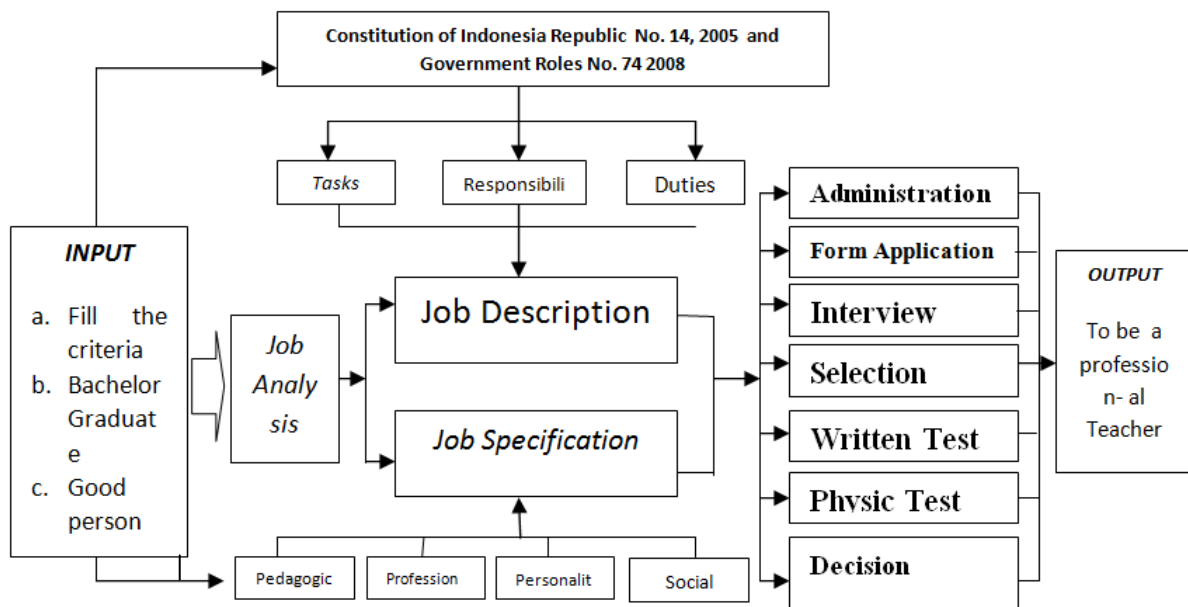
IV. Figures And Tables

Figure 1: Steeps to recruit the teacher in SMP Harapan 1 Medan

V. Conclusion

Based on data analysis from the results of research conducted by taking focus on the planning and recruitment of teachers that have been described in chapter IV and the formulation of the problems conveyed it can be concluded: (1) Planning and recruitment of teachers in quality improvement at SMP Harapan 1 Medan has been done well. Teacher recruitment planning has put forward the real needs. By analyzing thoroughly the needs of teachers and job suitability of each existing in Junior Private Hope 1 Medan. Although the school is a private (foundation), the school independently performs its teacher recruitment well. The headmaster sets up a Recruitment Team that will prepare materials such as recruitment schedules, venue, interview materials, school interview materials, test materials, employment information dissemination strategies and matters relating to new teacher recruitment. Supervision of Recruitment Team is done directly by the Foundation of Education of Harapan Medan to avoid any deviations that may occur during the recruitment process. As for the supervision and evaluation of new educators who obtained from the recruitment selection is given time for apprenticeship. Internships are conducted to evaluate new teachers, look at self-improvement efforts and see innovations undertaken even to evaluate moral behaviour and work behaviour during internships. SMP Harapan 1 Medan has also prepared activities programs as an effort to improve the quality of educators, but is general not just for new educators, (2) The recruitment strategies used by schools are teacher needs planning, announcement / announcement / publication Vacancies both internal and external; Administrative tests, announcements of

administrative qualifications and teacher summons, written academic tests appropriate to his field, religious ability tests, announcements for passers, interviews, micro teaching (teaching practice), announcements for escapes, and medical tests, announcements for Escaped after that only the final stage of job training is for 3 (three) months, the next stage is still in the training period, the teacher who received not directly become a permanent teacher in Junior Private Hope 1 Medan. The school conducts a one-year teaching test after which it can be appointed as a permanent teacher in the hope education foundation 1 Medan, (3) Constraints faced during recruitment when there is demand / pressure from senior teachers, schools or foundations for passing teachers who fail Follow the stages that have been set. This becomes a separate mental burden for the Recruitment Team, (4) The solution to solve these barriers is coordination to all personnel and keep emphasizing the initial goal of the recruitment itself.

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