

## ABSTRACT

**Desy Ariani. 8156132006.** *Analysis of Planning and Recruitment of Teachers at SMP Harapan 1 Medan. Thesis. State University of Medan. Graduate program. 2017.*

*This study aims to analyze the determination of teacher needs criteria, analyze the process of teacher recruitment and analyze what problems faced in the process of recruitment of teachers in Junior High School Hope 1 Medan. Establishment of criteria in the planning needs of teachers is aimed to get teachers who fill positions appropriate field so that people are able to work optimally and stay in school for a long time. This research includes descriptive qualitative research. Data were taken using observation, interview, documentation and triangulation method. Subjects in this study are foundations, principals, vice principals, and administrative staff. The process of recruitment and selection of teachers in Junior High School of Hope 1 Medan is an activity to attract prospective teachers to apply by opening vacancies for teachers, then performing administrative selection, interviewing test and classroom teaching test. The determination of criteria in teacher needs planning begins with announcement, selection and application of results. The criteria of teacher's needs are adjusted to the Laws and Regulations that exist in Yayasan Pendidikan Harapan. The established criteria serve as a guide for the school to determine which applicants will fill the vacancy of teachers at SMP Harapan 1 Medan. The recruitment process has been done according to the mechanism. Applicants may see the announcement of job vacancies at school, following selection to the determination of applicants who will occupy the position of the teacher sought. The results showed that teachers working in the yayasn have a high loyalty. This is evident from the length of time teachers work in school. The process of recruitment that is in accordance with the mechanism will provide more opportunities for schools to get professional teachers. Constraints faced during the process of recruitment of teachers, among others, the time has been set does not fit the plan. This is because the applicants who enter do not match with the criteria in the set, so the committee extends the application time of admission. Relatives of the foundation or teacher who entrusted the proposal so that the burden for the committee. This is overcome by looking back at the selection results that have been achieved during the recruitment process.*

**Keywords:** *planning, recruitment.*



## ABSTRAK

**Desy Ariani. 8156132006.** Analisis Perencanaan dan Rekrutmen Guru di SMP Harapan 1 Medan. Tesis. Universitas Negeri Medan. Program kelulusan. 2017.

Penelitian ini bertujuan untuk menganalisis penentuan kriteria kebutuhan guru, menganalisis proses rekrutmen guru dan menganalisis permasalahan yang dihadapi dalam proses rekrutmen guru SMP Harapan 1 Medan. Kriteria dalam perencanaan kebutuhan guru bertujuan untuk mendapatkan guru yang mengisi posisi bidang yang tepat sehingga orang dapat bekerja secara optimal dan tinggal di sekolah untuk waktu yang lama. Penelitian ini meliputi penelitian deskriptif kualitatif. Data diambil dengan metode observasi, wawancara, dokumentasi dan triangulasi. Subjek dalam penelitian ini adalah yayasan, kepala sekolah, wakil kepala sekolah, dan staf administrasi. Proses rekrutmen dan seleksi guru di SMP Harapan 1 Medan merupakan kegiatan untuk menarik calon guru untuk menerapkan dengan membuka lowongan untuk guru, kemudian melakukan seleksi administrasi, tes wawancara dan tes mengajar di kelas. Penentuan kriteria dalam perencanaan kebutuhan guru dimulai dengan pengumuman, seleksi dan penetapan hasil. Kriteria kebutuhan guru disesuaikan dengan Undang Undang dan Peraturan yang ada di Yayasan Pendidikan Harapan. Kriteria yang ditetapkan menjadi pedoman bagi sekolah untuk menentukan pelamar mana yang akan mengisi lowongan guru di SMP Harapan 1 Medan. Proses rekrutmen telah dilakukan sesuai mekanismenya. Pelamar dapat melihat pengumuman lowongan pekerjaan di sekolah, mengikuti seleksi penentuan calon pelamar yang akan menempati posisi guru yang dicari. Hasil penelitian menunjukkan bahwa guru yang bekerja di yayasan memiliki loyalitas tinggi. Hal ini terbukti dari lamanya guru bekerja di sekolah. Proses rekrutmen yang sesuai dengan mekanisme akan memberi lebih banyak kesempatan bagi sekolah untuk mendapatkan guru profesional. Hambatan yang dihadapi selama proses rekrutmen guru antara lain waktu yang telah ditetapkan tidak sesuai dengan rencana. Ini karena pemohon yang masuk tidak sesuai dengan kriteria di lokasi syuting, maka panitia memperpanjang waktu pendaftaran masuk. Kerabat yayasan atau guru yang mempercayakan proposalnya sehingga beban bagi panitia. Hal ini diatasi dengan melihat kembali hasil seleksi yang telah dicapai selama proses rekrutmen.

Kata kunci: perencanaan, rekrutmen.

