

ABSTRAK

KHARISMA PARAMITA, NIM: 7183344006, Pengaruh Praktik Kerja Lapangan, *Soft Skill*, dan *Internal Locus of Control* terhadap Kesiapan Kerja Siswa Kelas XII OTKP SMK PAB 2 Helvetia Tahun Ajaran 2021/2022. Skripsi Prodi Pendidikan Administrasi Perkantoran Fakultas Ekonomi Universitas Negeri Medan 2022.

Penelitian ini bertujuan agar mengetahui Pengaruh Praktik Kerja Lapangan, *Soft Skill*, dan *Internal Locus of Control* terhadap Kesiapan Kerja Siswa Kelas XII OTKP SMK PAB 2 Helvetia Tahun Ajaran 2021/2022. Penelitian ini diselenggarakan di SMK PAB 2 Helvetia yang beralamat Jl. Veteran Pasar IV Helvetia, Kecamatan Labuhan Deli, Kabupaten Deli Serdang, Sumatera Utara. Jenis penelitian ini adalah penelitian *ex post facto* dengan metode penelitian kuantitatif. Populasi dalam penelitian ini adalah seluruh siswa kelas XII OTKP SMK PAB 2 Helvetia T.A 2021/2022 sebanyak 83 siswa yang diambil dengan menggunakan teknik *Total Sampling*. Pengumpulan data dilakukan dengan cara observasi, dokumentasi dan penyebaran angket. Validitas instrument dihitung dengan korelasi *product moment* dan reliabilitas menggunakan *cronbach alpha*. Teknik analisis data menggunakan uji Regresi Linier Berganda, Pengujian Hipotesis Parsial (Uji-T) dan Uji Koefisien Determinasi. Kemudian data yang terkumpul diolah menggunakan SPSS versi 23. Hasil Uji-T menunjukkan Praktik Kerja Lapangan berpengaruh positif dan signifikan terhadap kesiapan kerja siswa dengan memperoleh nilai $t_{hitung} > t_{tabel}$ ($2,242 > 1,994$), serta nilai signifikansi $\alpha = < 0,05$ ($0,028 < 0,05$). *Soft Skill* berpengaruh positif dan signifikan terhadap Kesiapan Kerja siswa dengan memperoleh nilai $t_{hitung} > t_{tabel}$ ($2,189 > 1,994$), serta nilai signifikansi $\alpha = < 0,05$ ($0,032 < 0,05$). Kemudian *Internal Locus of Control* berpengaruh positif dan signifikan terhadap Kesiapan Kerja Siswa dengan memperoleh nilai $t_{hitung} > t_{tabel}$ ($3,587 > 1,994$), serta nilai signifikansi $\alpha = < 0,05$ ($0,001 < 0,05$). Selanjutnya koefisien Determinasi diperoleh *R Square* sebesar 0,527 atau 52,7% variabel X mempengaruhi variabel Y. berdasarkan hasil penelitian menunjukkan adanya pengaruh positif dan signifikan Praktik Kerja Lapangan, *Soft Skill*, dan *Internal Locus of Control* terhadap Kesiapan Kerja Siswa Kelas XII OTKP SMK PAB 2 Helvetia Tahun Ajaran 2021/2022.

Kata kunci: Praktik Kerja Lapangan, *Soft Skill*, *Internal Locus of Control* dan Kesiapan Kerja Siswa

ABSTRACT

KHARISMA PARAMITA, NIM:7183344006, The influence of Field Work Practice, Soft Skill and Internal Locus of Control on student working readiness of office management automation class at SMK PAB 2 Helvetia in 2021/2022 Academic Year. An Undergraduate Thesis for Office Administration Education Study Program, Faculty of Economics, Universitas Negeri Medan 2022.

the aim of his research was to findings The Influence of Field Work Practice, Soft skill and Internal Locus of Control on student working readiness of office management automation class in 2021/2022 Academic Year. This research is conducted at SMK PAB 2 Helvetia, which is located at veteran street, Psr. 4 Labuhan Deli, Deli Serdang Regency, North Sumatra. This research is ex post facto with quantitative research method. The population in this study were all students of XII OTKP class SMK PAB 2 Helvetia 2021/2021 Academic Year class many as 83 students. The sample for this research 83 students that were taken using Total Sampling technique. Data collection was done by Observation, documentation and questionnaires disseminate. Instrument validity is calculated by product moment correlation and reliability used cronbach's alpha. Data analysis techniques using multiple linier regression test, hypothesis test (t-test/parcial) and coefficient Determination test. Then the collected data were processed using by SPSS version 23. The result of test (t-test/parcial) showed that Field Work Practice has positive influence and significant on student working readiness obtained the value of $t_{count} > t_{tabel}$ ($2,242 > 1,994$), and significant $\alpha = < 0,05$ ($0,028 < 0,05$). Soft skill has positive influence and significant on student working readiness obtained the value of $t_{count} > t_{tabel}$ ($2,189 > 1,994$), and significant $\alpha = < 0,05$ ($0,32 < 0,05$). Internal Locus of Control has positive influence and significant on student working readiness obtained the value of $t_{count} > t_{tabel}$ ($3,587 > 1,994$), and significant $\alpha = < 0,05$ ($0,001 < 0,05$). Then coefficient Determination obtained R square value of 0,527 or 52,7% X variable influence Y variable. Based on the result of this research showed that there was a positive and significant influence on Field Work Practice, Soft Skill and Internal Locus of Control on student working readiness of Otomatisasi Tata Kelola Perkantoran at SMK PAB 2 Helvetia 2021/2022 Academic Year.

keywords: Field Work Practice, Soft Skill, Internal Locus of Control and student working readiness