

**RECRUTMENT LECTURE IN ONE UNIVERSITY, EVIDANCE FROM JAKARTA,  
INDONESIA**

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*Abstract*

*Finding the right teacher is a necessity for the University. Like looking for a life partner, the relationship between university, university lecturer and staff is expected to be well established, not merely in accordance with the qualifications provided. But it can also work with other components well. This study has a theme, about how the process of recruitment and selection of lecturers at the university, according to the point of view / opinion of the author.*

*Keywords: Recruitment, selection, lecturer, university.*

**I. INTRODUCTION**

Any university or high school would want to recruit the best workforce that can contribute to advancing the university and improving university income in particular, both in terms of cultural and financial value. For that university can shorten the recruitment stages to be more effective and efficient in finding prospective lecturers / instructors or instructors the right and quality. By following the process of recruitment of lecturers.

**II. LITERATURE REVIEW**

Usually the recruitment process at a university or university usually ranges from 7 to 11 weeks starting from the entry of the application to the final selection. However, this period varies greatly, depending on the circumstances of each recruitment. Candidates will continue to be informed during the selection process. The steps are as follows: (This the author took from one of the bona fide university web sites in Indonesia).

**a. Applications**

At this stage applicants should be able to find vacancies by viewing and studying the list and select positions of interest to the applicant. After that the applicant will enter the application. Things to look at is First, make sure the position in the application has a qualification to occupy the position. If the qualification in the application matches the quantity offered, then it should be taken. Spend at least 10 minutes to fill the application to be filled. Most incomplete applications will not enter the process stage.

**b. Selection**

The selection process is the next stage in the recruitment process. This process will take 2 to 4

weeks after the job application process is closed. At this stage, the assessor will assess the profile of the applicant, in connection with the available vacancies. The most likely candidates will be assessed by the recruiters and line managers, to decide who will be invited to undergo face-to-face interviews. Candidates who do not qualify will still be given news.

**c. Interview**

Furthermore, the recruitment process will occur, usually this process will take about 7 to 11 weeks from the entry of the application until the final selection. However, this period varies greatly, depending on the circumstances of each recruitment. Candidates will be kept informed during the selection process. The steps are as follows.

**d. Assessment as well as Background Inspection and References**

At this stage, applicants will be required to undergo the assessment process and / or the Psychology Test, depending on the position and level of juniority and seniority to be filled out. This series of processes will allow universities or universities to evaluate how individual skills and applicant competencies, whether they match the needs of the university. If the ideal candidate has been found, then the university or university will contact the referrer provided by the candidate and HRD from the previous workplace. The goal is to find out more about achieving the candidate in his old workplace, learning his strengths and potentials, and exploring information about his work and leadership experience.

**e. Tes Health**

This stage is the determination of the graduation of the applicant, where the health test is one of the final stages required in the recruitment process.

**f. Bid and Signing of Contracts**

If the health test phase has been passed, then all the steps undertaken, line manager will choose the best candidate. Department Human Resources will contact the candidate and provide a written offer. Once approved, contract documents will be prepared and sent to candidates for signature.

### **III. RESEARCH METHOD**

**Research time**

This study during August-Sept 2017. The sample research is Universities Budi Luhur, at Jakarta, Indonesia.

**Types of research**

The study is done in the form of Narrative study. Narrative themes (narratives) arise from verbs to narrate which means to tell or tell (to tell) a story in detail. In the design of narrative research, researchers describe the lives of individuals, collect, tell stories about individual lives, and write stories or history of certain individual experiences.

#### **IV. RESULT AND DISCUSSION**

From the study conducted by the authors, using samples of studies that have been specified, the university can shorten the recruitment and selection process lecturers become more effective and efficient in finding the lecturers / lecturers of the appropriate quality and quality. Here are 10 recruitment processes according to the author that can be used, in the process of recruitment of lecturers at a university.

##### **1. Identify the Need for a Position**

Identify in advance a new position or change of faculty at the university. One of the best ways to look at this is that there are circumstances where the teacher has too much workload and needs help. The decision to recruit new workers should be balanced with the needs of existing universities and teachers. The result of this recruitment must be in accordance with the business plan of the university. It would be better to provide information to old teachers first if the HRD team will do the recruitment.

##### **2. Plan for Recruitment for Desirable Position**

The identification process previously performed at once describes the work or specification for the position so as to facilitate HRD to find the right workforce. By creating a recruitment plan based on that information, think about how the HRD team will publish vacancy information, who will review the overall process, as well as anyone who will participate during the interview process.

##### **3. Publish Jobs**

Inform this vacancy including to the old teacher because there is a high probability of eligible internal candidates. The success of the publication of vacancies also varies depending on what position the university offers and its delivery media. Some positions may be more suitable for publication through printed media such as local newspapers. But other positions may be more suitable to be published online for example. But today's technological advancements are pushing all universities to post job advertisements online. University websites also play an important role in this process. Provide information to the network at LinkedIn for example, can "invite" qualified workers who later apply. Do this with other HRD team members or even other part teachers.

##### **4. Review the Entry Application**

If the HRD team has already published the vacancies effectively, they will be "overwhelmed" with the application submission. The HR Manager will then receive applications that have been screened based on specifications and needs. Applicants are assessed on terms that are met for further contact by the university. The purpose of screening is to save time and HR staff. Screening parties, HRD staff and HR staff will look for candidate matches over the phone and direct interviews at a later stage.

##### **5. Qualified Candidate Interviews**

Review of application letter and telephone conversation will narrow the candidate workforce into a group of the most qualified candidates. Schedule interviews with them to compare each other. Make sure the candidates have filled out the job application form including permission for the university to check references, backgrounds, and so on. In the meantime inform to those who have not succeeded in order not to keep waiting for news. Schedule a second interview with the most

qualified candidate who has previously been filtered back from the first interview. Currently you as the owner of the university or HRD team can check the references and background of the candidate.

#### **6. Check References and Backgrounds**

Be sure to check all claims candidates say including educational credentials, employment history, and criminal background. Where possible, the best source of information is the manager or direct superior of the candidate's old office. In addition, check also the candidate profiles in social media including posts they make to better know the candidate.

#### **7. Select the Most Qualified Person**

If you have already reached a positive decision on a candidate, determine the compensation that the university offers to that person. These seven steps are crucial factors to convince you and the HRD team before actually accepting and offering the required positions.

#### **8. Make a Bid and Inform the Candidate that Has Not Been Successful**

Now it's time to make a bid in writing. Make an offer in accordance with the ability and results of the previous reference check. In addition, make sure that the HRD team notices candidates that have not succeeded. Because it is very important to maintain the image of the university in the public eye.

#### **9. Negotiate Salary Details and Start Date of Work**

The higher the position offered, the more likely candidates to negotiate compensation, overtime, severance pay and so on. Try to offer a little more salary on top of their submission (if it's really qualified and proven) but still get into the university budget. Deliver the advantages they can get if they join your university that they may not be able to get from their previous university. This process also determines the start date of work because candidates usually ask for time to run the process of resignation from the previous university.

#### **10. Welcoming New Teachers**

How to welcome a new faculty at the university influences whether you will retain that teacher in the future or not. Keep good relationships with new teachers from the start they receive job offerings. Set a mentor who will guide the teacher and make sure he / she feels accepted by other teachers.

### **V. CONCLUSION**

From the study that has been done, the authors conclude that the process of recruitment and selection of lecturers at the university level can be carried out using the 10 methods. If 10 ways are implemented, hopefully the process of recruitment and selection of lecturers will run smoothly and maximally, so the turnover of lecturers at a university is not too high or fast.

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