Monitoring and Evaluation System of Personnel Performance at the Manado State Polytechnic Based on Website and Multimedia

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Abstract— **Human resource management is an important element in an organization to support the achievement of organizational goals. Management is intended to clarify employee roles, results and responsibilities. Employee performance management reform as stated in PERMENPAN RB Number 6 of 2022 is intended for administrative positions and functional positions that require appropriate planning and transparent implementation of performance. Implementing transparent performance requires a systemic and monitored mechanism based on an information system. The information system is a combination of several facilities for monitoring employee performance by storing daily performance reports on the website. For direct monitoring, a WiFi camera will be used which can monitor their daily work activities in the personnel sector via mobile devices or via video recordings stored in the camera's memory. For performance analysis purposes, existing data is stored in a database system and can then be retrieved using certain criteria so that the results can be seen in reports in the form of graphs, tables or image data. With this multimedia-based information system, all daily activities in the personnel sector can be monitored via devices, both live and recorded. Likewise, the analysis results come from daily photos of documents they work on or photos uploaded when carrying out external assignments. Manado State Polytechnic ASN staff consisting of administrative positions and functional positions require a multimedia-based performance monitoring and analysis process for consideration of giving rewards and punishments.**

Keywords—Networks; Employees, performance, monitoring, evaluation, systems, website, multimedia

I. Introduction

Performance management of government agencies in Indonesia was born from the enthusiasm to create professional, results-oriented and accountable government agencies through the application of performance management principles. History records that the PAN-RB Ministry's evaluation regarding performance management shows that there are several problems in the process of implementing performance management in Indonesia, namely the inability of government agencies to (1) set results-oriented strategic goals and targets; (2) determine a measure of success that describes the degree of achievement of goals/targets; (3) determine activities (programs and activities) that have an impact on achieving goals/targets; and (4) determine program/activity budget allocations that are in line with goals/targets.

In implementation, the maturity of government agencies in managing performance varies. The Ministry of PAN-RB as the central government agency responsible for overseeing the quality of performance management implementation carries out evaluations to map the maturity of government agencies. This evaluation is carried out for all government agencies, both central and regional, including those within the Ministry of Education and Culture every year. As a result of these various problems, there is the potential for budget waste

This condition can be seen from the results of the performance accountability evaluation in 2018 which shows that very few government agencies received a minimum rating of B (Good). Rating B (Good) is the minimum score for performance management maturity of government agencies. A value of B indicates that government agencies have been able to set goals/targets correctly, and choose activities (programs/activities) that are appropriate and effective in impacting the achievement of goals/recommendations.

II. Reformation of Employee Performance Management System

A. The Employee Performance System

The government is trying to reform employee performance management by issuing PERKA BKN Number 1 of 2013 to PP Number 30 of 2019 and Permenpan RB Number 8 of 2021 and finally, because it was not yet understood due to midset changes,

the Minister of Administrative and Bureaucratic Regulation No. 6 of 2022 was issued. concerning Management of Employee Performance of State Civil Service Employees.

The general description of the principles of managing employee performance as outlined in Permenpan RB Number 6 of 2022 is:

1. Setting and clarifying expectations in performance planning. This is a performance dialogue activity to determine and clarify leadership expectations regarding the role of employees in supporting the achievement of organizational performance.

2. Developing employee performance through regular feedback on the implementation, monitoring and coaching of performance. Feedback is provided on things that are good or things that employees need to improve whenever necessary.

3. Evaluation of employee performance in carrying out performance appraisals, namely activities where employees report their performance to the assessing officer or those who give assignments which can be in the form of short cycle (quarterly) and full cycle (full cycle/annual) performance evaluations.

4. Giving awards based on employee performance in follow-up performance appraisals, namely the activity of providing recognition/rewards for success

With the issuance of regulations regarding employee performance management, every government agency must be able to manage employee performance into a transparent and accountable mechanism starting from performance planning as outlined in the Employee Performance Targets (SKP) document, reporting and feedback, evaluating/ measure employee performance to determine the level of individual employee achievement and the level of achievement of organizational goals in order to improve performance in the next period. The stages of Employee Performance Evaluation which end with determining the employee performance predicate are as following figure:

Figure.1. Employee Performance Evaluation Scheme

Performance Management begins with performance planning where each employee needs to understand how to develop performance indicators/measures of individual performance success that reflect the expectations of their leaders in order to achieve their organization's performance. This process is depicted in Figure 1 above as determining organizational performance which is carried out periodically. Implementation of performance results from an understanding - agreement through performance dialogue between leaders and their subordinates/employees; This process produces an SKP which will later be used as a basis for employees to carry out their duties and as a basis for carrying out performance evaluations. This performance evaluation process is the focus of this research, where a mechanism and tools are needed to carry it out while always paying attention to the following performance management principles:

- Focus on improving performance, not just evaluating performance

- Dynamic and continuous fulfillment of performance expectations

- Individual performance supports organizational performance

- Employee performance reflects work results, not just job descriptions and behavior shown while working and interacting with other people.

Based on the background above, the problem underlying this research assignment is the unavailability of mechanisms, resources and tools that support implementation management, in this case the process of monitoring and evaluating the performance of special employees within the Manado State Polytechnic in accordance with applicable laws and regulations, as follows: material for consideration in providing assessment and personnel development.

B. Monitoring and Evaluation System

The e-SKP application used to evaluate employee performance issued by the Ministry of Education and Culture is reporting employee performance by reporting evidence of employee performance on a daily/monthly basis as well as providing assessments by superiors/appraisers. However, this application cannot monitor performance simultaneously and monitor employee whereabouts during specified working hours. Some of the novelties in this assignment research are:
- Filling in the daily work log/work report is easier because it is already installed by the system
- Presence can also be done online and offline
- Can assess employee performance based on daily work logs and attendance as well as SKP achievements
- Leaders can monitor employee performance and achievements
- Employees can submit/report their performance directly to the official who gave the assignment and/or to the assessor.
- Heads of departments/centers/units can check, validate and assess according to their work unit.
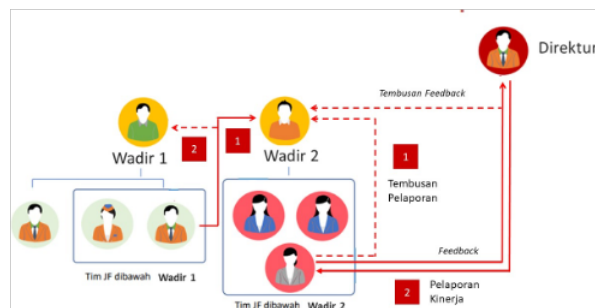So, the planning system of the scheme will be like the figure:

Figure. 2. Alur Monitoring dan pelaporan hasil Kinerja Pegawai

Manado State Polytechnic students have lots of products and scientific works with extraordinary ideas. Unfortunately, the students' works could not be maximized due to budget limitations or no development from the campus or sponsors. Student works in the form of scientific papers, final assignments or applied products, are currently still just memories because they have not been developed. Generally, these works and products are only prototypes or miniatures. In fact, many of them are just writings in the thesis in the form of final reports or simulations without being developed into a real product or tool that functions well. Likewise, products that have been finished and function well cannot yet be used by society or industry because they still need to be developed further. In terms of marketing, these products are still very difficult to sell because there are no facilities that can market these products to the right buyers.

On this basis, currently we need an information system in the form of an interactive website that can promote student works and create an interactive system that can facilitate students and the industrial world in marketing student products. Likewise, through this application, the industrial world and society can post their needs so that students can create solutions and products for these needs. This information system will accommodate and display all student work to society and industry and become a medium for transactions and information with industry and society. This information system will make students even more enthusiastic in developing their ideas in the form of marketable products. In this way, mutually beneficial communication will occur between students, the industrial world and society. This research will really help the Manado State Polytechnic in creating a vocational campus which is a working partner for the industrial world to obtain products that suit their needs.

III. RESULT AND DISCUSION

A. Result

As the result we build the information system based-on the scheme diagram in the following figures:
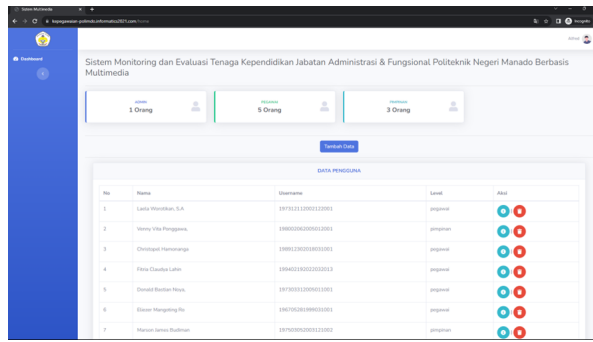
Figure.3. Admin Page

The Admin has access to view, add, change and delete users on the Manado State Polytechnic personnel information system website. The admin also has the authority to add the users and then give the privaledge to enter the system. User and password will be give by the admin to the all users based on their NIP, name and levels. It shown by the picture that all of the role of the user can be arranged by the admin. For example, the leader can do monitoring and evaluation of the staff. The staff can only upload and read their own. So the staff can't read report activity of the other staff.
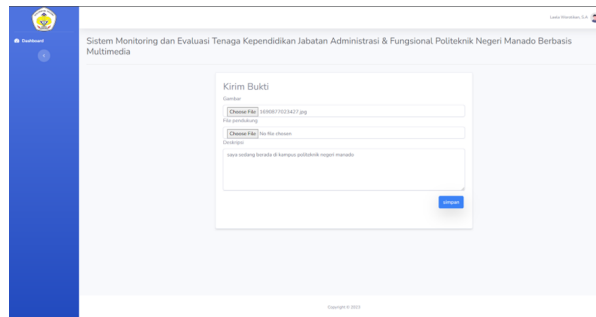
Figure.4. Employee Staff Page

Employee main page When successfully logging in, employees can input images, document files and descriptions of activities carried out while carrying out tasks.
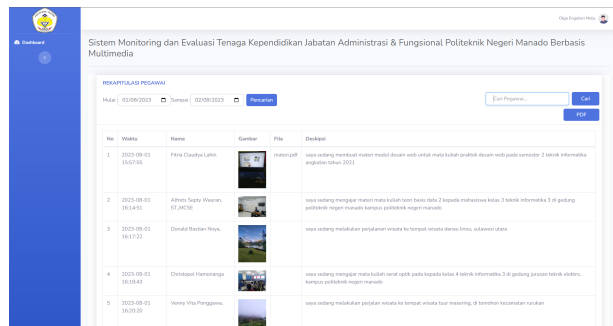

Figure.5. The Authority Leader Page

This is the leader's main page. When successfully logging in, the leader can see a list of activities carried out by each employee and the leader can sort the data they want to display based on date and employee name and can download the activity report into a PDF file.

B. Discussion

Based on the result above that every user can only modify their own activity without monitor or updated the other users. The leader can do monitoring and analizing the activity of their staff based on their report. The staff can upload the proved document

as their activity in several format. The leader can make a specific report based on the time of period evaluation. So every month the leader can make the evaluation for SKP to decide the mark of the staff clearly based on this application. So, this application really can be a tool for the leader for monitoring and evaluation to their staff. This application is very useful and easy to use. This is also a flexible application because the user can insert some types of files and get the report of their activity in certain period as the prove of the mark they get in SKP. Comparing to the manual system of evaluation, this application is better and easier to use because the leader can chose what period can be evaluated. This application is also very objective for the evaluation because the document is proved by additional cctv ,foto and live video to monitor and record the activity of the staff. The admin is just only can arrange the default password of the user then the password can be changed by the user. So, the admin can't read the document of the user. So, it is a safe application that keep the privation of the data.

IV. CONCLUSION

This system can store all activity report data for Manado State Polytechnic employees and displays reports based on name and time. This system will facilitate the process of reporting employee activities in real time. The system will make it easier for leaders to monitor and assess employee performance at the Manado State Polytechnic. This system will be even better if it is equipped with an automatic assessment facility for employee performance

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