

Nama : Gilang Arfadika Hanania

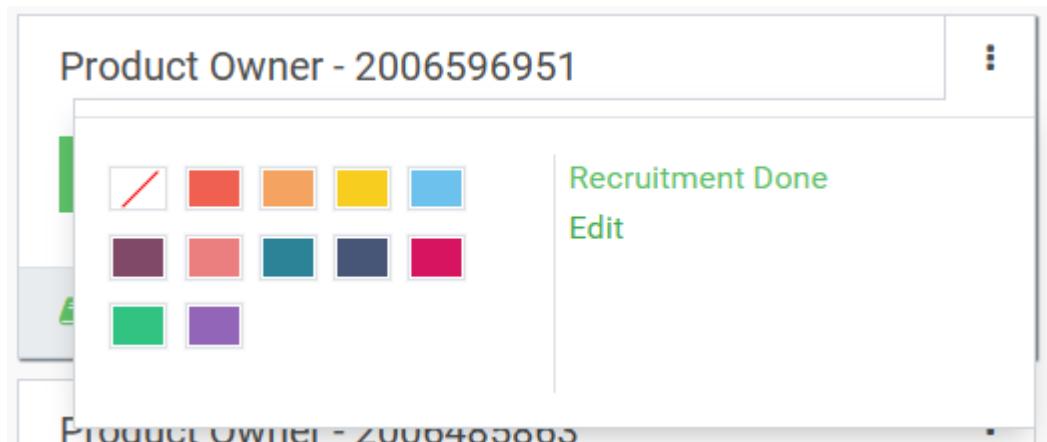
NPM : 2006596951

Kelas : SISDM – A

- A. [75 poin] Screenshot yang menunjukkan bahwa kamu sudah berhasil melakukan setiap tahapan dengan benar (misalnya detail item yang dibuat, activity log dari setiap perubahan status item, dan lain-lain). Jangan lupa menambahkan keterangan/penjelasan untuk masing-masing screenshot.

1. Pembuatan Lowongan atau Pekerjaan baru dilakukan dengan membuka modul recruitment>Job Positions lalu tekan tombol Create. Pengeraaan dilanjutkan dengan mengisi isian lowongan kerja baru seui ketentuan lab. Adapun hasil dari pengeraaan nomor 1 adalah sebagai berikut :

The screenshot shows a software interface for managing job positions. At the top, it displays "Product Owner - 2006596951" and a three-dot menu icon. Below this, there is a green button labeled "Application(s)". In the main area, there is a grey bar containing a small icon of a document and the text "0 Hired Employees".



Recruitment Job Positions Applications Resumes and Letters Reports Configuration

To exit full screen, move mouse to top of screen or press F11

Save Discard

Stop Recruitment

Recruitment In Progress Not Recruiting

Job Position
Product Owner - 2006596951

1 Applications 1 Employees 0 Documents 0 Trackers

Recruitment

Department	IT / Product and Development	- <input checked="" type="checkbox"/> HR Responsible
Job Location	PT SISDM	- <input checked="" type="checkbox"/>
Recruitment Responsible	Gilang Arfadika Hanania	- <input checked="" type="checkbox"/>
Expected New Employees	1	- <input checked="" type="checkbox"/>

Offer

Gilang Arfadika Hanania	- <input checked="" type="checkbox"/>
-------------------------	---------------------------------------

Job Description
Gilang Arfadika Hanania - 2006596951

Following 1

A sidebar on the left lists various modules: Discuss, Calendar, Notes, Contacts, CRM, Sales, Helpdesk, Purchase, Inventory, Manufacturing, Repairs, Accounting, Payroll, Project, Email Marketing, Events, Surveys, Employees, Recruitment, Attendances, Leaves, and Expenses.

Recruitment

Job Positions Applications Resumes and Letters Reports Configuration

To exit full screen, move mouse to top of screen or press F11

Save Discard

Stop Recruitment

Job Position

Accounting Manager - 2006596951

Offer

Recruitment

Department	Finance & Accounting
Job Location	PT SISDM
Recruitment Responsible	Gilang Arfadika Hanania
Expected New Employees	1

Offer

HR Responsible	Gilang Arfadika Hanania
----------------	-------------------------

Applications Employees Documents Trackers

Job Positions / New

Save Discard

Stop Recruitment

Recruitment in Progress Not Recruiting

Job Position

Accounting Manager - 2006596951

Offer

Recruitment

Department	Finance & Accounting
Job Location	PT SISDM
Recruitment Responsible	Gilang Arfadika Hanania
Expected New Employees	1

Offer

HR Responsible	Gilang Arfadika Hanania
----------------	-------------------------

Applications Employees Documents Trackers

- Pengerjaan dilanjutkan dengan membuat applicant atau pendaftar lowongan kerja dengan menggunakan modul recruitment. Hal ini dapat dilakukan dengan membuka modul Recruitment>Applications lalu tekan tombol Create. Pengerjaan dilanjutkan dengan mengisi isian applicant sesuai dengan ketentuan lab. Adapun hasil penggerjan nomor 2 adalah sebagai berikut :

Product Owner - 2006596951 - Applicant 1 - Odoo

https://odoo.cs.u.ac.id/web#id=346&action=521&model=hr.applicant&view_type=form&menu_id=348

Recruitment Job Positions Applications Resumes and Letters Reports Configuration

Gilang Arfadika Hanania (o12-sisdm-2023-class-e) 2 / 2

Applications / Product Owner - 2006596951 - Applicant 1

Edit + Create Action

Create Employee Refuse Initial Qualification First Interview Second Interview Contract Proposal More

Meetings Documents

Product Owner - 2006596951 - Applicant 1

Contact

2006596951	Gilang Arfadika Hanania - IT Applicant 1
Email	gilang.arfadika@ui.ac.id
Phone	+0212006596951
Mobile	082006596951
Degree	Bachelor Degree

Responsible Gilang Arfadika Hanania ★★☆

Appreciation

Source

Referred By

Job

Applied Job	Product Owner - 2006596951
Department	IT / Product and Development

Contract

Expected Salary	30.000.000,00
Proposed Salary	0,00
Availability	10/15/2023

Application Summary

Send message Log note Schedule activity

0 Following 1

https://odoo.cs.u.ac.id/web#menu_id=358&action=529

34°C Sebagian cerah 15:56 21/09/2023

Product Owner - 2006596951 - Applicant 2 - Odoo

https://odoo.cs.u.ac.id/web#id=347&action=521&model=hr.applicant&view_type=form&menu_id=348

Recruitment Job Positions Applications Resumes and Letters Reports Configuration

Gilang Arfadika Hanania (o12-sisdm-2023-class-e) 2 / 2

Applications / Product Owner - 2006596951 - Applicant 2

Edit + Create Action

Create Employee Refuse Initial Qualification First Interview Second Interview Contract Proposal More

Meetings Documents

Product Owner - 2006596951 - Applicant 2

Contact

2006596951	Gilang Arfadika Hanania - IT Applicant 2
Email	gilang.arfadika@ui.ac.id
Phone	+0222006596951
Mobile	082006596951
Degree	Master Degree

Responsible Gilang Arfadika Hanania ★★☆

Appreciation

Source

Referred By

Job

Applied Job	Product Owner - 2006596951
Department	IT / Product and Development

Contract

Expected Salary	50.000.000,00
Proposed Salary	0,00
Availability	11/15/2023

Application Summary

Send message Log note Schedule activity

0 Following 1

34°C Sebagian cerah 15:55 21/09/2023

The screenshot shows the Odoo Recruitment module interface. On the left is a sidebar with various modules like Job Positions, Applications, Resumes and Letters, Reports, and Configuration. The main area is titled 'Applications / Accounting Manager - 2006596951 - Applicant Acct' and shows a detailed view of an applicant. The applicant's name is 'Gilang Arfadika Hanania', and their contact information includes phone number 0232006596951 and mobile number 082006596951. The job applied for is 'Accounting Manager' with department 'Finance & Accounting'. The responsible person is 'Gilang Arfadika Hanania' with a rating of two stars. A contract is listed with an expected salary of 45,000,000.00. At the bottom, there are buttons for 'Send message', 'Log note', and 'Schedule activity'. The status bar at the bottom right shows the date as 21/09/2023.

- Pengerjaan dilanjutkan dengan meloloskan ketiga applicant yang sudah dibuat dari tahap initial qualification ke tahap First Interview. Adapun hasil pengerjaan dari nomor 3 adalah sebagai berikut :

The screenshot shows the Odoo Recruitment module interface. The sidebar includes modules like Job Positions, Applications, Resumes and Letters, Reports, and Configuration. The main area displays a list of applicants under the 'Initial Qualification' stage. There are three entries:

- 2006596951 - Gilang Arfadika Hanania - Accounting Applicant
- 2006596951 - Gilang Arfadika Hanania - IT Product Owner
- 2006596951 - Gilang Arfadika Hanania - IT Product Owner

 Each entry includes a star rating (two stars) and a green 'View' button. The status bar at the bottom right shows the date as 21/09/2023.

- Pengerjaan dilanjutkan dengan menambahkan jadwal meeting untuk interview HR dan tes psikologi bagi para Applicant. Pengerjaan ini dilakukan dengan membuka profil masing-masing applicant yang sudah dibuat lalu scroll ke bawah untuk menekan

tombol schedule activity. Setelah itu, dilanjutkan dengan mengisi isian Activity dengan opsi meeting lalu menekan tombol Open Calendar.Pengerjaan dilanjutkan dengan mengatur jadwal meeting first interview sesuai ketentuan lab. Adapun hasil dari pengerjaan nomor 4 adalah sebagai berikut :

The image displays two screenshots of the Odoo application management interface, specifically the Recruitment module.

Screenshot 1 (Top): Applications - Odoo

This screenshot shows the 'Applications' view under the 'Recruitment' module. The sidebar includes links for Discuss, Calendar, Notes, Contacts, CRM, Sales, Helpdesk, Purchase, Inventory, Manufacturing, Repairs, Accounting, Payroll, Project, Email Marketing, Events, Surveys, and Employees. The main area lists 'Initial Qualification' and 'First Interview' sections. Under 'First Interview', there are three entries:

- Accounting Manager - 2006596951 - Applicant Acct
- Product Owner - 2006596951 - Applicant 2
- Product Owner - 2006596951 - Applicant 1

Screenshot 2 (Bottom): Meetings (Sep 17 – 23, 2023) - Odoo

This screenshot shows the 'Meetings' view for September 17-23, 2023. The sidebar is identical to the top screenshot. The main area shows a meeting entry for 'Product Owner - 2006596951 - Applicant 1'. The details are as follows:

- Meeting Subject:** Product Owner - 2006596951 - Applicant 1 - HR
- Attendees:** Gilang Arfadika Hanania [Me], 2006596951 - Gilang Arfadika Hanania - IT Applicant 2, 2006596951 - Gilang Arfadika Hanania - IT Applicant 1, 2006596951 - Gilang Arfadika Hanania - Accounting Applicant
- Starting at:** 09/21/2023 16:00:00
- Duration:** 00:30 hours
- Tags:** Interview HR, Psikologi Tes
- Reminders:** 15 Minute(s)
- Description:** Interview HR dan Tes Psikologi
- Save** and **Discard** buttons

The right side of the interface shows a calendar for September 2023 and a list of attendees.

The image consists of two vertically stacked screenshots of the Odoo application, specifically the 'Recruitment' module.

Screenshot 1 (Top): A meeting is being created for 'Product Owner - 2006596951 - Applicant 2'. The meeting subject is 'Product Owner - 2006596951 - Applicant 2 - HR'. The meeting is scheduled for 09/21/2023 at 16:30:00, lasting 00:30 hours. Attendees include '2006596951 - Gilang Arfadika Hanan...' and 'Gilang Arfadika Hanan...'. Tags assigned are 'Interview HR' and 'Psikologi Tes'. Reminders are set for 15 Minute(s). The location is marked as 'Online'. The description is 'Interview HR dan Psikologi Tes'. The responsible person is 'Gilang Arfadika Hanan...'. The interface shows a calendar view for September 2023 and a list of attendees.

Screenshot 2 (Bottom): A meeting is being created for 'Accounting Manager - 2006596951 - Applicant Acct'. The meeting subject is 'Accounting Manager - 2006596951 - Applicant Acct - HR'. The meeting is scheduled for 09/21/2023 at 17:00:00, lasting 00:30 hours. Attendees include '2006596951 - Gilang Arfadika Hanan...' and 'Gilang Arfadika Hanan...'. Tags assigned are 'Interview HR' and 'Psikologi Tes'. Reminders are set for 15 Minute(s). The location is marked as 'Online'. The description is 'Interview dan Tes Psikologi'. The responsible person is 'Gilang Arfadika Hanan...'. The interface shows a calendar view for September 2023 and a list of attendees.

5. Pengerjaan dilanjutkan dengan mengerjakan poin a dari nomor 5. pengerjaan poin a dimulai dengan membuka profil masing-masing applicant lalu menandakan aktivitas first interview yang mereka lakukan selesai dengan menekan tombol mark as done. Adapun hasil dari pengerjaan poin a nomor 5 adalah sebagai berikut :

Product Owner - 2006596951 - Applicant 1 - Odoo

Recruitment Job Positions Applications Resumes and Letters Reports Configuration

Applications / Product Owner - 2006596951 - Applicant 1

Edit + Create Action

Create Employee Refuse

Initial Qualification First Interview Second Interview Contract Proposal More

Application Summary

Send message Log note Schedule activity

Today

Gilang Arfadika Hanania - now Meeting done by Gilang Arfadika Hanania

Feedback Lulus tes HR dan Psikologi

Note by Gilang Arfadika Hanania - 10 minutes ago Congratulations! Your resume has been positively reviewed.

Product Owner - 2006596951 - Applicant 2 - Odoo

Recruitment Job Positions Applications Resumes and Letters Reports Configuration

Applications / Product Owner - 2006596951 - Applicant 2

Edit + Create Action

Send message Log note Schedule activity

Today

Gilang Arfadika Hanania - now Meeting done by Gilang Arfadika Hanania

Feedback Lulus tes psikologi dan HR

Note by Gilang Arfadika Hanania - 12 minutes ago Congratulations! Your resume has been positively reviewed.

We just reviewed your resume, and it caught our attention. As we think you might be great for the position, your application has been short listed for a call or an interview.

b. Pengerjaan dilanjutkan dengan menyelesaikan poin b nomor 5 yaitu menambahkan meeting baru interview user untuk para applicant sesuai dengan ketentuan lab. Adapun hasil dari pengerjaan poin b nomor 5 adalah sebagai berikut :

Meetings (Sep 17 – 23, 2023) - Odoo

https://odoo.cs.uai.ac.id/web?action=433&active_id=1061&model=calendar.event&view_type=calendar&menu_id=348

Gilang Arfadika Hanania (o12-sisdm-2023-class-a)

Create: Meetings

Meeting Subject
Product Owner - 2006596951 - Applicant 1 - User

Attendees
Gilang Arfadika Hanania (Me), 2006596951 - Gilang Arfadika Hanania, ronnie.hart87@example.com, Select attendee

Meeting Details Options

Starting at 09/22/2023 16:00:00 Duration 01:00 hours Reminders 15 Minute(s) Location Online

Description Interview User

Save Discard

Sep 2023 Mon Tue Wed Thu Fri Sat

Attendees
Gilang Arfadika Hanania [Me]
2006596951 - Gilang Arfadika Hanania - IT Applicant 2
2006596951 - Gilang Arfadika Hanania - IT Applicant 1
2006596951 - Gilang Arfadika Hanania - Accounting Applicant
Everybody's calendars
All Attendees

Responsible Gilang Arfadika Hanania

Product Owner - 2006596951 - Applicant 1 - Odoo

https://odoo.cs.uai.ac.id/web#id=346&action=521&model=hr.applicant&view_type=form&menu_id=348

Gilang Arfadika Hanania (o12-eisdm-2023-class-e)

Applications / Product Owner - 2006596951 - Applicant 1

Action

Initial Qualification First Interview Second Interview Contract Proposal More

Create Employee Refuse Department IT / Product and Development Proposed Salary U.UU Availability 10/15/2023

Application Summary

Send message Log note Schedule activity

Planned activities

Tomorrow "Product Owner - 2006596951 - Applicant 1 - User" for Gilang Arfadika Hanania

Interview User
Mark Done Edit Cancel

Today

Gilang Arfadika Hanania - 3 minutes ago Stage changed
• Stage: First Interview → Second Interview

Gilang Arfadika Hanania - 7 minutes ago Meeting done by Gilang Arfadika Hanania

3 / 3

16:16 21/09/2023

Meetings (Sep 17 – 23, 2023) - Odoo

https://odoo.cs.u.ac.id/web?action=433&active_id=1062&model=calendar.event&view_type=calendar&menu_id=348

Gilang Arfadika Hanania (o12-sisdm-2023-class-a)

Recruitment

Job Positions Applications Resumes and Letters Reports Configuration

Create: Meetings

Meeting Subject: Product Owner - 2006596951 - Applicant 2 - User

Attendees: Gilang Arfadika Hanania, 2006596951 - Gilang Arfadika Hanania, ronnie.hart87@example.com

Select attendees

Meeting Details Options

Starting at: 09/22/2023 17:00:00 Duration: 01:00 hours

Tags: Interview User Reminders: 15 Minute(s)

Description: Interview User Location: Online

Save Discard

Sep 2023 Mon Tue Wed Thu Fri Sat

Attendees:

- Gilang Arfadika Hanania [Me]
- 2006596951 - Gilang Arfadika Hanania - IT Applicant 2
- 2006596951 - Gilang Arfadika Hanania - IT Applicant 1
- 2006596951 - Gilang Arfadika Hanania - Accounting Applicant
- Everybody's calendars

Responsible: Gilang Arfadika Hanania

W38

34°C Sebagian cerah

Search

Save Discard

16:18 21/09/2023

34°C Sebagian cerah

Search

Save Discard

16:18 21/09/2023

Product Owner - 2006596951 - Applicant 2 - Odoo

https://odoo.cs.u.ac.id/web#id=347&action=521&model=hr.applicant&view_type=form&menu_id=348

Gilang Arfadika Hanania (o12-sisdm-2023-class-a)

Recruitment

Job Positions Applications Resumes and Letters Reports Configuration

Applications / Product Owner - 2006596951 - Applicant 2

Edit + Create Action

2 / 3

Create Employee Refuse

Application Summary

Send message Log note Schedule activity

Planned activities

Tomorrow "Product Owner - 2006596951 - Applicant 2 - User" for Gilang Arfadika Hanania

Interview User

Mark Done Edit Cancel

Today

Gilang Arfadika Hanania - 7 minutes ago Stage changed

Stage: First Interview → Second Interview

Gilang Arfadika Hanania - 8 minutes ago Meeting done by Gilang Arfadika Hanania

Feedback

Lulus tes psikologi dan HR

Note by Gilang Arfadika Hanania - 21 minutes ago

34°C Sebagian cerah

Search

Save Discard

16:20 21/09/2023

34°C Sebagian cerah

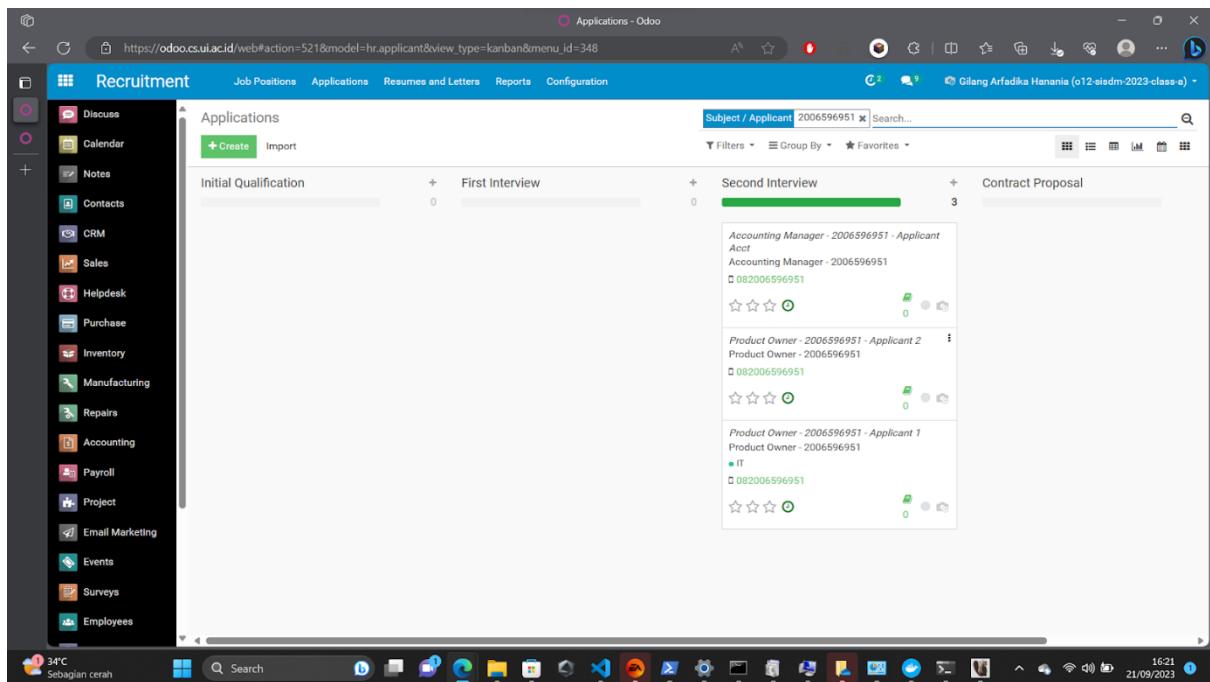
Search

Save Discard

16:20 21/09/2023

The screenshots illustrate the Odoo Recruitment module. The top screenshot shows the 'Meetings' creation screen, where a meeting for 'Accounting Manager - 2006596951 - Applicant Acct - User' is being scheduled. The meeting starts at 18:00 on 09/22/2023, lasting 1 hour, with a reminder set for 15 minutes. The description is 'Interview User'. The bottom screenshot shows the 'Applications' screen for the same applicant, detailing the interview process through stages: Initial Qualification, First Interview, Second Interview, Contract Proposal, and More. The applicant's profile is tracked through various stages, including 'Stage changed' from First Interview to Second Interview, and a note indicating they passed the 'Lulus Tes Psikologis dan HR'.

c. Pengerojaan dilanjutkan dengan menyelesaikan poin c nomor 5. Pengerojaan dilanjutkan dengan memindahkan profil-profil applicant berpindah dari tahap First Interview ke tahap Second Interview . Hal ini dilakukan dengan membuka module recruitment>application lalu drag profil-profil applicant di tahap First Interview ke tahap Second Interview. Adapun hasil pengerojaan poin c nomor 5 adalah sebagai berikut :



6. Pengerjaan dilanjutkan dengan menyelesaikan nomor 6. penyelesaian dilakukan dengan membuka profil applicant 2 lalu scroll ke bawah untuk menyelesaikan Second interview user dengan menekan tombol mark as down dan memberikan feedback yang menyatakan bahwa applicant tersebut telah gagal di tahap second interview. Profil applicant 2 juga akan ditolak dengan menekan tombol refuse pada kiri atas halaman profil applicant tersebut. Adapun hasil pengrajaan nomot 6 adalah sebagai berikut :

The screenshot shows the Odoo Recruitment module interface. On the left, there's a sidebar with various modules: Discuss, Calendar, Notes, Contacts, CRM, Sales, Helpdesk, Purchase, Inventory, Manufacturing, Repairs, Accounting, Payroll, Project, Email Marketing, Events, Surveys, and Employees. The main content area is titled "Applications / Product Owner - 2006596951 - Applicant 2". It shows the following details:

- Applied Job: PRODUCT OWNER - ZUUBD90951
- Department: IT / Product and Development
- Expected Salary: 50000000.00
- Proposed Salary: 0.00
- Availability: 11/15/2023

Below this is the "Application Summary" section, which displays a timeline of events:

- Gilang Arfadika Hanania - now: Meeting done by Gilang Arfadika Hanania: Product Owner - 2006596951 - Applicant 2 - User
- Interview User
- Gilang Arfadika Hanania - 11 minutes ago: Stage changed
 - Stage: First Interview → Second Interview
- Gilang Arfadika Hanania - 19 minutes ago: Meeting done by Gilang Arfadika Hanania

The bottom of the screen shows the Windows taskbar with various icons and the system tray.

7. Pengerjaan dilanjutkan dengan menyelesaikan nomor 7 yaitu menyelesaikan second meeting untuk applicant 2 ,memberikan feedback berupa penawaran gaji oleh PT SISDM, dan memindahkan profil applicant 2 ke tahap contract proposal. adapun hasil dari pengerjaan nomor 7 adalah sebagai berikut :

The screenshot shows the Odoo Recruitment module interface. On the left is a sidebar with various modules: Discuss, Calendar, Notes, Contacts, CRM, Sales, Helpdesk, Purchase, Inventory, Manufacturing, Repairs, Accounting, Payroll, Project, Email Marketing, Events, Surveys, and Employees. The main content area is titled "Applications / Product Owner - 2006596951 - Applicant 1". It displays the "Create Employee" form with fields for "Applied Job" (Product Owner - 2006596951) and "Department" (IT / Product and Development). Other tabs include "Refuse", "Expected Salary" (30,000,000.00), "Proposed Salary" (0.00), and "Availability" (10/15/2023). A "Initial Qualification" section is also present. Below the form is an "Application Summary" section with links to "Send message", "Log note", and "Schedule activity". A timeline on the right shows messages from Gilang Arfadika Hanania: "Stage changed" (now), "Meeting done by Gilang Arfadika Hanania: Product Owner - 2006596951 - Applicant 1 - User", and another "Stage changed" (6 minutes ago). The bottom status bar shows the date (21/09/2023) and time (16:32).

This screenshot shows the same Odoo Recruitment module interface, but the main content area is now focused on the "Product Owner - 2006596951 - Applicant 1" profile. The sidebar remains the same. The main area displays the applicant's contact information (Contact ID: 2006596951, Name: Gilang Arfadika Hanania, IT Applicant 1, Email: gilang.arfadika@ui.ac.id, Phone: +0212006596951, Mobile: 082006596951, Degree: Bachelor Degree), responsible parties (Appreciation, Source, Referred By), and job details (Applied Job: Product Owner - 2006596951, Department: IT / Product and Development). It also shows the contract section with salary details (Expected Salary: 30,000,000.00, Proposed Salary: 25,000,000.00, Availability: 10/15/2023). A "Meetings" tab shows 0 meetings and a "Documents" tab shows 0 documents. The bottom status bar shows the date (21/09/2023) and time (16:33).

8. Pengerjaan dilanjutkan dengan menyelesaikan nomor 8 yaitu menyelesaikan second meeting untuk applicant Acct ,memberikan feedback berupa penawaran gaji oleh PT SISDM, dan memindahkan profil applicant Acct ke tahap contract proposal. adapun hasil dari pengerjaan nomor 8 adalah sebagai berikut :

Accounting Manager - 2006596951 - Applicant Acct - Odoo

Applications / Accounting Manager - 2006596951 - Applicant Acct

Create Employee Refuse

Department: Finance & Accounting
Proposed Salary: 45,000,000.00
Availability: 11/15/2023

Application Summary

Send message Log note Schedule activity

Today

Gilang Arfadika Hanania - now
Stage changed
• Stage: Second Interview → Contract Proposal

Gilang Arfadika Hanania - now
Meeting done by Gilang Arfadika Hanania: Accounting Manager - 2006596951 - Applicant Acct - User
Interview User
Feedback
Selamat Sore Applicant 3 atau Acct, Kami selaku pihak HR dari perusahaan ingin memberitahukan bahwa Anda telah berhasil lulus dari tahap interview User. Kami menawarkan pemberian gaji sebesar Rp45.000.000,00 per bulan sesuai dengan permintaan Anda. Mohon memberitahukan jawaban Anda terkait penawaran Kami secepatnya. Terima kasih.

Gilang Arfadika Hanania - 23 minutes ago
Stage changed
• Stage: First Interview → Second Interview

Accounting Manager - 2006596951 - Applicant Acct

Contact: 2006596951 - Gilang Arfadika Hanania - Accounting Applicant
Email: gilang.arfadika@ui.ac.id
Phone: 0232006596951
Mobile: 082006596951
Degree: Master Degree

Responsible: Gilang Arfadika Hanania
Appreciation: ★ ★ ★
Source: Referred By
Referred By:

Job: Applied Job: Accounting Manager - 2006596951
Department: Finance & Accounting

Contract: Expected Salary: 45,000,000.00
Proposed Salary: 45,000,000.00
Availability: 11/15/2023

Application Summary

Send message Log note Schedule activity

9. Pengerjaan dilanjutkan dengan menyelesaikan nomor 9. pengerjaan dilakukan dengan memindahkan kedua profil applicant yang telah menerima tawaran gaji PT SISDM dari tahap contract proposal ke tahap contract signed. Adapun hasil dari penyelesaian nomor 9 adalah sebagai berikut :

The image displays two side-by-side screenshots of the Odoo Recruitment module interface. Both screenshots show the 'Applications' view for different applicants.

Screenshot 1: Accounting Manager - 2006596951 - Applicant Acct

Contact	Value	Responsible	Value
Contact	2006596951 - Gilang Arfadika Hanania - Accounting Applicant	Appreciation	Gilang Arfadika Hanania
Email	gilang.arfadika@ui.ac.id	Source	☆☆
Phone	0232006596951	Referred By	
Mobile	082006596951		
Degree	Master Degree		

Job

Applied Job	Value	Contract	Value
Applied Job	Accounting Manager - 2006596951	Expected Salary	45,000,000.00
Department	Finance & Accounting	Proposed Salary	45,000,000.00

Application Summary

Screenshot 2: Product Owner - 2006596951 - Applicant 1

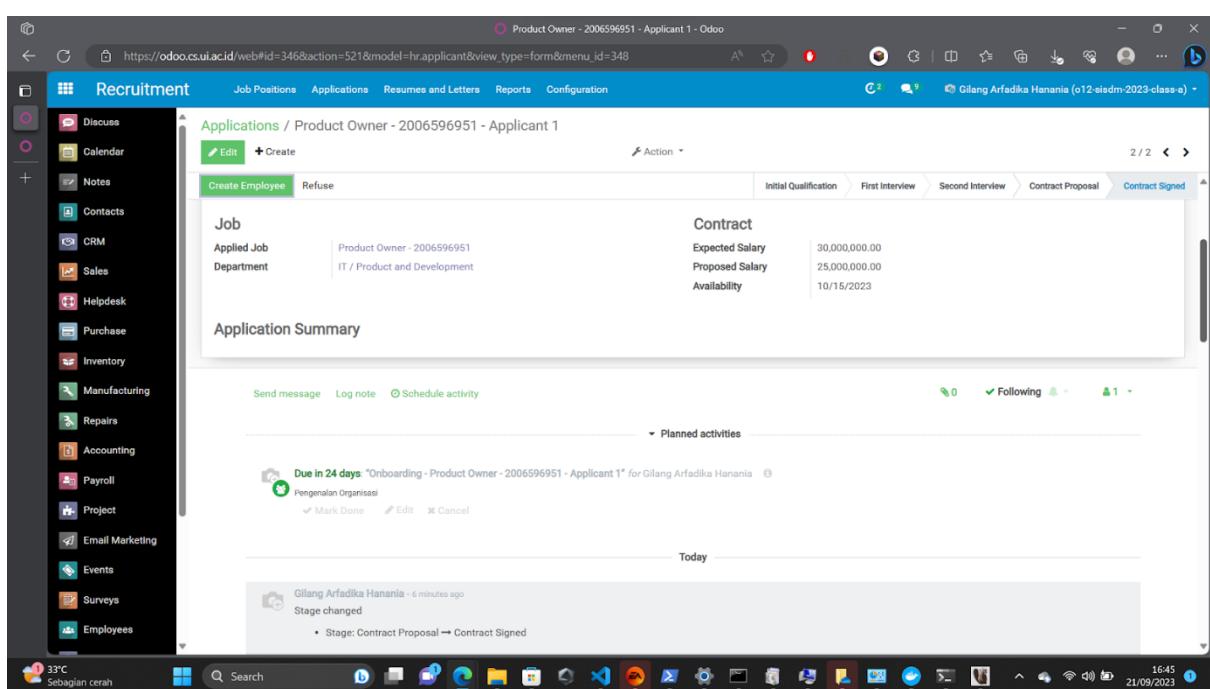
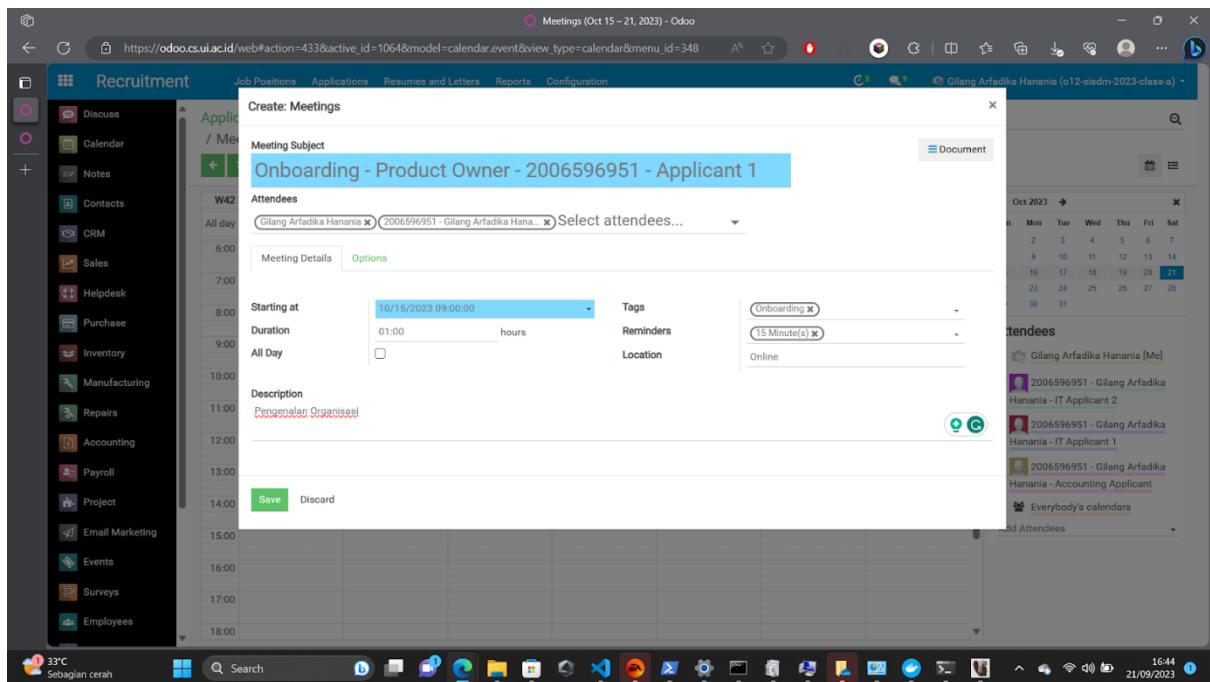
Contact	Value	Responsible	Value
Contact	2006596951 - Gilang Arfadika Hanania - IT Applicant 1	Appreciation	Gilang Arfadika Hanania
Email	gilang.arfadika@ui.ac.id	Source	☆☆
Phone	+0212006596951	Referred By	
Mobile	082006596951		
Degree	Bachelor Degree		

Job

Applied Job	Value	Contract	Value
Applied Job	Product Owner - 2006596951	Expected Salary	30,000,000.00
Department	IT / Product and Development	Proposed Salary	25,000,000.00

Application Summary

- Pengerjaan dilanjutkan dengan menyelesaikan nomor 10. pengerjaan dilakukan dengan menambahkan jadwal meeting Onboarding Applicant 2 sesuai dengan ketentuan lab atau 1 bulan ke depan dari tanggal lab dimulai. Adapun hasil dari pengerjaan nomor 10 adalah sebagai berikut :



11. Pengerjaan dilanjutkan dengan menyelesaikan nomor 11. pengerjaan dilakukan dengan menambahkan jadwal meeting Onboarding Applicant Acct sesuai dengan ketentuan lab atau 2 bulan ke depan dari tanggal lab dimulai. Adapun hasil dari pengerjaan nomor 11 adalah sebagai berikut :

12. Pengeroaan dilanjutkan dengan menyelesaikan nomor 12. Pengeroaan dilakukan dengan membuka profil masing-masing applicant lalu menekan tombol Create Employee pada bagian kiri atas halaman masing-masing profil applicant tersebut. Setelah itu, profil-profil employee yang baru dibuat akan disesuaikan dengan ketentuan lab. Adapun hasil penyelesaian nomor 12 adalah sebagai berikut :

2006596951 - Gilang Arfadika Hanania - Odoo

https://odoo.cs.ui.ac.id/web#id=336&action=497&active_id=346&model=hr.employee&view_type=form&menu_id=348

Recruitment Job Positions Applications Resumes and Letters Reports Configuration

Applications / Product Owner - 2006596951 - Applicant 1 / 2006596951 - Gilang Arfadika Hanania

Edit + Create Print Action

Attendance Contracts Leaves Left Payslips Active

2006596951 - Gilang Arfadika Hanania

Karyawan Tetap

Work Information Private Information HR Settings

Contact Information

Work Address	PT SISDM Jl. Margonda Raya, Pondok Cina, Kecamatan Beji, Kota Depok, Jawa Barat Depok JB 16424 Indonesia
Work Location	gilang.arfadika@ui.ac.id
Work Email	082006596951
Work Mobile	(021) 2006596951
Work Phone	

Position

Department	IT / Product and Development
Job Position	Product Owner - 2006596951
Job Title	Product Owner - 2006596951
Manager	Ronnie Hart
Certificates	
Coach	
Working Hours	Standard 40 Hours/Week
Timezone	Asia/Jakarta

Organization Chart

Ronnie Hart Chief Technical Officer
2006596951 - Gilang Arfadika Hanania Product Owner - 2006596951

33°C Sebagian cerah 16:54 21/09/2023

2006596951 - Gilang Arfadika Hanania - Odoo

https://odoo.cs.ui.ac.id/web#id=335&model=hr.employee&view_type=form&menu_id=331

Employees Employees Contracts Departments Orientations Training Program Configuration

Departments / Accounting - 2006596951 / 2006596951 - Gilang Arfadika Hanania

Edit + Create Print Action

Attendance Contracts Leaves Left Payslips Active

2006596951 - Gilang Arfadika Hanania

Karyawan Tetap

Work Information Private Information HR Settings

Contact Information

Work Address	PT SISDM Jl. Margonda Raya, Pondok Cina, Kecamatan Beji, Kota Depok, Jawa Barat Depok JB 16424 Indonesia
Work Location	gilang.arfadika@ui.ac.id
Work Email	(021) 2006596951
Work Mobile	082006596951
Work Phone	

Position

Department	Finance & Accounting
Job Position	Accounting Manager - 2006596951
Job Title	Accounting Manager - 2006596951
Manager	Mitchell Admin
Certificates	
Coach	
Working Hours	Standard 40 Hours/Week
Timezone	Asia/Jakarta

Organization Chart

Mitchell Admin Chief Executive Officer
2006596951 - Gilang Arfadika Hanania Accounting Manager - 2006596951

33°C Sebagian cerah 17:06 21/09/2023

13. Pengerjaan dilanjutkan dengan menyelesaikan nomor 13. Pengerjaan dilakukan dengan memastikan bahwa profil-profil applicant yang baru di-hire terhubung dengan profil-profile employee yang baru dibuat. Hal ini dapat dilihat dengan mengidentifikasi indikator employee di kanan atas halaman profil masing-masing applicant atau di sebelah kanan indikator documents dan meetings. Adapun hasil pengerjaan nomor 13 adalah sebagai berikut :

The screenshot shows the Odoo Recruitment module interface. The left sidebar lists various modules: Discuss, Calendar, Notes, Contacts, CRM, Sales, Helpdesk, Purchase, Inventory, Manufacturing, Repairs, Accounting, Payroll, Project, Email Marketing, Events, Surveys, and Employees. The main content area is titled "Applications / Product Owner - 2006596951 - Applicant 1". It displays the following information:

Contact	Product Owner - 2006596951 - Gilang Arfadika Hanania - IT Applicant 1	Responsible	Gilang Arfadika Hanania
Email	gilang.arfadika@ui.ac.id	Appreciation	☆☆☆
Phone	+0212006596951	Source	
Mobile	082006596951	Referred By	
Degree	Bachelor Degree		

Job

Applied Job	Product Owner - 2006596951	Contract	
Department	IT / Product and Development	Expected Salary	30,000,000.00
		Proposed Salary	25,000,000.00
		Availability	10/15/2023

Application Summary

Buttons at the bottom include "Send message", "Log note", and "Schedule activity". The status bar at the bottom right shows the date as 21/09/2023 and the time as 17:02.

The screenshot shows the Odoo Recruitment module interface. On the left, there is a sidebar with various modules: Discuss, Calendar, Notes, Contacts, CRM, Sales, Helpdesk, Purchase, Inventory, Manufacturing, Repairs, Accounting, Payroll, Project, Email Marketing, Events, Surveys, and Employees. The main area is titled 'Applications / Accounting Manager - 2006596951 - Applicant Acct'. It displays the details of an applicant named Gilang Arfadika Hanania. The applicant's contact information includes: Contact (2006596951 - Gilang Arfadika Hanania - Accounting Applicant), Email (gilang.arfadika@ui.ac.id), Phone (0232006596951), Mobile (082006596951), and Degree (Master Degree). The responsible person is Gilang Arfadika Hanania, with a rating of two stars. The job applied for is Accounting Manager - 2006596951, located in the Finance & Accounting department. The contract section shows an expected salary of 45,000,000.00, a proposed salary of 45,000,000.00, and an availability date of 11/15/2023. Below this is an 'Application Summary' section. At the bottom of the page, there are buttons for 'Send message', 'Log note', and 'Schedule activity'. The system status bar at the bottom shows the weather (33°C, Sebagian cerah), the date (21/09/2023), and the time (17:03).

14. Pengerjaan dilanjutkan dengan menyelesaikan nomor 14. pengerjaan dilakukan dengan membuat departemen baru dan manajernya sesuai ketentuan lab. Ada dua cara yang dapat digunakan untuk departemen baru yaitu dengan membuka modul employee>department lalu menekan tombol create atau membuka modul recruitment>configuration>department lalu juga menekan tombol create. Adapun hasil pengerjaan nomor 14 adalah sebagai berikut :

The screenshot shows the Odoo interface for managing employee departments. A new department, 'Accounting - 2006596951', has been created. The 'Manager' field is populated with '2006596951 - Gilang Arfadika Hanania'. The status is marked as 'Active'. Below the main form, there are two notes from 'Gilang Arfadika Hanania': one stating 'Manager: 2006596951 - Gilang Arfadika Hanania' and another stating 'HR Department created'. The system status bar at the bottom indicates it's 33°C and 21/09/2023.

15. Pengerjaan dilanjutkan dengan menyelesaikan nomor 15. Pengerjaan dilakukan dengan mengubah isian Department pada profil employee Accounting Manager sesuai dengan departemen yang ditentukan oleh lab. Adapun hasil penyelesaian nomor 15 adalah sebagai berikut :

The screenshot shows the Odoo interface for viewing employee profiles. The profile for '2006596951 - Gilang Arfadika Hanania' is displayed. In the 'Position' section, the 'Department' field is now correctly populated with 'Accounting - 2006596951'. Other details like 'Job Title', 'Manager', and 'Working Hours' are also visible. On the right side, there's an 'Organization Chart' showing the hierarchy, where Gilang Arfadika Hanania is listed under 'Accounting Manager - 2006596951'. The system status bar at the bottom indicates it's 32°C and 21/09/2023.

16. Pengerjaan dilanjutkan dengan menyelesaikan nomor 16. Pengerjaan dilakukan dengan memeriksa dan mengkaji ulang apakah profil employee atau applicant Acct terdaftar

pada profil departemen yang sudah dibuat sesuai ketentuan lab. Adapun hasil pengerjaan nomor 16 adalah sebagai berikut :

The screenshot displays two windows of the Odoo web interface. The top window shows the 'Employees' module with a sidebar containing various HR departments like Sales, Helpdesk, Purchase, etc. The main area shows a list of employees under 'Departments / Employees'. One employee, '2006596951 - Gilang Arfadika Hanania' (Accounting Manager), is highlighted. The bottom window shows the 'Departments' module, specifically the creation of a new department. The 'Department Name' field is filled with 'Accounting - 2006596951'. The 'Manager' field is set to '2006596951 - Gilang Arfadika Hanania'. A note at the bottom indicates the department was created by Gilang Arfadika Hanania.

Pengerjaan Selesai.

B. [15 poin] Jawab pertanyaan di bawah ini:

- Jelaskan apa yang dimaksud dengan field “Appreciation” di profil applicant. Mengapa hal ini penting?**

Jawab : Field Appreciation merupakan field yang dapat digunakan oleh para pewawancara untuk memberikan penilaian dalam bentuk skala ordinal terkait applicant yang sedang diwawancara. Field ini penting karena isian dari field tersebut yang berupa penilaian dari para pewawancara terhadap applicant dapat menjadi salah satu sumber referensi utama dalam menentukan apakah Applicant layak diterima atau ditolak dari lowongan kerja tersebut. Selain itu, fitur appreciation juga dapat digunakan untuk mempermudah penyortiran dan penyaringan profil-profil applicant sesuai dengan kriteria Perusahaan. (sumber : <https://hibou.io/docs/recruitment-95/workflow-recruitment-472#:~:text=Appreciation%3A%20A%20three%20star%20rating%20used%20to%20determine>.)

- Jelaskan pentingnya kontrak dalam proses rekrutmen karyawan baru.**

Jawab : Kontrak rekrutmen pada umumnya memiliki kesamaan dengan field appreciation yaitu untuk mempermudah dan mengotomatisasi pembuatan kontrak kerja antara applicant dan Perusahaan. Dengan kontrak pada Odoo, divisi HR dari suatu Perusahaan dapat dengan mudah membuat kontrak kerja dengan para applicant yang sesuai dengan kebijakan Perusahaan serta posisi dan peran lowongan kerja yang diinginkan oleh para Applicant tersebut. Kontrak pada odoo juga dapat digunakan oleh divisi HR untuk memonitor dan memberikan persetujuan terhadap perubahan-perubahan yang terjadi pada kontrak kerja para applicant. Selain itu, Kontrak dapat memberikan fasilitas dan transparansi kepada para Applicant atau employee untuk menerima gaji mereka sesuai dengan kontrak kerja yang mereka miliki. (Sumber : <https://www.syncoria.com/blog/blog-6/employee-contract-management-on-odoo-1-secret-to-employee-management-65#:~:text=The%20fantastic%20Odoo%20Employee%20contract%20module%20can%20stre>)

.)

- **Apa perbedaan antara “job position” dan “job title”?**

Pada dasarnya , Job position merupakan field yang menjelaskan semua kewajiban dan tanggung jawab yang dimiliki oleh seorang employee di dalam suatu Perusahaan . Di sisi lain, Job title merupakan label atau nama formal yang diberikan oleh Perusahaan kepada tiap pekerjaan yang dilakukan oleh para employee. (Source : [Job Title vs. Job Position Understanding the · Half The Sky \(halftheskyasia.com\)](https://halftheskyasia.com/))

C. Refleksi

Saya mempelajari tentang bagaimana membuat lowongan kerja di Odoo. Saya juga belajar tentang bagaimana membuat Applicant untuk suatu lowongan kerja dan employee untuk suatu departemen di Odoo. Saya belajar tentang bagaimana membuat departemen baru di Odoo dan meng-assignkan manajer untuk departemen tersebut. Selain itu, Saya juga mempelajari tentang bagaimana cara membuat jadwal meeting dengan para Applicant , employee , dan tim HR melalui fitur schedule activity.