

Universitas Pembangunan Nasional
Veteran Yogyakarta

Portfolio

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Management

Human Resources

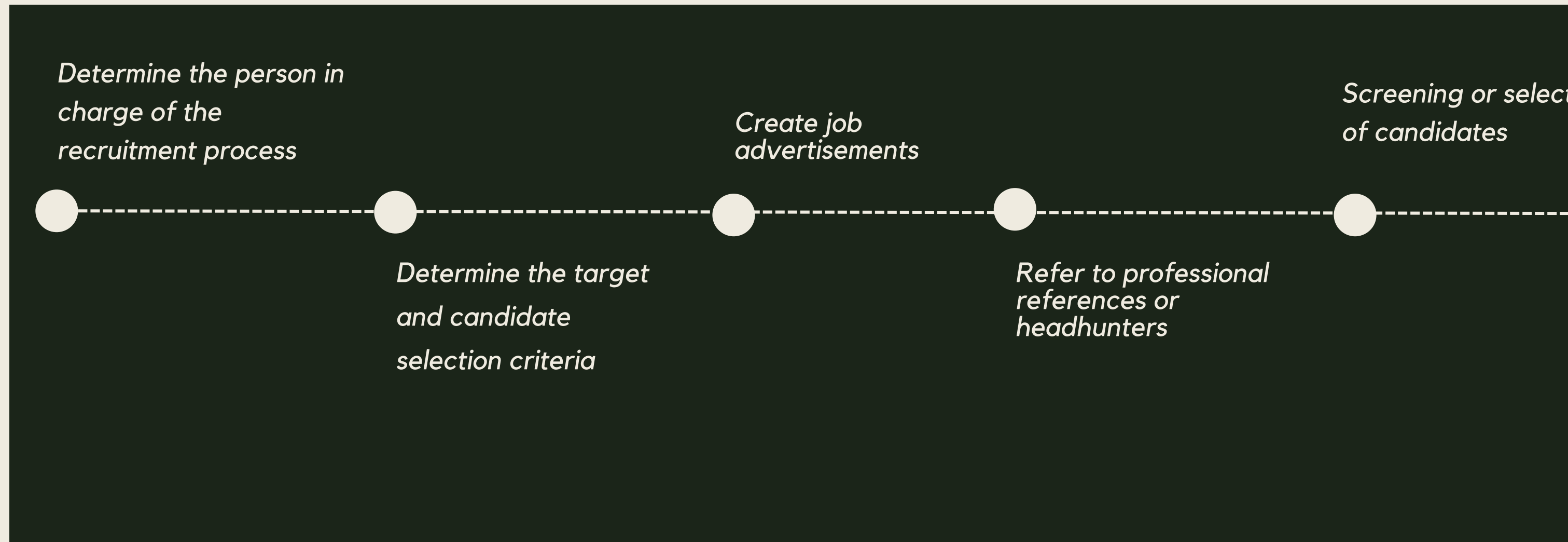
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Recruitment

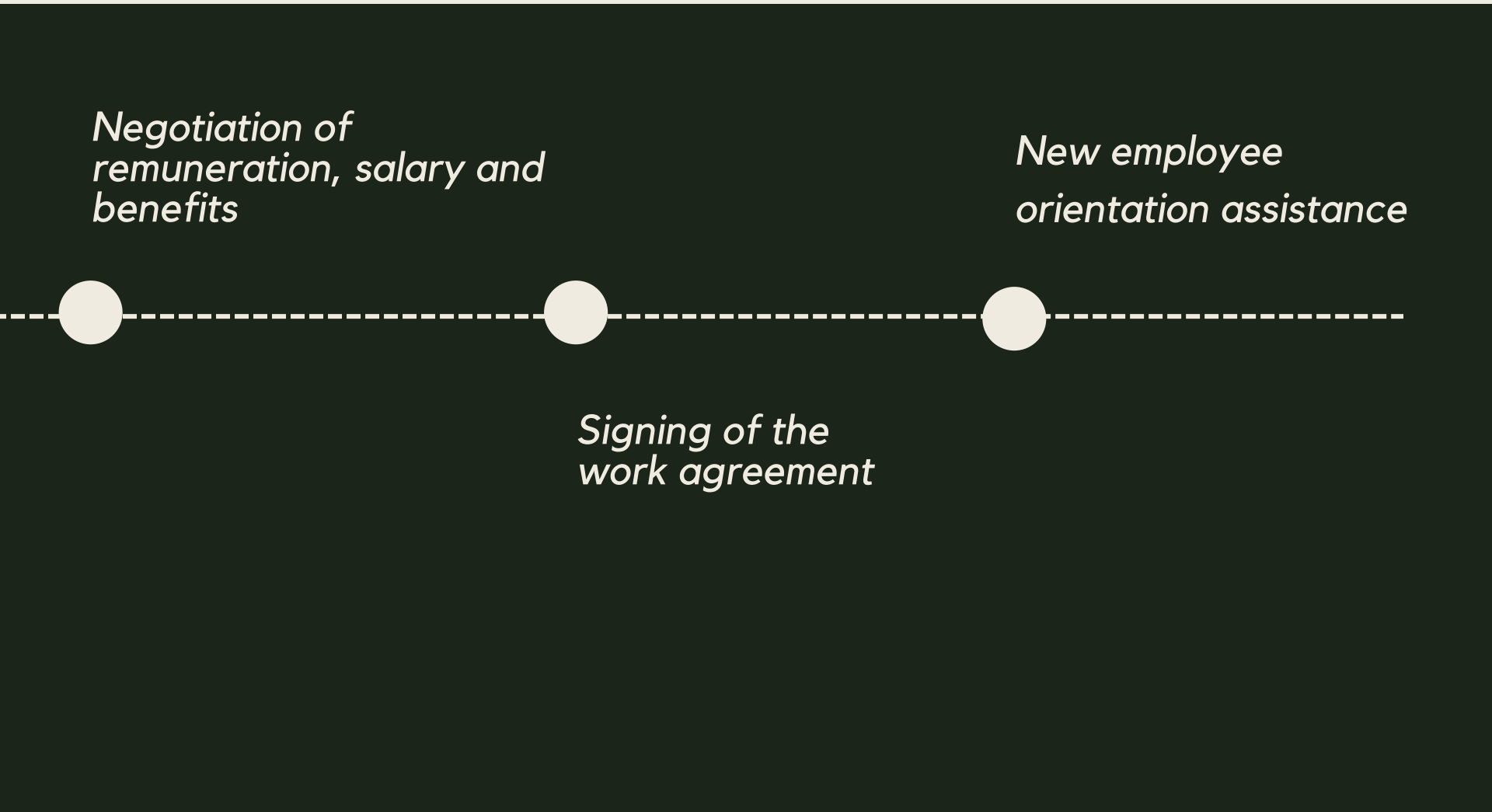
Matching People with Job



The Key to Recruitment:

- 1. Recruitment strategies and plans must be made clear and of course*
- 2. Involve superiors or managers from required positions*
- 3. Pay attention to the culture fit or suitability of the candidate with the company culture*
- 4. Discussion with multiple viewpoints to determine the right candidate for the position*

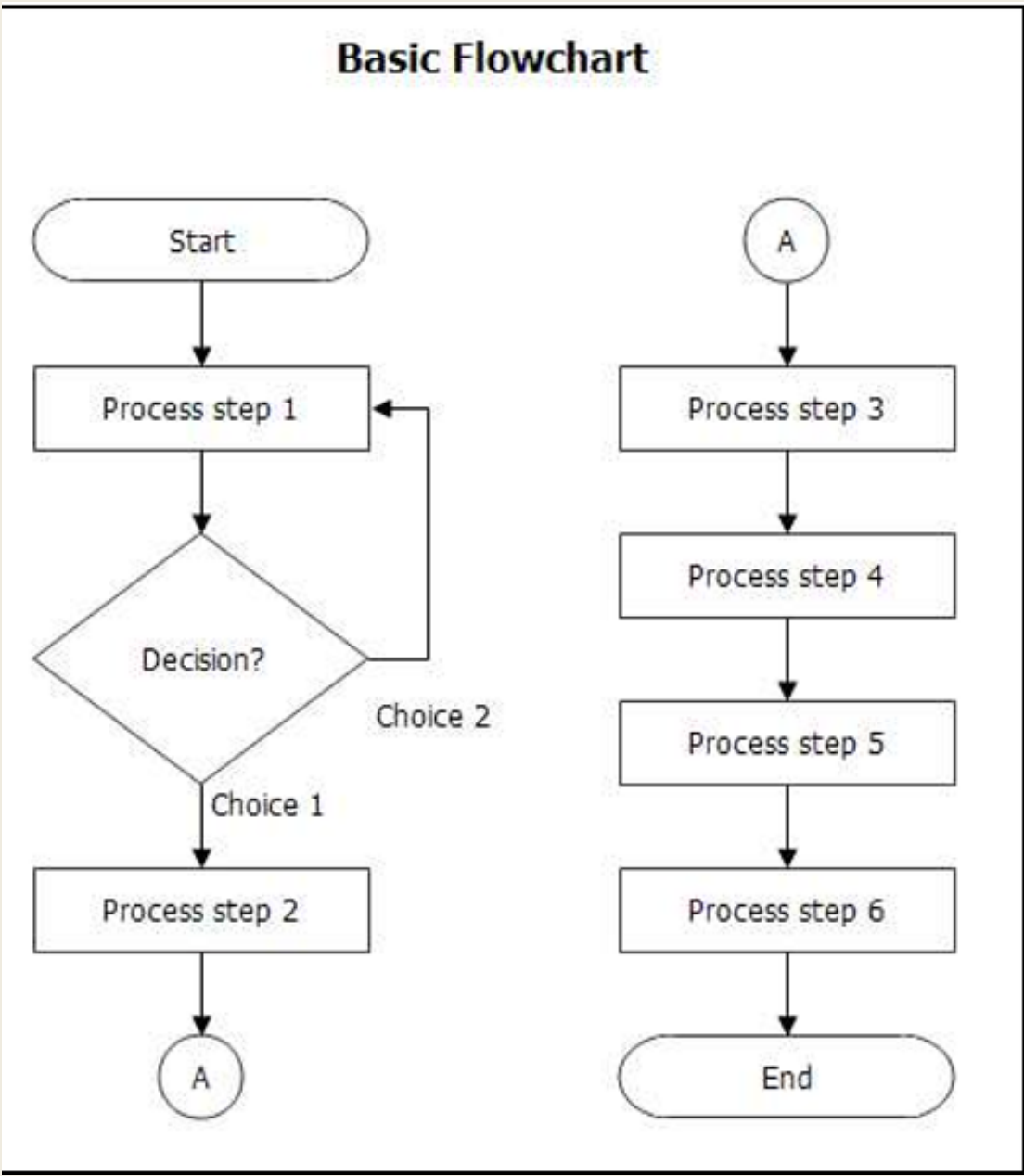
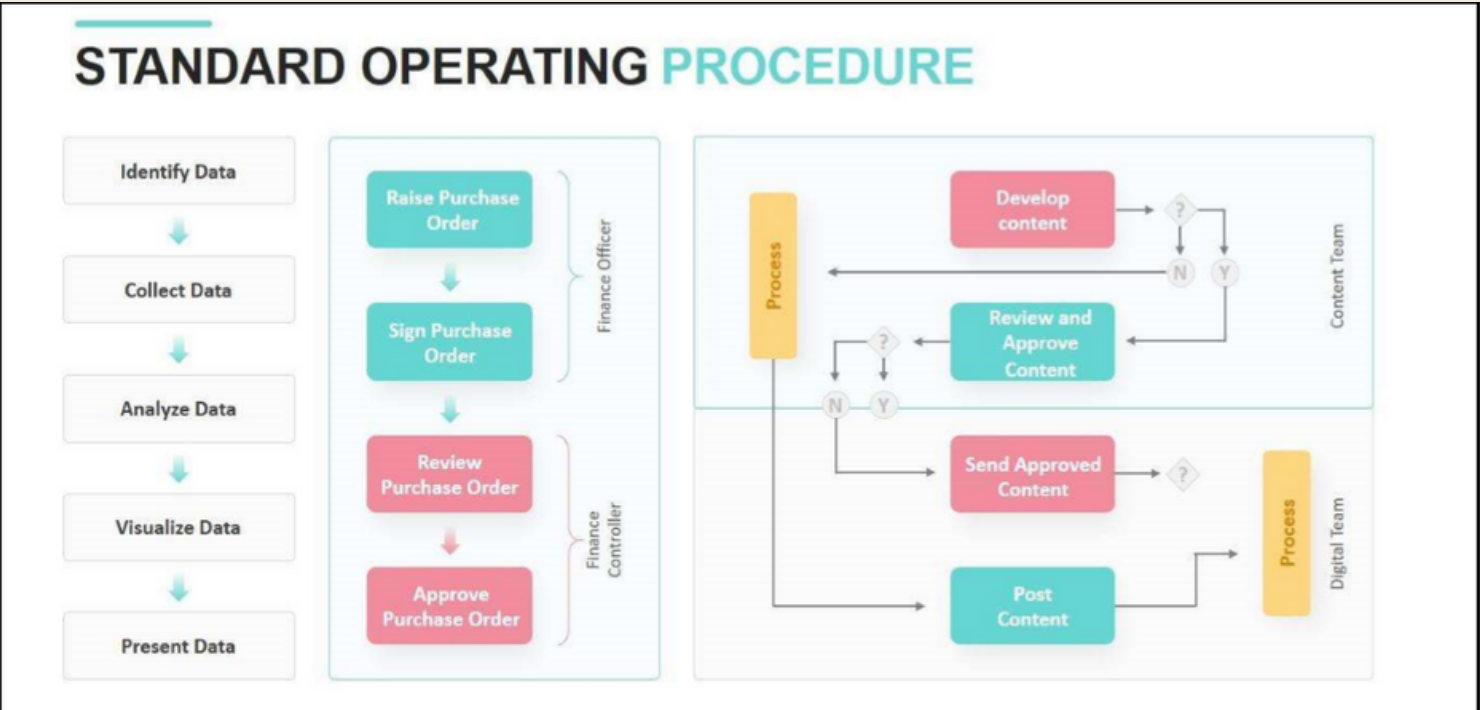
Matching People with Job



Company Needs	Acoounting Manager
Tasks and responsibilities	<div>1. Manage and supervise operational activities in the accounting department related to: accounts payable/receivable, treasury, budgeting, forecasting</div> <div>2. Perform accounting data analysis and prepare financial reports</div> <div>3. Provide recommendations regarding company finances</div>
Required Qualifications	<div>1. Have work experience as an accounting manager</div> <div>2. Have the ability to use Microsoft office and accounting software or applications</div> <div>3. Someone who is accurate and detailed</div> <div>4. Able to provide direction and supervision of the work team</div> <div>5. Have a minimum educational background of bachelor of accounting</div>

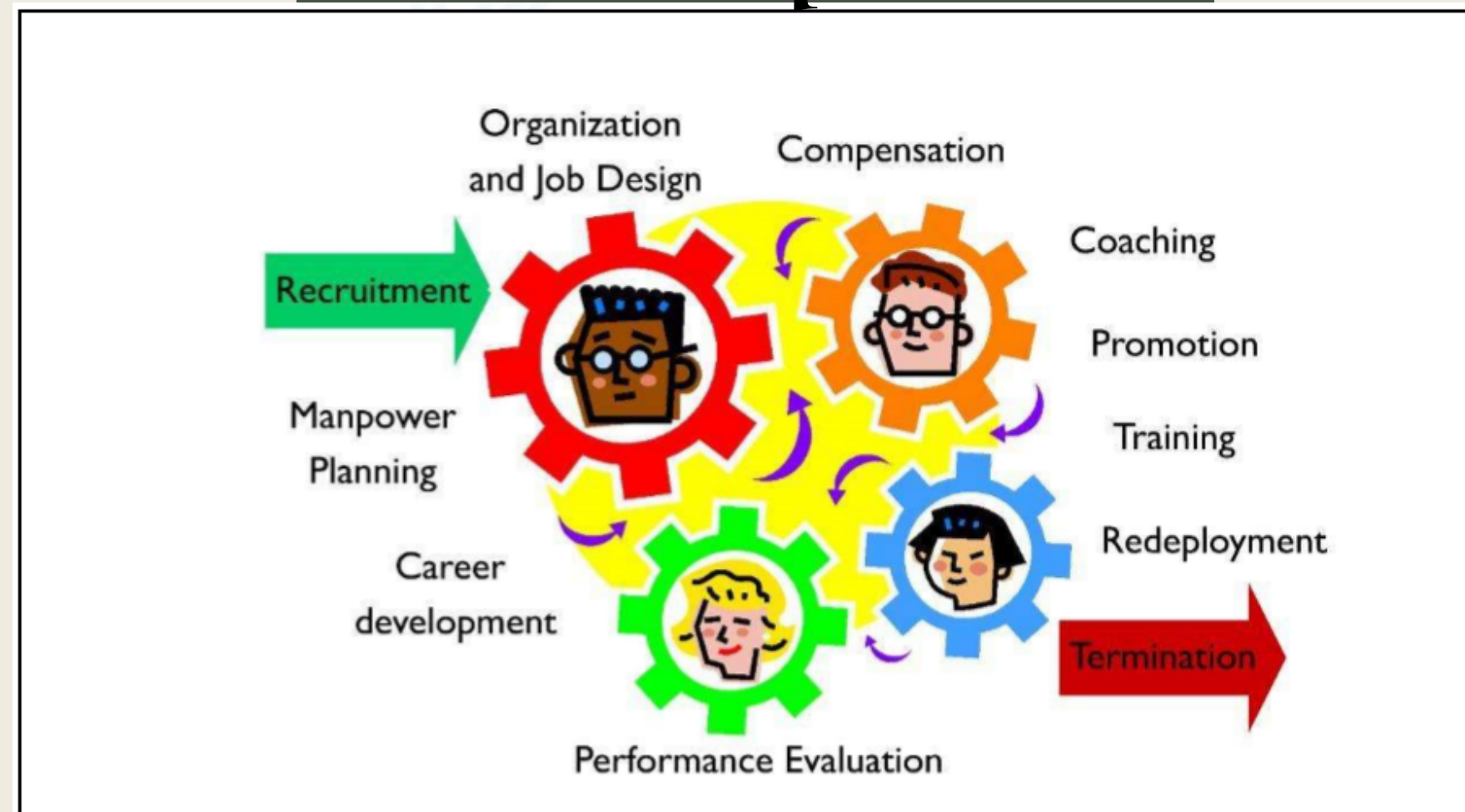
SOP

(Standard Operating Procedures)



People Development

Human resource flow is an activity in HR starting from the recruitment of prospective employees, until when they have joined as employees.



When employees have joined the company, various activities are carried out to retain, develop until the employee stops working.

Learning and Development

Training Need Assessment		
No	Type of Analysis	Information
1	Organization-based needs analysis	Analysis of training needs based on the company's strategic needs in response to future business dynamics.
2	Analysis of needs based on work competence	This analysis of training needs is based on the competency profile required for each position/title.
3	Personal competency-based analysis	This analysis is a training needs analysis based on the gap between the required competency level and the current employee (individual) actual level.

Training Need Assessment Process		
No	Process	Information
1	Identification of Problems or Needs	1. Define organizational context 2. Then analyze the gaps 3. Set goals
2	Define a Needs Assessment Design	1. Establish method selection criteria 2. Assess the advantages and disadvantages of the method
3	Collecting data	1. Conducting interviews 2. Manage questionnaires 3. Manage surveys 4. Review documents 5. Observe people at work
4	Data analysis	After the data is collected, perform data analysis both qualitatively and quantitatively. So that we find a solution or can provide recommendations.
5	Give feedback	Write the overall report

Compensation and Benefits

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1							DAFTAR GAJI PT VIA DELAROSA							
2							BULAN AGUSTUS 2023							
3														
4	No	Employee Name	Class	Status	Salary		Total Salary	Salary Class Table						
5					Compensation	Benefits		Class	2A	2B	2C	2D		
6	1	Stefanie	2B	Married	Rp 1.500.000	Rp 337.500	Rp 1.837.500	Compensation	Rp 1.125.000	Rp 1.500.000	Rp 1.875.000	Rp 2.250.000		
7	2	Via	2A	Married	Rp 1.125.000	Rp 300.000	Rp 1.425.000	Benefits Table						
8	3	Delarosa	2B	Married	Rp 1.500.000	Rp 337.500	Rp 1.837.500	Class	Status					
9	4	Emanuel	2C	Unmarried	Rp 1.875.000	Rp 270.000	Rp 2.145.000		Married	Unmarried				
10	5	Maxim	2D	Unmarried	Rp 2.250.000	Rp 292.500	Rp 2.542.500	2A	Rp 300.000	Rp 225.000				
11	6	Domikus	2D	Unmarried	Rp 2.250.000	Rp 292.500	Rp 2.542.500	2B	Rp 337.500	Rp 247.500				
12	7	Princess	2C	Married	Rp 1.875.000	Rp 375.000	Rp 2.250.000	2C	Rp 375.000	Rp 270.000				
13	8	Rapunzel	2B	Unmarried	Rp 1.500.000	Rp 247.500	Rp 1.747.500	2D	Rp 412.500	Rp 292.500				
14	9	Belle	2A	Married	Rp 1.125.000	Rp 300.000	Rp 1.425.000							
15	10	Arfano	2A	Unmarried	Rp 1.125.000	Rp 225.000	Rp 1.350.000							
16	Total				Rp 16.125.000	Rp 2.977.500	Rp 19.102.500							
17														
18														

Compensation Formula

Example employee Stefanie:

```
=HLOOKUP(C6,$J$5:$M$6,2,0)
```

- 1. Insert HLOOKUP formula
- 2. Choose class column (either)
- 3. Choose salary class table and add \$ (F4)
- 4. Add 2
- 5. Add 0

Benefits Formula

Example employee Stefanie:

```
=IF(D6="UNMARRIED",VLOOKUP(C6,$I$11:$K$14,3,1),VLOOKUP(C6,$I$11:$K$14,2,1))
```

- 1. Insert IF formula
- 2. Choose status column (either)
- 3. Add ="unmarried"
- 4. Insert VLOOKUP formula
- 5. Choose class column (either)
- 6. Choose benefits table and add \$ (F4)
- 7. Add 3 (unmarried in the 3rd column) and add 1
- 8. Insert VLOOKUP formula
- 9. Choose class column (either)
- 10. Choose benefits table and add \$ (F4)
- 11. Add 2 (married in the 2nd column) and add 1

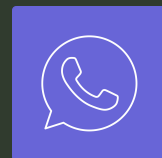
My Certificate



Thank You

Let's Work Together

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