

1. **Menentukan Penilai dan bobot**

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| **NO** | **Jenis Penilaian** | **Bobot** | |
| **2 Penilaian** | **1 Penilaian** |
| 1 | Atasan | 60 | 100 |
| 2 | Rekan | 40 | - |

1. **Menentukan Kriteria dan Bobotnya**

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| **Kriteria** | **Sub Kriteria** | **Bobot** |
| **Kehadiran** | Persetase Kehadiran | 20 |
| **Waktu Kerja** | Ketepatan Waktu | 15 |
| Penggunaan waktu kerja | 15 |
| **Perilaku** | Tatib | 10 |
| Kualitas Kerja | 20 |
| Hubungan antar Kerja | 20 |

1. **Proses Perhitungan Penilaian**

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| **Penilaian Atasan (K1)** | | | | |
| **Kriteria** | **Sub Kriteria** | **Bobot** | **Nilai** | **Nilai x Bobot** |
| **Kehadiran** | Persetase Kehadiran | 20 | 87 | 17 |
| **Waktu Kerja** | Ketepatan Waktu | 15 | 98 | 15 |
| Penggunaan waktu kerja | 15 | 70 | 11 |
| **Perilaku** | Tatib | 10 | 80 | 8 |
| Kualitas Kerja | 20 | 93 | 19 |
| Hubungan antar Kerja | 20 | 84 | 17 |
| **Total** | | 100 |  | 86 |
| **Skor Akhir** | | | | **52** |
| **Penilaian Rekan** | | | | |
| **Kriteria** | **Sub Kriteria** | **Bobot** | **Nilai** | **Nilai x Bobot** |
| **Waktu Kerja** | Ketepatan Waktu | 20 | 98 | 19,6 |
| Penggunaan waktu kerja | 20 | 70 | 14 |
| **Perilaku** | Tatib | 20 | 80 | 16 |
| Kualitas Kerja | 20 | 93 | 18,6 |
| Hubungan antar Kerja | 20 | 84 | 16,8 |
| **Total** | | 100 |  | 85 |
| **Skor Akhir** | | | | **34** |
| **Total Skor Akhir (Penentu)** | | | | **86** |

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| **Penilaian Atasan (K2)** | | | | |
| **Kriteria** | **Sub Kriteria** | **Bobot** | **Nilai** | **Nilai x Bobot** |
| **Kehadiran** | Persetase Kehadiran | 20 | 64 | 13 |
| **Waktu Kerja** | Ketepatan Waktu | 15 | 76 | 11 |
| Penggunaan waktu kerja | 15 | 66 | 10 |
| **Perilaku** | Tatib | 10 | 67 | 7 |
| Kualitas Kerja | 20 | 53 | 11 |
| Hubungan antar Kerja | 20 | 93 | 19 |
| **Total** | | 100 |  | 70 |
| **Skor Akhir** | | | | **42** |
| **Penilaian Rekan** | | | | |
| **Kriteria** | **Sub Kriteria** | **Bobot** | **Nilai** | **Nilai x Bobot** |
| **Waktu Kerja** | Ketepatan Waktu | 20 | 76 | 15,2 |
| Penggunaan waktu kerja | 20 | 66 | 13,2 |
| **Perilaku** | Tatib | 20 | 67 | 13,4 |
| Kualitas Kerja | 20 | 53 | 10,6 |
| Hubungan antar Kerja | 20 | 93 | 18,6 |
| **Total** | | 100 |  | 71 |
| **Skor Akhir** | | | | **28,4** |
| **Total Skor Akhir (Penentu)** | | | | **70** |

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| **Penilaian Atasan (K3)** | | | | |
| **Kriteria** | **Sub Kriteria** | **Bobot** | **Nilai** | **Nilai x Bobot** |
| **Kehadiran** | Persetase Kehadiran | 20 | 90 | 18 |
| **Waktu Kerja** | Ketepatan Waktu | 15 | 78 | 12 |
| Penggunaan waktu kerja | 15 | 90 | 14 |
| **Perilaku** | Tatib | 10 | 84 | 8 |
| Kualitas Kerja | 20 | 54 | 11 |
| Hubungan antar Kerja | 20 | 69 | 14 |
| **Total** | | 100 |  | 76 |
| **Skor Akhir** | | | | **46** |
| **Penilaian Rekan** | | | | |
| **Kriteria** | **Sub Kriteria** | **Bobot** | **Nilai** | **Nilai x Bobot** |
| **Waktu Kerja** | Ketepatan Waktu | 20 | 78 | 15,6 |
| Penggunaan waktu kerja | 20 | 90 | 18 |
| **Perilaku** | Tatib | 20 | 84 | 16,8 |
| Kualitas Kerja | 20 | 54 | 10,8 |
| Hubungan antar Kerja | 20 | 69 | 13,8 |
| **Total** | | 100 |  | 75 |
| **Skor Akhir** | | | | **30** |
| **Total Skor Akhir (Penentu)** | | | | **76** |

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| **Penilaian Atasan (K4)** | | | | |
| **Kriteria** | **Sub Kriteria** | **Bobot** | **Nilai** | **Nilai x Bobot** |
| **Kehadiran** | Persetase Kehadiran | 20 | 75 | 15 |
| **Waktu Kerja** | Ketepatan Waktu | 15 | 79 | 12 |
| Penggunaan waktu kerja | 15 | 72 | 11 |
| **Perilaku** | Tatib | 10 | 64 | 6 |
| Kualitas Kerja | 20 | 70 | 14 |
| Hubungan antar Kerja | 20 | 65 | 13 |
| **Total** | | 100 |  | 71 |
| **Skor Akhir** | | | | **43** |
| **Penilaian Rekan** | | | | |
| **Kriteria** | **Sub Kriteria** | **Bobot** | **Nilai** | **Nilai x Bobot** |
| **Waktu Kerja** | Ketepatan Waktu | 20 | 79 | 15,8 |
| Penggunaan waktu kerja | 20 | 72 | 14,4 |
| **Perilaku** | Tatib | 20 | 64 | 12,8 |
| Kualitas Kerja | 20 | 70 | 14 |
| Hubungan antar Kerja | 20 | 65 | 13 |
| **Total** | | 100 |  | 70 |
| **Skor Akhir** | | | | **28** |
| **Total Skor Akhir (Penentu)** | | | | **71** |

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| **Penilaian Atasan (K5)** | | | | |
| **Kriteria** | **Sub Kriteria** | **Bobot** | **Nilai** | **Nilai x Bobot** |
| **Kehadiran** | Persetase Kehadiran | 20 | 87 | 17 |
| **Waktu Kerja** | Ketepatan Waktu | 15 | 95 | 14 |
| Penggunaan waktu kerja | 15 | 89 | 13 |
| **Perilaku** | Tatib | 10 | 78 | 8 |
| Kualitas Kerja | 20 | 79 | 16 |
| Hubungan antar Kerja | 20 | 61 | 12 |
| **Total** | | 100 |  | 81 |
| **Skor Akhir** | | | | **48** |
| **Penilaian Rekan** | | | | |
| **Kriteria** | **Sub Kriteria** | **Bobot** | **Nilai** | **Nilai x Bobot** |
| **Waktu Kerja** | Ketepatan Waktu | 20 | 95 | 19 |
| Penggunaan waktu kerja | 20 | 89 | 17,8 |
| **Perilaku** | Tatib | 20 | 78 | 15,6 |
| Kualitas Kerja | 20 | 79 | 15,8 |
| Hubungan antar Kerja | 20 | 61 | 12,2 |
| **Total** | | 100 |  | 80,4 |
| **Skor Akhir** | | | | **32,16** |
| **Total Skor Akhir (Penentu)** | | | | **81** |

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| **Penilaian Atasan (K6)** | | | | |
| **Kriteria** | **Sub Kriteria** | **Bobot** | **Nilai** | **Nilai x Bobot** |
| **Kehadiran** | Persetase Kehadiran | 20 | 100 | 20 |
| **Waktu Kerja** | Ketepatan Waktu | 15 | 77 | 12 |
| Penggunaan waktu kerja | 15 | 76 | 11 |
| **Perilaku** | Tatib | 10 | 85 | 9 |
| Kualitas Kerja | 20 | 96 | 19 |
| Hubungan antar Kerja | 20 | 68 | 14 |
| **Total** | | 100 |  | 84 |
| **Skor Akhir** | | | | **51** |
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| **Penilaian Rekan** | | | | |
| **Kriteria** | **Sub Kriteria** | **Bobot** | **Nilai** | **Nilai x Bobot** |
| **Waktu Kerja** | Ketepatan Waktu | 20 | 77 | 15,4 |
| Penggunaan waktu kerja | 20 | 76 | 15,2 |
| **Perilaku** | Tatib | 20 | 85 | 17 |
| Kualitas Kerja | 20 | 96 | 19,2 |
| Hubungan antar Kerja | 20 | 68 | 13,6 |
| **Total** | | 100 |  | 80,4 |
| **Skor Akhir** | | | | **32,16** |
| **Total Skor Akhir (Penentu)** | | | | **83** |

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| **Penilaian Atasan (K7)** | | | | | | | |
| **Kriteria** | **Sub Kriteria** | **Bobot** | | **Nilai** | | **Nilai x Bobot** | |
| **Kehadiran** | Persetase Kehadiran | 20 | | 82 | | 16 | |
| **Waktu Kerja** | Ketepatan Waktu | 15 | | 90 | | 14 | |
| Penggunaan waktu kerja | 15 | | 82 | | 12 | |
| **Perilaku** | Tatib | 10 | | 74 | | 7 | |
| Kualitas Kerja | 20 | | 98 | | 20 | |
| Hubungan antar Kerja | 20 | | 73 | | 15 | |
| **Total** | | 100 | |  | | 84 | |
| **Skor Akhir** | | | | | | **50** | |
| **Penilaian Rekan** | | | | | | | |
| **Kriteria** | **Sub Kriteria** | **Bobot** | | **Nilai** | | **Nilai x Bobot** | |
| **Waktu Kerja** | Ketepatan Waktu | 20 | | 90 | | 18 | |
| Penggunaan waktu kerja | 20 | | 82 | | 16,4 | |
| **Perilaku** | Tatib | 20 | | 74 | | 14,8 | |
| Kualitas Kerja | 20 | | 98 | | 19,6 | |
| Hubungan antar Kerja | 20 | | 73 | | 14,6 | |
| **Total** | | 100 | |  | | 83,4 | |
| **Skor Akhir** | | | | | | **33,36** | |
| **Total Skor Akhir (Penentu)** | | | | | | **84** | |
| **Penilaian Atasan (K8)** | | | | | | |
| **Kriteria** | **Sub Kriteria** | **Bobot** | **Nilai** | | **Nilai x Bobot** | |
| **Kehadiran** | Persetase Kehadiran | 20 | 88 | | 18 | |
| **Waktu Kerja** | Ketepatan Waktu | 15 | 100 | | 15 | |
| Penggunaan waktu kerja | 15 | 68 | | 10 | |
| **Perilaku** | Tatib | 10 | 75 | | 8 | |
| Kualitas Kerja | 20 | 61 | | 12 | |
| Hubungan antar Kerja | 20 | 68 | | 14 | |
| **Total** | | 100 |  | | 76 | |
| **Skor Akhir** | | | | | **46** | |
| **Penilaian Rekan** | | | | | | |
| **Kriteria** | **Sub Kriteria** | **Bobot** | **Nilai** | | **Nilai x Bobot** | |
| **Waktu Kerja** | Ketepatan Waktu | 20 | 100 | | 20 | |
| Penggunaan waktu kerja | 20 | 68 | | 13,6 | |
| **Perilaku** | Tatib | 20 | 75 | | 15 | |
| Kualitas Kerja | 20 | 61 | | 12,2 | |
| Hubungan antar Kerja | 20 | 68 | | 13,6 | |
| **Total** | | 100 |  | | 74,4 | |
| **Skor Akhir** | | | | | **29,76** | |
| **Total Skor Akhir (Penentu)** | | | | | **75** | |

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| **Penilaian Atasan (K9)** | | | | |
| **Kriteria** | **Sub Kriteria** | **Bobot** | **Nilai** | **Nilai x Bobot** |
| **Kehadiran** | Persetase Kehadiran | 20 | 95 | 19 |
| **Waktu Kerja** | Ketepatan Waktu | 15 | 76 | 11 |
| Penggunaan waktu kerja | 15 | 82 | 12 |
| **Perilaku** | Tatib | 10 | 94 | 9 |
| Kualitas Kerja | 20 | 93 | 19 |
| Hubungan antar Kerja | 20 | 54 | 11 |
| **Total** | | 100 |  | 82 |
| **Skor Akhir** | | | | **49** |
| **Penilaian Rekan** | | | | |
| **Kriteria** | **Sub Kriteria** | **Bobot** | **Nilai** | **Nilai x Bobot** |
| **Waktu Kerja** | Ketepatan Waktu | 20 | 76 | 15,2 |
| Penggunaan waktu kerja | 20 | 82 | 16,4 |
| **Perilaku** | Tatib | 20 | 94 | 18,8 |
| Kualitas Kerja | 20 | 93 | 18,6 |
| Hubungan antar Kerja | 20 | 54 | 10,8 |
| **Total** | | 100 |  | 79,8 |
| **Skor Akhir** | | | | **31,92** |
| **Total Skor Akhir (Penentu)** | | | | **81** |

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| **Penilaian Atasan (K10)** | | | | |
| **Kriteria** | **Sub Kriteria** | **Bobot** | **Nilai** | **Nilai x Bobot** |
| **Kehadiran** | Persetase Kehadiran | 20 | 80 | 16 |
| **Waktu Kerja** | Ketepatan Waktu | 15 | 86 | 13 |
| Penggunaan waktu kerja | 15 | 83 | 12 |
| **Perilaku** | Tatib | 10 | 92 | 9 |
| Kualitas Kerja | 20 | 100 | 20 |
| Hubungan antar Kerja | 20 | 73 | 15 |
| **Total** | | 100 |  | 85 |
| **Skor Akhir** | | | | **51** |
| **Penilaian Rekan** | | | | |
| **Kriteria** | **Sub Kriteria** | **Bobot** | **Nilai** | **Nilai x Bobot** |
| **Waktu Kerja** | Ketepatan Waktu | 20 | 86 | 17,2 |
| Penggunaan waktu kerja | 20 | 83 | 16,6 |
| **Perilaku** | Tatib | 20 | 92 | 18,4 |
| Kualitas Kerja | 20 | 100 | 20 |
| Hubungan antar Kerja | 20 | 73 | 14,6 |
| **Total** | | 100 |  | 86,8 |
| **Skor Akhir** | | | | **34,72** |
| **Total Skor Akhir (Penentu)** | | | | **86** |

**HASIL AKHIR**

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| **Bobot Nilai** | **Keterangan** |
| 0 - 20 | Putus Hubungan Kerja |
| 21 - 40 | Surat Peringatan |
| 41 - 60 | Bonus |
| 61 - 80 | Naik Gaji |
| 81 - 100 | Promosi Jabatan |

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| **Kode Karyawan** | **Nama** | **Hasil** | |
| **Skor Akhir** | **Keputusan** |
| K1 | Adam Santoso Rahmat | 86 | Promosi Jabatan |
| K2 | Aditya Kurniawan Pratama | 70 | Naik Gaji |
| K3 | Aditya Nugroho Lestari | 81 | Promosi Jabatan |
| K4 | Aditya Nugroho Saputra | 86 | Promosi Jabatan |
| K5 | Aditya Pratama | 71 | Naik Gaji |
| K6 | Aditya Putri Ramadhan | 83 | Promosi Jabatan |
| K7 | Aldo Firmansyah Aditya | 84 | Promosi Jabatan |
| K8 | Angga Dwi Saputra | 75 | Naik Gaji |
| K9 | Angga Pratama Putra | 81 | Promosi Jabatan |
| K10 | Arya Gunawan Prasetyo | 83 | Promosi Jabatan |