

Recruitment Strategy Of Teaching Staff And Education Staff In Integrated Islamic Basic Schools Of Cendikia Faiha, Palembang

Maryani

Universitas PGRI Palembang
e-mail: maryani10@gmail.com

Abstract

This study aims to determine the strategy of recruitment of teaching staff and education staff in SDIT Cendikia Faiha Palembang . This research was conducted from July to December 2020, with qualitative research methods and qualitative descriptive research types. Respondents in this study were the head of the foundation as well as the teaching and education staff, including: school principals, curriculum representatives, student representatives, teachers and administrative staff. The writer used observation, interview and documentation techniques to obtain some information. The results of this study are the recruitment of educators and education personnel at SDIT Cendikia Faiha has been going well and effectively. This recruitment activity begins with careful planning in analyzing the needs of educators and education personnel based on the number of students, by a recruitment committee consisting of the head of the Foundation, the principal, the curriculum assistant, the student assistant and some of the teaching staff. Then the stages of vacancy publication to receipt of application documents, procurement of interview test selections, Qur'an recitation / reading Qur'an tests and micro teaching tests as well as a 3-month coaching and orientation process for applicants who pass the selection.

Keywords : *Recruitment, teaching staff and education*

INTRODUCTION

Education contributes greatly to the progress and development of the nation, as well as a major factor in the development of human resources. Educating the life of the nation is one of the goals of national education that can be achieved along with continuous development in the field of education [1] Formal education can be obtained in schools which have a very important role in carrying out educational development. Schools as institutions in providing education that play a major role in shaping the image and future of the nation. In addition, the school has a vision and mission that is useful in producing well-educated students regardless of the students' backgrounds such as economic, social and cultural [2]

Management of education in schools can be directed by good management, namely through the participation of educators and education personnel in developing a clear vision, mission and goals, so as to produce educated [3]. Management can be carried out optimally and with quality by implementing upward and downward planning [4]. In addition, quality educators and education personnel are one of the most important resources in obtaining quality education. Therefore, one of the duties of school leaders in school management is that it requires a mature recruitment strategy for educators and education personnel in institutions. The recruitment process and procedures that are implemented are very influential on the human resources in the institution, so that management in education is very important for an educational organization [5]. According to Meldona [5].) recruitment is defined as an interesting process (persuading to apply) and looking for applicants to fill vacant positions, with conditions that must be met and previously analyzed in the human resource planning process.

Achieving school goals is often not achieved due to the inadequate recruitment of educators and education personnel, because usually a lot of work is done alone, when in fact it can be done by several people. It usually occurs due to the lack of experts in the fields of employment [6]. Additionally, sometimes putting the teacher only by the talent of the applicant is not based on the educational background of the applicant without the support with training, it indicates a discrepancy placement of a person against the duties and functions. However, if those who are in it are less competent to every task in hand, the modern and complete building facilities, methods, tools, equipment and community support will be lost, making it difficult to achieve the expected educational goals.

Integrated Islamic Elementary School Cendikia Faiha Palembang as one of the basic education institutions also recruits teaching staff and education staff almost every year. Based on the observation of researchers at a glance this is due to the increase in classes, the presence of educators and education personnel who take the CPNS test, the presence of teaching staff and education staff who leave for various reasons, especially moving places of residence, and so on. Based on the results of the author's interview with the Foundation, there are still obstacles to SDIT Cendikia Faiha Palembang in terms of recruiting teaching staff and education staff, and the foundation plays a major role. Initially, the school principal played a role as a reporter to the Foundation when educators and educational personnel were needed, which would then be processed by the foundation to form a recruitment team. The school will open for recruitment almost every year at the start of the new school year and when only a position is required. The timing of the recruitment was sometimes less scheduled, because the recruitment team had different activities. Also, there are still some educators who teach not in accordance with their fields. Based on the above phenomena, researchers are interested in conducting research with the title "The Recruitment Strategy of teaching staff and Education staff at the Cendikia Faiha Integrated Islamic Elementary School, Palembang."

LITERATURE REVIEW

To obtain qualified resources within an organization or Institution especially schools need their human resource recruitment strategy appropriate and in accordance with the professional qualifications required. Strategy according to Greek is "stratego" which means planning [7] It can be said that strategy is a tool used to achieve goals / targets in the form of a schematic that has been prepared. According to [8] strategy is a unified, comprehensive, and coherent plan that links the advantages of corporate strategy with environmental challenges and is designed to ensure that it is carried out appropriately in achieving a goal. In addition, in implementing the strategy also required a variety of processes and Steps in accordance with the opinion of [9] among others: strategy formulation, and implemented a Strategy Newsletter strategy evaluation.

Of course, in order to get the right resources in addition to a mature strategy, it also requires various terms and conditions from the recruitment side. Recruitment is a process of producing a group of applicants who meet various requirements to occupy certain positions/ positions in an organization [10] While Dale Yoder (1981) argue over the withdrawal of employee starts from the analysis and evaluation of various sources, then accumulate the ability of applicants, selection, announcements, positioning and orientation for those who pass.

In the world of education, human resources are known as teaching staff and education staff. teachers are professionals who are tasked with planning and implementing learning, assessing learning outcomes and conducting guidance and training as well as conducting research and community service. While education staff are tasked with carrying out administration, management, development, supervision, technical services to support the education process in the education unit [11]

A school will recruit educators and education personnel for various reasons, including filling vacant positions/ positions due to transfer, retirement, death or other matters, expanding organizational activities so that additional personnel are needed, as well as various job innovations. new activities. The recruitment process in schools can be carried out through 4 stages of activities, namely: Preparation for the recruitment of teaching staff and education staff, determination of various qualifications and requirements, establishing procedures, scheduling recruitment, preparing facilities, and materials for test / exam selection, Publication of job announcements (through the media mass or print media), acceptance of applications (via email or direct acceptance at school), Selection of applicants (administratively and followed by various predefined tests), as well as orientation and probation periods for prospective teaching staff and education staff [12]

According to [13]the required specifications also need to be prepared as a basis for carrying out recruitment selections to answer various questions about education, characteristics, and experience. As in a good educator candidate must meet a variety of academic kualifikasi necessary as physically and mentally healthy, a minimum level of education, have the ability to realize the national Education, the certificate is an educator, and competent. Educators should have some competence, among others: Competence pedagogik, personality competence, social competence and professional competence. And have good cognitive, affective and psychomotor abilities. While an education personnel also have the qualifications or experience different levels of education in accordance with the required positions.

The withdrawal of teaching staff and education staff is usually carried out externally, such as through electronic media such as social media, radio, television or print media such as newspapers, magazines, brochures, schools or colleges, labor exchanges / agencies, the labor department, and other associations if from internal sources it is not possible or insufficient internal resources [14]. Meanwhile, internal recruitment can actually be obtained through internal suggestions, transfer (through certain performance evaluations), results of reorganization, promotion, and others [15]

METHODOLOGY

This research uses qualitative research. With a qualitative descriptive research method with the aim of obtaining clear and complete information related to the recruitment strategy of educators and education personnel in the integrated Islamic school (SDIT) Cendikia Faiha Palembang. In this study using purposive sampling technique, the researcher chose the human resources section as the sample in this study to be interviewed such as the Chairperson of the Cendikia Faiha Foundation, the Director of the Cendikia Faiha Foundation, the Principal of SDIT Cendikia Faiha, Educators (ustadz and mother / teacher), and educational staff. (School Administration Staff).

The data collection technique was carried out using the interview technique with a structured interview type, where the researcher prepared a research instrument in the form of written questions to be asked and recorded what was said by the informant. Qualitative data analysis techniques are carried out interactively. Activities in data analysis include data reduction, data presentation, and verification, often known as drawing conclusions. Furthermore, for the validity of the data, the internal validation of the research data was carried out through the member check technique by the respondent. Meanwhile, to test the external validity, the researcher used the dependability test by auditing the entire research process.

RESULT AND DISCUSSION

The implementation of the Recruitment Strategy for teaching staff and education staff at SDIT Cendikia Faiha was carried out by the Cendikia Faiha Foundation but then

submitted to the school in the implementation of recruitment by forming a committee under the auspices of the chairman of the foundation.

Recruitment planning

Planning for the recruitment of teaching staff and education staff at SDIT Cendikia Faiha is carried out at the beginning of the academic year along with an increase in the number of students and class groups as well as to fill in the blanks because there are teaching staff and education staff who stop due to mutations, illness, death, register CPNS or something other, but if there are no positions or vacant positions, recruitment will be postponed.

Based on the results of interviews with the principal of SDIT Cendikia Faiha, the first stage carried out in the recruitment process is making a careful plan by collecting information and data about the number of employees to be accepted, analyzing jobs and positions in various positions including the minimum requirements that must be owned by the prospective applicants, then formulate a decision. In carrying out the analysis of work / positions, various SDIT parties were involved in the discussion process, namely the recruitment committee starting from the head of the Foundation, directors, school principals, deputy school principals, and some of the teaching staff who were usually called *ustadz,ustadzah/ mom*.

According to [16] Recruitment activities are always related to what has been made by the workforce planner, meaning that what the recruiting party wants to do must be in harmony and in accordance with the needs of the workforce. For example, in terms of the time required, the number required and the qualifications required. Therefore, after conducting the deliberation it was decided the procedures for admitting teaching staff and education staff at SDIT Cendikia faiha, namely by submitting administrative submissions for job applications such as photocopies of diplomas and training / course certificates (if any), curriculum vitae, certificate of good behavior from the police, Passport photo according to request, photocopy of identity card, work experience certificate (if you have worked), and applicants must be able to read the Koran, love the world of children, be diligent, diligent, tenacious and nimble. Then proceed with the selection of the interview test, recitation and microteaching.

Recruitment method and technique

Recruitment methods and techniques are a method used in opening job vacancies so that the desired objectives are maximized. Based on the results of interviews with the recruitment committee including the head of the Foundation, the director of the Foundation, the principal, the representative of the curriculum and several education and education personnel, it was stated that the first after planning, an announcement of educators and education staff vacancies will be opened by publishing it through internal and external such as social media such as facebook, Instagram and whatsapp chain messages and through direct information from fellow educators. Then the prospective applicants complete the administrative files and then send them via email or are given via an intermediary security guard SDIT Cendikia Faiha.

In the process of selecting prospective applicants, it has been effective because the committee, starting from the head of the Foundation to the teaching staff and education staff, have taken part so that responsibility is not carried out by the head of the Foundation alone. Based on the things that have been done, the recruitment technique used by SDIT Cendikia Faiha is a decentralized technique because the Educational Institution employs various types of workers, and is used for recruitment needs with a limited number or not too large and for professional, scientific, or administrative positions [16]

Stages of the recruitment process

Administrative selection

The recruitment committee has set the essential prerequisites for the applicants, among others: physically and mentally healthy, Muslims, attractive, minimum education S1 with GPA min 3:00, able to read the Quran properly and love the world of children. File selection is carried out by the committee starting from the completeness of the submitted files and documents. Then proceed with administrative selection by looking at documents from the most important such as personal personal data (CV), applicants must adhere to the Islamic religion because SDIT Cendikia Faiha is an integrated Islamic school, therefore applicants must have faith, strong Islam, then see the boundaries. maximum age, this is because this school is experiencing a very fast growth so it requires educators who have high enthusiasm with qualified / active staff, relatively long work span and high idealism.

S1 diploma files are also important things that must be considered because the department must match the position of interest and a minimum GPA of 3.00, with this condition the academic community at SDIT Cendikia Faiha hopes that the educators have good scientific competence in their field, then if the applicant is interested in that is position English teacher then required a TOEFL certificate in addition.

Apart from that, other administrations such as training / course certificates, certificate of good behavior from the police, photocopies of identity cards, work experience certificates (if you have worked) will be considered for selection stage one. [17] says the selection process is adjusted and made to meet the staffing needs of an organizational institution. If there is an administration that is incomplete or does not meet the requirements, the applicant will be disqualified or declared invalid at the administrative selection stage and if he passes the administrative stage, the applicant will be contacted via WhatsApp or telephone to take the next stage, namely interviews, Al-Quran reading test, and microteaching test.

Implementation of the test

The implementation of the test is divided into 3 stages, namely interviews, reading test of the Al-Quran, and micro teaching test (for teacher positions). In the implementation of the 1st stage of the test, the interviews were conducted individually, between applicants and the recruitment committee for the interview section. The interview is used in order to dig deeper about personality, commitment, morals, Islam, abilities in the world of education and information that has not been obtained in administrative selection as well as applicants' knowledge about the Cendikia Faiha Foundation..

The second stage of the test is the Al-Quran test. SDIT Cendikia Faiha is an integrated Islamic education institution where strong Islam and faith must be possessed by the teaching staff and education staff who are members of it. In this test, it is carried out individually starting from the direct test of reading the Qur'an, memorizing daily prayers, and memorizing letters.

In the third test stage, namely micro teaching. This test is to assess the ability in their field of teaching and education, and will be given a number of questions about the subject matter in their field. This assessment includes how to open and close learning, how to interact with students, teaching methods, and how to explain lessons, self-assessment indicators have been set by the recruitment committee in collaboration with field teachers in the classroom.

These three tests are important in the process of careful and precise selection and assessment of the characteristics, attitudes, character and abilities of the applicants. In particular, applicants must like the world of children, Diligent, Diligent, tenacious, and deft according to the head of the Foundation and the principal of the school. Based on the results of interviews with educators and education staff who have been accepted, most of them answered that in the implementation of the 3-stage test it was quite easy to pass, because

they were competent according to their fields and on average already had previous teaching experience. The results of the three tests are accumulated so that the applicants who have passed and will be accepted to be part of the teaching staff and Education staff of Cendikia Faiha Elementary School. Then the applicants who pass the selection will be contacted via WhatsApp and telephone and asked to follow coaching and orientation for 3 months so that after that the appointment SK can be issued.

CONCLUSION

In relation to the findings and discussion in the previous chapter, it can be concluded as follows:

1. In the process of the recruitment strategy for teaching staff and education staff at SDIT Cendikia Faiha Palembang carried out by the Cendikia Faiha Foundation, then the principal was handed over to the school principal to make a recruitment committee.
2. The strategy for recruitment teaching staff and education staff has been implemented, starting from planning the needs of teaching staff and education staff, publishing job vacancies both internally and externally, receiving application files, selecting applicant administrative files, and selecting interview tests, reciting and micro teaching.
3. Support in the recruitment of teaching staff and education staff is a good division of duties and responsibilities between foundations, school principals, curriculum staff, student staff, teachers and administrative / financial staff in implementing strategies so as to facilitate their implementation..
4. Teaching and education staff recruitment strategies at SDIT Cendikia Fahia Palembang using decentralization techniques.

AUTHOR CONTRIBUTION

The author carried out all the manuscript writing, survey and data analysis. The authors declared no potential conflicts of interest with respect to the research, authorship, and/or publication of this article.

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