



STIE SWADAYA

Sekolah Tinggi Ilmu Ekonomi Swadaya

Jl. Jatiwaringin Raya No. 36 Jakarta Timur - 13620 Telp (021) 8612829, Fax 8602142

Website : www.stieswadaya.ac.id email : info@stieswadaya.ac.id

SURAT TUGAS MENGAJAR

NOMOR : 136 / STG/PIMP.STIES/ III /2022

Yang bertanda tangan di bawah ini, Pimpinan Sekolah Tinggi Ilmu Ekonomi Swadaya (STIE Swadaya), dengan ini memberikan tugas kepada :

Nama Dosen : Dr. Asep Saifudin, SH,MM
NIDN : -
Masa Penugasan : Semester Ganjil Tahun Akademik 2021/2022
(Perkuliahan tanggal : 14 Maret s.d 30 Agustus 2022)

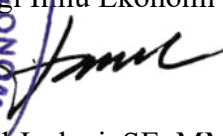
Untuk melaksanakan kegiatan perkuliahan dan kegiatan lain yang berhubungan dengan mata kuliah, dengan jadwal perkuliahan sebagai berikut :

NO.	MATA KULIAH	HARI/PUKUL/RUANGAN	KAMPUS	KELAS	SKS
1	200824 HUKUM DAN ETIKA BISNIS	Rabu, 17:30 - 20:00, Ruang Online	UTAMA	A	3
2	MM2211 ADVANCE HUMAN RESOURCE MANAGEMENT	Rabu, 20:00 - 22:30, Ruang Online	UTAMA	A	3
Total SKS					6

Dengan ketentuan :

1. Setiap dosen memberikan kuliah tepat waktu sesuai dengan jadwal yang telah ditetapkan;
2. Membuat kontrak kuliah diawal semester, mengisi Berita Acara Perkuliahan, dan melakukan absensi hadir (presensi);
3. Bertanggungjawab sepenuhnya atas penyampaian materi kuliah berdasarkan Silabus dan RPS serta kepustakaan mata kuliah tersebut;
4. Naskah soal ujian untuk keperluan arsip dikirim ke banksoalswadaya@gmail.com,
 - Ujian Tengah Semester (UTS): tanggal : 2 sd 7 Mei 2022;
 - Ujian Akhir Semester (UAS) : tanggal : 18 sd 30 Juli 2022;
5. Apabila berhalangan hadir dimohon memberitahukan kepada bagian perkuliahan minimal 1 hari sebelum mata kuliah dikuliahkan.

Demikian surat tugas ini diberikan, dan atas kerjasamanya kami ucapkan terimakasih.

Jakarta, 05 September 2022
Sekolah Tinggi Ilmu Ekonomi Swadaya

Achmad Jaelani, SE. MM
Wakil Ketua I

Tembusan :

1. Ketua Prodi (Ak, Mnj);
2. Operator Sister;
3. Arsip



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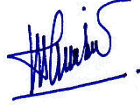









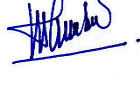
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BERITA ACARA PERKULIAHAN

MATA KULIAH : Advanced HRM
DOSEN : Dr. Asep Saifudin, SH. MM. CHRA. CHRP
PROGRAM STUDI : S2 Magister manajemen

KULIAH KE	WAKTU	MATERI KULIAH	TANDA TANGAN		KET
			Dosen	Ka Prodi	
1	Hari	Rabu			
	Tanggal	14-09-2022			
	Jam				
2	Hari	Rabu			
	Tanggal	21-09-2022			
	Jam				
3	Hari	Rabu			
	Tanggal	28-09-2022			
	Jam				
4	Hari	Rabu			
	Tanggal	05-10-2022			
	Jam				
5	Hari	Rabu			
	Tanggal	12-10-2022			
	Jam				
6	Hari	Rabu			
	Tanggal	19-10-2022			
	Jam				
7	Hari	Rabu			
	Tanggal	26-10-2022			
	Jam				
8	Hari	Rabu			
	Tanggal	02-11-2022			
	Jam				








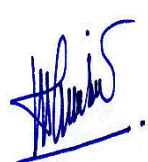


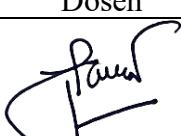


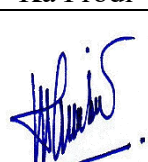
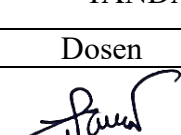
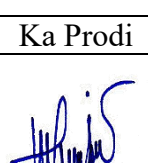


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KULIAH KE	WAKTU	MATERI KULIAH	TANDA TANGAN		KET
			Dosen	Ka Prodi	
9	Hari	Rabu			
	Tanggal	09-11-2022			
	Jam				
10	Hari	Rabu			
	Tanggal	16-11-2022			
	Jam				
11	Hari	Rabu			
	Tanggal	23-11-2022			
	Jam				
12	Hari	Rabu			
	Tanggal	30-11-2022			
	Jam				
13	Hari	Rabu			
	Tanggal	07-12-2022			
	Jam				
14	Hari	Rabu			
	Tanggal	14-12-2022			
	Jam				
15	Hari	Rabu			
	Tanggal	21-12-2022			
	Jam				
16	Hari	Rabu			
	Tanggal	28-12-2022			
	Jam				

Data Nilai

Prodi : Manajemen
 Kode : MM2211/A
 Mata Kuliah : ADVANCE HUMAN RESOURCE MANAGEMENT
 Semester : 2022/2023Ganjil
 Pengajar : ASEP SAIFUDIN
 Status : Belum Publish, Tidak Terkunci

*Catatan : Gunakan titik atau koma untuk angka desimal. contoh : 70.05.

*Catatan : Nilai akhir akan dipublikasi oleh bagian akademik

No	NIM	Nama	KEHADIRAN (10%)	TUGAS (20%)	UTS (30%)	UAS (40%)	Nilai Akhir	Bobot	Simbol
1	22720001	DIAN ABU SUFYAN	100	90	90	95	93	4	A
2	22720002	SITI ALIYAH	100	85	87.50	90	89.25	4	A
3	22720003	ALFU FAUZAN	100	85	85	90	88.5	4	A
4	22720004	FERY IRAWAN					0	0	E
5	22720005	JULIUS C SITOANG	95	85	80	85	84.5	4	A
6	22720006	DIAN ARIANI	90	90	86	90	88.8	4	A
7	22720007	FAUZI ICHSANTO					0	0	E
8	22720008	HENDRI SUSANTO					0	0	E
Total			485	435	428.50	450	444.05	0	
Rata-rata			60.63	54.38	53.56	56.25	55.51	0	

Jumlah Pertemuan Presensi Mahasiswa

Semester	2022/2023 Ganjil	Mata Kuliah Lab	Tidak
Kode	MM2211/A	Jumlah SKS	3
Mata Kuliah	ADVANCE HUMAN RESOURCE MANAGEMENT	Pengajar	ASEP SAIFUDIN
Kampus	UTAMA		

No.	NIM	Nama Mahasiswa	Tanggal Pertemuan															Jumlah Absen	Jumlah Hadir
			14-09-2022 Sesi 6	21-09-2022 Sesi 6	28-09-2022 Sesi 6	05-10-2022 Sesi 6	12-10-2022 Sesi 6	19-10-2022 Sesi 6	26-10-2022 Sesi 6	02-11-2022 Sesi 6	09-11-2022 Sesi 6	16-11-2022 Sesi 6	23-11-2022 Sesi 6	30-11-2022 Sesi 6	07-12-2022 Sesi 6	14-12-2022 Sesi 6	21-12-2022 Sesi 6		
1	22720001	DIAN ABU SUFYAN	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		15 (100.00%)
2	22720002	SITI ALIYAH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		15 (100.00%)
3	22720003	ALFU FAUZAN	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		15 (100.00%)
4	22720004	FERY IRAWAN	—	—	✓	✓	✗	✗	✗	✗	✓	✓	✓	✗	✓	✓	✗	6	7 (46.67%)
5	22720005	JULIUS C SITOANG	—	—	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		13 (86.67%)
6	22720006	DIAN ARIANI	—	—	—	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		12 (80.00%)
7	22720007	FAUZI ICHSANTO	—	—	—	—	—	✗	✗	✗	✓	✗	✓	✗	✓	✓	✗	6	4 (26.67%)
8	22720008	HENDRI SUSANTO	—	—	—	—	—	—	✗	✗	✓	✗	✓	✗	✓	✓	✓	4	5 (33.33%)
TOTAL ABSEN PERTEMUAN			0	0	0	0	1	2	3	3	0	2	0	3	0	0	2	16	



**PROGRAM STUDI MAGISTER MANAJEMEN
SEKOLAH TINGGI ILMU EKONOMI SWADAYA
Alamat: Jl. Jatiwaringin No.36,Cipinang Melayu Jakarta Timur
UJIAN AKHIR SEMESTER GANJIL TA. 2022/2023**

No Dokumen	STIES/DPM/FORM/05.01.04.09		
Tanggal Efektif	2 September 2022		
Mata Kuliah	ADVANCE HRM	SKS: 3 SKS	
Dosen	Dr. Asep Saifudin, SH, MM, CHRP, CHRA		
Semester	Ganjil		
Sifat Ujian	Terbuka		
Hari : Rabu	4 Januari 2023	20.00 sd 22.30	Ruang : On line
Perhatian: 1. Tulis nama/nim mahasiswa dan program studi 2. Soal Ujian diberi nomor urut & dikumpulkan beserta lembar Jawaban 3. Tulisan harus rapi dan jelas			

SOAL KASUS

How Come They Make More Than Me?

Fran Jefferson began her job as the supervisor of the Training Department of Metro Bank and Trust Company almost four years ago. She was generally pleased with the four trainers and one secretary in her unit. Indeed, Fran took pride in her ability to create a high morale and high-performance unit. This was particularly pleasing to Fran because they were constantly busy and barely able to keep up with the volume of training expected from them.

Then, early on Wednesday morning, Fran's secretary, Judy Martin, knocked on Fran's door and asked to see her. Fran liked Judy and considered the secretary to be one of her "stars." Indeed, in an effort to develop Judy's talents and abilities, Fran had gone out of her way to give Judy special assignments, including her in all the major planning activities of the department and entrusting her with the administration of certain departmental programs, such as tuition assistance and evaluation follow-through. By now, Judy functioned more as an administrative aide than as a secretary.

It was clear that Judy was upset about something as she seated herself in the chair next to Fran's desk. Slowly, Judy placed a job-posting application form in front of Fran. She would not look her supervisor in the eyes.

Fran was surprised, to say the least. As far as Fran knew, Judy liked both her job and working in the Training Department. In turn, everyone else in the department liked and respected Judy.

Fran looked over the form and said casually, "So you want to post for the executive secretary job in the Branch Management Division." She paused. "Could I ask you for some additional information, Judy? I'm kind of surprised." Judy looked at her clasped hands, thinking. Fran waited.

Finally, Judy looked up and said: "I noticed in last week's job posting that the executive secretary position is graded as a 14. Now that's two grades higher than my job!"

She caught her breath. "You know my friend Mary Johnson works over there. She told me that half the time the secretary sits around doing nothing."

Judy continued, gathering some anger in her look and resentment in her voice. "Look, Fran, you know how hard I work, how hard we all work, around here. I mean, I'm always busy. I don't see why I should work in a job graded at a 12 and work twice as hard and yet not be paid the same as that secretary. The job requirements for the job are just a little higher than mine, and the merit raises you gave me last month hardly helped at all."

Fran listened; then she replied: "It sounds to me, Judy, that you're feeling angry because you think you should be paid more for the work you do and that you want to switch jobs rather than put up with things as they are. Am I right?" Judy nodded her head in agreement.



Fran knew, though, that the Metro job evaluation system was up to date and that the executive secretary position to which Judy referred did require additional background experience, skills, and responsibilities beyond what was needed in Judy's current job. Because her secretary was such a good employee and a nice person, Fran was quite concerned. She felt strongly that moving to the executive secretary job would not be what Judy really wanted, and she hated to lose Judy, especially if her decision was based on faulty reasoning and the move would not be good for her.

Fran tried to figure out what to do.

PERTANYAAN

1. Apa alasan Judy Martin ingin melamar posisi di departemen lain? Poin apa yang akurat dan mana yang bisa diperdebatkan terkait dengan Planning and Recruitment ? (Bobot 25%)
2. Bagaimana seharusnya Fran menanggapi permintaan transfer Judy terkait sudut pandang dan Human Resources and Talent Development ? (Bobot 25%)
3. Bagaimana seharusnya Fran menanggapi keluhan gaji Judy dikaitkan dengan teori Remuneration and Benefit ? (Bobot 25%)
4. Bagaimana kasus ini secara umum jika dilihat dari sudut pandang Performance Management ? (Bobot 25%)

Selamat Bekerja Sukses Selalu

<p>Dibuat oleh :</p>  <p><u>Dr. Asep Saifudin, SH, MM</u> Dosen Pengampu</p>	<p>Dilarang memperbanyak sebagian atau seluruh isi dokumen tanpa ijin tertulis dari Program Studi Magister Manajemen Sekolah Tinggi Ilmu Ekonomi Swadaya</p>	<p>Diperiksa oleh :</p>  <p><u>Dr. Winaya Purwanti, SE MM</u> Kaprosdi MM</p>
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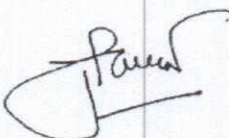

PROGRAM STUDI MAGISTER MANAJEMEN
SEKOLAH TINGGI ILMU EKONOMI SWADAYA
Alamat: Jl. Jatiwaringin No.36, Cipinang Melayu Jakarta Timur
UJIAN TENGAH SEMESTER GANJIL TA. 2022/2023

No Dokumen	STIES/DPM/Form/05.01.04.08		
Tanggal Efektif	2 September 2022		
Mata Kuliah	MM2211/ ADVANCE HRM	SKS: 3 SKS	
Dosen	DR ASEP SAIFUDIN, SH, MM, CHRP, CHRA		
Semester	GANJIL		
Sifat Ujian	OPEN BOOK		
Hari & Waktu	RABU	20:00 - 22:30	Ruang : On line
Perhatian: 1. Tulis nama/nim mahasiswa dan program studi 2. Soal Ujian diberi nomor urut & dikumpulkan beserta lembar Jawaban 3. Tulisan harus rapi dan jelas			

Soal

1. Ada beberapa hal dalam bidang Advance HRM yang menjadi *HR Trends 2022: The Top 10 Most Popular*. Sebutkan dan jelaskan menurut Saudara *trend* yang mana yang paling mengancam eksistensi dan keberadaan SDM saat ini dan bagaimana mengatasinya ? (nilai 20)
2. Jelaskan pandangan Saudara tentang *Advance Strategic Human Resources* dan proses hubungan perencanaan sumberdaya manusia dengan perencanaan strategik? (nilai 20)
3. Jelaskan dan berikan contoh singkat terkait dengan langkah-langkah dalam proses seleksi yang dilakukan menurut *Advance Human Resources Management*? (nilai 20)
4. Jelaskan apa saja kegunaan *Advance Human Resources Management Information System* dan berikan contoh untuk masing fungsi HRM tersebut? (nilai 20)
5. Bagaimana proses *Advance Performance Management* dijalankan dan buatlah aktifitas apa saja yang dilakukan ? (nilai 20)

Selamat Bekerja Sukses Selalu

Dibuat oleh :  Dr. Asep Saefudin, SH, MM Dosen Pengampu	Dilarang memperbanyak sebagian atau seluruh isi dokumen tanpa ijin tertulis dari Program Studi Manajemen Sekolah Tinggi Ilmu Ekonomi Swadaya	Diperiksa oleh :  Dr. Winaya Purwanti, SE MM Kaprosdi MM
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