# LAMPIRAN 1

UNIVERSITAS KOMPUTER INDONESIA
JURUSAN MANAJEMEN
KAMPUS I : JL. DIPATI UKUR 112 TELP. (022) 2504119, 2503430 BANDUNG 40132
KAMPUS II : JL. DIPATI UKUR 116 TELP. (022) 2506634, 2503371 BANDUNG 40132
KAMPUS III : JL. DIPATI UKUR 102 TELP. (022) 2506637, FAX. 2533754 BANDUNG 40132
KAMPUS IV : JL. DIPATI UKUR 114 TELP. (022) 2503054, 2508805 BANDUNG 40132

No. : 036/Int/SB-KP/MN/FE/UNIKOM/VII/2002
Lamp. : -
Perihal : Bimbingan Kerja Praktek

Kepada Yth.
Bapak/Ibu. IR. JULIUS FAISAL, SE, MM.
Di
Bandung

Dengan hormat,

Melalui surat ini kami menugaskan Bapak/Ibu untuk menjadi pembimbing kerja praktek terhadap mahasiswa di bawah ini :

Nama : Murniante
NIM : 42.996.18
Jurusan : Manajemen
Topik/ Materi Pokok : peranan manajemen sumber daya manusia dalam proses pengrutan karyawan di TPE

Atas Perhatian, bantuan dan kerjasamanya yang baik untuk maksud tersebut di atas, kami ucapkan terima kasih.

Bandung, Juli 2002
Ketua Jurusan Manajemen,

Dra. Tutty S. Martadiredja, M.Si.
NIP. 131.124.775

Tembusan :
1. Rektor UNIKOM
2. PR I & PR II UNIKOM
3. Dekan FE
4. Kepala BAAK UNIKOM
5. Mahasiswa
6. Arsip

UNIT PELAKSANA TEKNIS PERPUSTAKAAN
UNIKOM

# LAMPIRAN 2

# P.T. TEXMACO PERKASA ENGINEERING

ISO 9001
Certificate No. 78716

TORY : Karawang 41300 PO. Box 75 West Java - INDONESIA Phone (0267) 431645 - 49 (5 Lines) Fax. (0267) 432312
PORATE OFFICE : SENTRA MULIA Suite 1008, 10 th. Floor Jl. H. R. Rasuna Said Kav X-6 No.8 Jakarta 12940 PO. Box 4248/JKTM - INDONESIA
NE : (021) 520656 Fax. 5225738
EX : 62325 TEXMA IA


Nomor : 631 / TA / TSD – TPE / VII / 2002
Lamp. : .... *lembar*
Sub. : *" Jawaban Permohonan Praktek kerja Industri "*

Kepada Yth :
**Dra. Tutty S. Martadiredja, M. Si.**
( Ketua Jurusan Manajemen Univ. Komputer Indonesia. )

di –
T e m p a t.

Dengan hormat,

Membalas surat Bapak / Ibu / Saudara, dengan ini kami menerima permohonan Pelaksanaan praktek kerja Industri di PT. TPE – Karawang

Ketentuan dan persyaratan dalam mengikuti kegiatan tersebut adalah sebagai berikut :

1. [*] Pelaksanaan praktek kerja *dimulai tanggal* 19 Agustus – 06 Sept. tahun 2002. ( selama 1 bulan )
2. Ketentuan lain dan syarat – syarat yang harus dilengkapi :
   - [V] Jam praktek kerja mengikuti peraturan perusahaan ( 08:00 – 16:00 ).
   - [V] Memakai pakaian praktek/Sekolah/Almamater dengan rapi dan sopan.
   - [V] Menyerahkan pas photo u / 2x3 & 3x4 sebanyak 2 lembar.
   - [V] Menyerahkan photo copy asuransi kecelakaan diri 1 lembar.
   - [V] Mentaati peraturan perusahaan yang berlaku.
3. Jumlah peserta praktek yang diterima sebanyak 2 Orang.
   ***( 1. Murnianto, 2. Sidarta. )***

Demikian kami sampaikan dan atas perhatiannya diucapkan terima kasih.

Mengetahui,

**Anang Sukantono**
HRD& GA Manager

Karawang, Agst 2002

**Iman Sudjoko**
T&SD Manager

[V] Harus dilengkapi / ditaati
[X] Tidak
[*] Berlaku apabila persyaratan sudah lengkap.

Hrd/Ping'mmh

# LAMPIRAN 3

UNIVERSITAS KOMPUTER INDONESIA
JURUSAN MANAJEMEN
KAMPUS I : JL. DIPATI UKUR 112 TELP. (022) 2504119, 2503430 BANDUNG 40132
KAMPUS II : JL. DIPATI UKUR 116 TELP. (022) 2506634, 2503371 BANDUNG 40132
KAMPUS III : JL. DIPATI UKUR 102 TELP. (022) 2506637, FAX. 2533754 BANDUNG 40132
KAMPUS IV : JL. DIPATI UKUR 114 TELP. (022) 2503054, 2508805 BANDUNG 40132

# PENILAIAN KERJA PRAKTEK

Nama Mahasiswa/i : Murnianto
NIM : 212 996 18
Jurusan/Program Studi : Managaman / S1
Nama Perusahaan : PT. TEXMACO PERKASA ENGINEERING
Alamat Perusahaan & Telepon : .....
.....
Waktu Kerja Praktik : 08:00 - 16:00
Nama Pejabat Penilai : .....
Jabatan : .....

| NO | ASPEK YANG DINILAI | NILAI | INDEK PRESTASI |
|---|---|---|---|
| 1 | Disiplin Dalam Kerja | A | |
| 2 | Kemampuan Menyelesaikan Tugas | B | |
| 3 | Prestasi Kerja | A | |
| 4 | Inisiatif | B | |
| 5 | Kepribadian | B | |

## JUDUL LAPORAN KERJA PRAKEK

Peranan Managaman Sumber Daya Manusia Dalam Prosas Pengrahrutan di TPE

Komentar Pejabat Penilai Atas Prestasi Kerja Mahasiswa/i
.....
.....

| *NILAI* | *INDEKS* | *KETERANGAN* |
|---|---|---|
| 80 ≤ NA ≤ 100 | (A) | Sangat Baik ✓ |
| 68 ≤ NA ≤ 79 | B | Baik |
| 56 ≤ NA ≤ 67 | C | Cukup |
| 45 ≤ NA ≤ 55 | D | Kurang |
| 0 ≤ NA ≤ 44 | E | Buruk |

19 September 200.. 20VL

Mengetahui,
Koordinator Kerja Praktek

Linna Ismawati, SE.
NIP. 4127.34.02.008

Pejabat Penilai

ERRI Hanafi
(Nama, Tanda Tangan & Cap)

UNIVERSITAS KOMPUTER INDONESIA
JURUSAN MANAJEMEN
KAMPUS I : JL. DIPATI UKUR 112 TELP. (022) 2504119, 2503430 BANDUNG 40132
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KAMPUS III : JL. DIPATI UKUR 102 TELP. (022) 2506637, FAX. 2533754 BANDUNG 40132
KAMPUS IV : JL. DIPATI UKUR 114 TELP. (022) 2503054, 2508805 BANDUNG 40132

# ABSENSI KAHADIRAN MAHASISWA/I

Nama Perusahaan : PT. TEXMACO PERKASA ENGINEERING
Alamat Perusahaan : Ds. KIARA PAYUNG Kec. Klari kab. karawang
Pembimbing di Perusahaan : Erri Hanafi, Drs. SH
Nama Mahasiswa/i : Muniarto
NIM : 32.996.18

| No | Hari/Tanggal | Jam Masuk | Paraf | Jam Pulang | Paraf | Paraf Pembimbing |
|---|---|---|---|---|---|---|
| 1 | Senin / 19 - 8 - 2002 | 08:00 - 16:00 | | 16:00 | | |
| 2 | Selasa / 20 - 8 - 2002 | 08:00 - 16:00 | | 16:00 | | |
| 3 | rabu / 21 - 8 - 2002 | 08:00 - 16:00 | | 16:00 | | |
| 4 | kamis / 22 - 8 - 2002 | 08:00 - 16:00 | | 16:00 | | |
| 5 | jumat / 23 - 8 - 2002 | 08:00 - 16:00 | | 16:00 | | |
| 6 | Sabtu | | | | | |
| 7 | minggu | | | | | |
| 8 | Senin / 26 - 8 - 2002 | 08:00 - 16:00 | | 16:00 | | |
| 9 | Selasa / 27 - 8 - 2002 | 08:00 - 16:00 | | 16:00 | | |
| 10 | rabu / 28 - 8 - 2002 | 08:00 - 16:00 | | 16:00 | | |
| 11 | kamis / 29 - 8 - 2002 | 08:00 - 16:00 | | 16:00 | | |
| 12 | jumat / 30 - 8 - 2002 | 08:00 - 16:00 | | 16:00 | | |
| 13 | sabtu | | | | | |
| 14 | minggu | | | | | |
| 15 | Senin / 2 - 9 - 2002 | 08:00 - 16:00 | | 16:00 | | |
| 16 | Selasa / 3 - 9 - 2002 | 08:00 - 16:00 | | 16:00 | | |
| 17 | rabu / 4 - 9 - 2002 | 08:00 - 16:00 | | 16:00 | | |
| 18 | kamis / 5 - 9 - 2002 | 08:00 - 16:00 | | 16:00 | | |
| 19 | jumat / 6 - 9 - 2002 | 08:00 - 16:00 | | 16:00 | | |
| 20 | Sabtu | | | | | |
| 21 | minggu | | | | | |
| 22 | Senin / 9 - 9 - 2002 | 08:00 - 16:00 | | 16:00 | | |
| 23 | Selasa / 10 - 9 - 2002 | 08:00 - 16:00 | | 16:00 | | |
| 24 | rabu / 11 - 9 - 2002 | 08:00 - 16:00 | | 16:00 | | |
| 25 | kamis / 12 - 9 - 2002 | 08:00 - 16:00 | | 16:00 | | |
| 26 | jumat / 13 - 9 - 2002 | 08:00 - 16:00 | | 16:00 | | |
| 27 | Senin / 16 - 9 - 2002 | 08:00 - 16:00 | | 16:00 | | |
| 28 | Selasa / 17 - 9 - 2002 | 08:00 - 16:00 | | 16:00 | | |
| 29 | rabu / 18 - 9 - 2002 | 08:00 - 16:00 | | 16:00 | | |
| 30 | kamis / 19 - 9 - 2002 | 08:00 - 16:00 | | 16:00 | | |

Karawang, 19 September 200.. 2002

Mengetahui,
Koordinator ~~kerja~~ Praktek

Pejabat Penilai

ERRI HANAFI

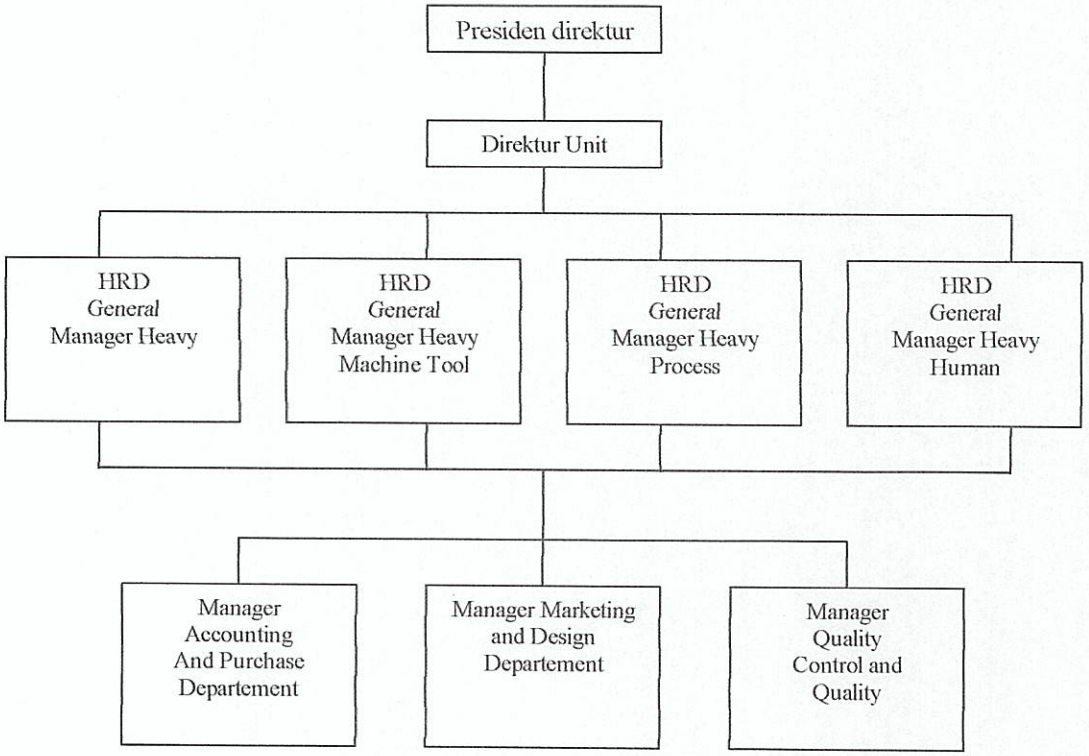
# LAMPIRAN 4

P.T TEXMACO PERKASA ENGINEERING

TEXMACO

Factory : Karawang 41300 PO.Box 75 West Java – INDONESIA Phone (0267) 431645 – 49 (5 Lines) Fax. (0267) 431634. 432312
Coorporate Office : MULIA CENTRE Suite 1008, 10 th. Floor JL H.R. Rasuna Said Kav X-6 No. 8 Jakarta 12940 PO. Box 4248/JKTM – INDONESIA
PHONE : (021) 2520656 Fax. 5225738
TELEX : 62325 TEXMA IA

## Struktur organisasi PT. Texmaco Perkasa Engineering



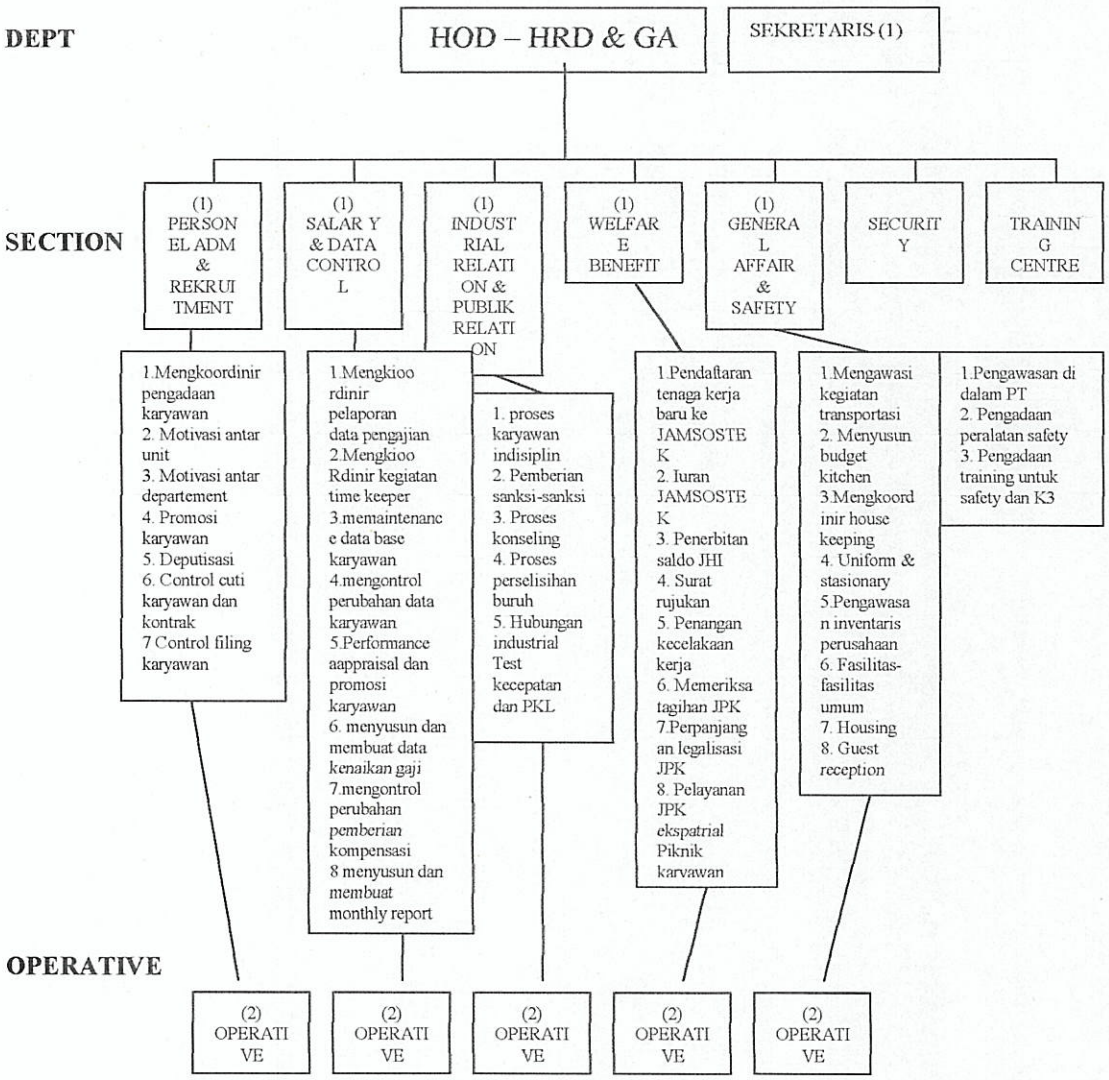
# LAMPIRAN 5

P.T TEXMACO PERKASA ENGINEERING

TEXMACO
Factory : Karawang 41300 PO.Box 75 West Java – INDONESIA Phone (0267) 431645 – 49 (5 Lines) Fax. (0267) 431634. 432312
Coorporate Office : MULIA CENTRE Suite 1008, 10 th. Floor JL H.R. Rasuna Said Kav X-6 No. 8 Jakarta 12940 PO. Box 4248/JKTM – INDONESIA
PHONE : (021) 2520656 Fax. 5225738
TELEX : 62325 TEXMA IA

# Deskripsi jabatan PT. Texmaco Perkasa Engineering

## ORGANIZATION CHART & JOB CONTENTS HRD GA & PR



# LAMPIRAN 6

HRD & GENERAL AFFAIRS
KARAWANG

# MAN POWER AS ON AUGUST, 2002

| NO. | DIVISION | ON LEAVE | | | | | | | | | | | | | | OVER TIME |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | General Affairs | HRD | Sect. Head | Supervisor | Staff | Total | Absent | Sick | Permit | Leave | Duty | | | | |
| I. | PRODUCTION DIVISION | | | | | | | | | | | | | | | |
| | PRESS | | | | - | - | 5 | - | | | | | | | | 5 |
| | CUTTING | | | | | 3 | 3 | | | | | | | | | |
| | FINISHING | | | | 1 | 3 | 5 | 1 | | | | | | | | 6 |
| | MOLD | | | | 2 | 2 | 4 | | | | 2 | | | | | 6 |
| | PRODUCTION PLANNING | | | | | | - | | | | 2 | | | | | 2 |
| | SUB TOTAL | - | 1 | - | 3 | 8 | 17 | 1 | - | - | 4 | - | | | | 19 |
| II. | PRODUCTION CONTROL | | | | | | | | | | | | | | | |
| | PLANNING | | | 1 | 2 | 3 | 24 | 1 | | | | | | | | 25 |
| | BLANK | | | | 1 | 1 | 5 | | | | | | | | | 5 |
| | PC | | | | 2 | 2 | 5 | | | | | | | | | 5 |
| | EXPEDITER | | | | | | 1 | | | | | | | | | 1 |
| | MATERIAL CONTROL | | | | | | 1 | | | | | | | | | 1 |
| | FABRIC | | 1 | | 2 | 3 | 5 | | | | | | | | | 5 |
| | PURCHASING | | | | | 1 | 1 | | | | | | | | | 1 |
| | WAREHOUSE | | | | | | 1 | | | | | | | | | 1 |
| | LOGISTIC | | | | | | 1 | | | | | | | | | 1 |
| | EXPEDITION | | 1 | | 2 | 3 | 5 | | | | | | | | | 5 |
| | QUALITY ASSURANCE | | | | | 1 | 1 | | | | | | | | | 1 |
| | QUALITY CONTROL | | | | 1 | 1 | 4 | | | | | | | | | 4 |
| | DEVELOPMENT | | | | | | - | | | | | | | | | - |
| | SUB TOTAL | - | 3 | 1 | 14 | 18 | 59 | 1 | - | - | - | - | | | | 60 |
| III. | ENGINEERING DIVISION | | | | | | | | | | | | | | | |
| | TECHNIC | | | | 1 | 1 | 14 | | | | | | | | | 14 |
| | MAINTENANCE | | | | 1 | 1 | 18 | 1 | | | | | | | | 19 |
| | UTILITY | | | | | | 1 | | | | | | | | | 1 |
| | SECURITY | | | | | 2 | 5 | | | | | | | | | 5 |
| | DRIVER | | | | | | 1 | | | | | | | | | 1 |

| | DEPARTMENT | MAN POWER | | | | | | | | | TOTAL | Expatriate | GRAND TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | General Mgr. | Mgrs. | Asst. Mgrs. | Supvr. Inchs. | Spvr. Officer | Total Staff | Workers: Monthly | Workers: M. Cont. | Workers: Trainee | | | |
| | 6 [illegible] | | | | 1 | | 1 | 1 | 1 | | [illegible] | 1 | [illegible] |
| | 7 SHEETMETAL & PIPING | | 1 | | | 2 | 3 | 34 | | | 37 | | 37 |
| | 8 MACHINE SHOP | | | 3 | 1 | 8 | 10 | 106 | | | 116 | | 116 |
| | SUB TOTAL | - | 2 | 3 | 21 | 57 | 83 | 246 | 31 | 2 | 452 | 5 | 457 |
| V | PROCESS AUTOMATION DIVISION | | | | | | | | | | | | |
| | 1 MACHINE SHOP | | | | | 2 | 2 | 16 | | | 48 | | 48 |
| | 2 FABRICATION & WELDING | | | | 1 | 2 | 3 | 26 | | | 29 | | 29 |
| | 3 FABRICATION & ASSEMBLY | | | | 1 | 2 | 3 | 23 | | | 26 | | 26 |
| | 4 FABRICATION & ASSEMBLY | | | | 1 | 2 | 3 | 17 | | | 20 | | 20 |
| | 5 FABRICATION & ASSEMBLY | | | | 1 | 2 | 3 | 18 | | | 21 | | 21 |
| | 6 WELDERS | | | | | 2 | 2 | 1 | | | 3 | | 3 |
| | 7 SIDE | | | | | 1 | 1 | 11 | | | 12 | | 12 |
| | 8 DW | | | | 1 | | 1 | 5 | | | 6 | | 6 |
| | 9 ADMIN & PROCUREMENT | | | | 1 | 1 | 2 | 7 | | | 9 | 1 | 10 |
| | 10 QUALITY CONTROL | | | | | 4 | 4 | 2 | | | 6 | | 6 |
| | 11 [illegible] | | | 1 | | 2 | 3 | 13 | | | 13 | 1 | 17 |
| | 12 [illegible] | | | | | 1 | 1 | 2 | | | 3 | | 3 |
| | 13 [illegible] | | | | 1 | 5 | 6 | 9 | | | 15 | 1 | 16 |
| | 14 DESIGN OFFICE | | | | | | | | | | | 3 | 203 |
| | SUB TOTAL | - | - | 1 | 7 | 26 | 34 | 170 | - | - | 203 | | |
| VI | MANUFACTURING SERVICES DIVISION | | | | | | | | | | | 1 | 1 |
| | 1 QA MACHINE SHOP | | | | 4 | 3 | 7 | 25 | | | 32 | 1 | 33 |
| | 2 QA IND | | | | | 2 | 2 | 8 | | | 10 | | 10 |
| | 3 QA HSE | | 1 | | 3 | 6 | 10 | 26 | | | 36 | | 36 |
| | 4 WELDING TECHNOLOGY | | | | 1 | 8 | 9 | 13 | | | 22 | | 22 |
| | 5 QUALITY SYSTEMS & DOCUMENTS | | | | 2 | | 2 | 1 | | | 3 | | 3 |
| | 6 CALIBRATION & INSTRUMENTATION | | | 1 | | 1 | 2 | 7 | | | 9 | | 9 |
| | 7 [illegible] | | | | 2 | 1 | 3 | 2 | | | 5 | | 5 |
| | SUB TOTAL | - | 1 | 1 | 12 | 21 | 35 | 82 | - | - | 117 | 2 | 119 |
| VII | STORE | | | | | | | | | | | | |
| | 1 STORE ROOM | - | | 1 | | | 1 | 4 | | | 5 | | 5 |
| | 2 STORE YARD | | | | 1 | 3 | 4 | 31 | | | 35 | | 35 |
| | SUB TOTAL | - | - | 1 | 1 | 3 | 5 | 35 | - | - | 40 | | 40 |

KARAWANG

# DATA JUMLAH KARYAWAN

## BERDASARKAN : JABATAN, PENDIDIKAN, JENIS KELAMIN & STATUS KAWIN

### Periode Agustus 2002

| NO | JABATAN | L/P | K/BL | PENDIDIKAN | | | | | | | | | | TOTAL | KETERANGAN |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | S2 | S1 | DIII | D3-D1 | STM | SMA | SMEA | SMP | SR | SD | | |
| | [illegible] | | K | | | | | | | | | | | - | |
| | | | BL | | | | | | | | | | | - | |
| | | P | K | | | | | | | | | | | - | |
| | | | BL | | | | | | | | | | | - | |
| | [illegible] | L | K | | 1 | | 2 | 7 | | | | | | 5 | |
| | | | BL | | 1 | | | | | | | | | 1 | |
| | | P | K | | | | | | | | | | | - | |
| | | | BL | | | | | | | | | | | - | |
| | [illegible] | L | K | | 2 | | 1 | 4 | 7 | | | | | 12 | |
| | | | BL | | 1 | | | | | | | | | 2 | |
| | | P | K | | | | | | | | | | | - | |
| | | | BL | | - | | | | | | | | | - | |
| | [illegible] | L | K | | 1 | | 10 | 34 | 6 | 2 | | 1 | | 64 | |
| | | | BL | | 2 | | | | | | | | | 2 | |
| | | P | K | | | | | | 1 | | | | | 1 | |
| | | | BL | | | | | | | | | | | - | |
| | [illegible] | L | K | | 20 | | 15 | 25 | 82 | 1 | 9 | 1 | 3 | 155 | |
| | | | BL | | 1 | | 3 | 4 | | | | | | 13 | |
| | | P | K | | 1 | | 1 | | 2 | | | | | 6 | |
| | | | BL | | 2 | | 2 | | | | | | | 4 | |
| | [illegible] | L | K | | 2 | | 7 | 604 | 389 | 18 | 111 | 6 | 32 | 969 | |
| | | | BL | | 2 | | 1 | 256 | 54 | 3 | 10 | | 6 | 321 | |
| | | P | K | | 2 | | 3 | 8 | 6 | 6 | 1 | | | 26 | |
| | | | BL | | | | 2 | 1 | 1 | 2 | | | | 6 | |
| | [illegible] | L | K | | 1 | | | 25 | 15 | 2 | 22 | 2 | 12 | 105 | |
| | | | BL | | 1 | | | 9 | 7 | | 2 | | | 20 | |
| | | P | K | | | | | | 1 | | | | | 1 | |
| | | | BL | | | | | 1 | 1 | | | | | 3 | |
| | GRAND TOTAL | | K | | 50 | | 32 | 771 | 573 | 23 | 159 | 10 | 47 | 1.315 | TOTAL KARYAWAN |
| | | | BL | - | 11 | - | 9 | 269 | 42 | 3 | 18 | - | 7 | 359 | 1.782 |
| | | P | K | - | 3 | - | 1 | 3 | 10 | 9 | 1 | - | - | 24 | |
| | | | BL | - | 2 | - | 6 | 2 | 2 | 2 | - | - | - | 13 | |

| | DEPARTMENT | MANPOWER | | | | | | | | | TOTAL | Expatria | GRAND TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | General Mgr. | Mgr. | Asst. Mgr. | Supt./ Inch. | Spv./ Officer | Total Staff | Workers Monthly | Workers M. Cont. | Workers Trainee | | | |
| VII | HU [illegible] E | | | | | | | | | | | | |
| | 1 [illegible] ASSTMGR | | | 1 | | | 1 | 4 | | | 5 | 1 | 6 |
| | 2 [illegible] ASSTMD | | | 1 | | 1 | 2 | 4 | | | 6 | 1 | 7 |
| | 3 [illegible] ASSTHED | | | | 1 | 1 | 2 | 3 | | | 5 | 1 | 6 |
| | 4 [illegible] ASSMID | | | | 1 | 1 | 2 | 6 | | | 8 | | 8 |
| | [illegible] SUBTOTAL | - | - | 2 | 2 | 3 | 7 | 17 | - | - | 24 | 3 | 27 |
| VIII | SC[illegible]R | | 1 | | 4 | 6 | 11 | 11 | | | 22 | 1 | 23 |
| X | HU[illegible] DATA PROCESSING (EDP) | | | | 2 | 2 | 4 | | | | 4 | 1 | 5 |
| X | CTR[illegible] RIC & ELECTRONICAL | | | | | 3 | 3 | 6 | | | 9 | 2 | 11 |
| XI | ML[illegible] NT | | | 1 | 3 | 4 | 18 | 82 | | | 100 | 3 | 103 |
| XII | SC[illegible] | | | | | 5 | 5 | 49 | | | 54 | 1 | 55 |
| XIII | [illegible]OC[illegible] DIVISION | | | | 4 | 9 | 13 | 110 | 7 | | 130 | 3 | 133 |
| XIV | [illegible]PH[illegible] | | | | | | - | | | | - | 1 | 1 |
| | GRAND TOTAL | - | 9 | 14 | 97 | 178 | 268 | 1,342 | 130 | 2 | 1,742 | 34 | 1,776 |

Karawa[illegible] August 29th, 2002
HRD. & Gen. Affairs,

[illegible]

N. MAM[illegible]NKI RINA
*Ka. Sec. Payroll*

[illegible]

SAN[illegible]MONO
*Manager [illegible]*

# LAMPIRAN 7

UNIKOM

# BLANKO LAMARAN SECARA TEORITIS

**Perusahaan**

**Lamaran Pekerjaan**

Data Pribadi :

1. Nama Lengkap :.....
2. Alamat :.....3. No Telp :.....
4. Status perkawinan:.....5. Jumlah tanggungan :.....
6. Tempat dan tanggal lahir :.....
7. Jenis kelamin : :.....

Pendidikan dan ketrampilan :

8. Pendidikan tertinggi : :.....
9. Ceritakan secara singkat pendidikan saudara (termasuk SD, SLTP, SLTA dan perguruan tinggi)

| Tingkat sekolah | Nama Sekolah | Alamat | Tahun | | Gelar yang diperoleh |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

10. Pendidkan lain atau kursus :

11. Keterampilan-keterampilan kerja yang dimiliki :

Pengalaman kerja :

Mulai dari pekerjaan saudara paling akhir,uraikan pengalaman kerja saudara (bila ruang yang tersedia tidak mencukupi,gunakan kertas lain sebagai lanjutan) :

12. a. Nama perusahaan.....lama waktu kerja.....

Alamat perusahaan.....

Nama jabatan.....

Tugas-tugas jabatan.....

Gaji pertama.....Gaji terakhir.....

b. Nama perusahaan.....Lama waktu kerja.....

Alamat perusahaan.....

Nama Jabatan.....

Tugas-tugas jabatan.....

Gaji pertama.....Gaji terakhir.....

Status pekerjaan

13. Jenis pekerjaan yang dicari.....Full-time.....

Part time.....Tetap.....

Honorer.....

14. Jabatan yang diinginkan.....

15. Tanggal mulai bekerja yang diinginkan.....

16. Apakah saudara bersedia menerima pekerjaan lain disamping jabatan saudara ingikan ?

.....Ya.....Tidak

# LAMPIRAN 8

# PERKASA ENGINEERING

TEXMACO

REF. NO :

PASPHOTO
3 x 4

**FACTORY :**
Desa Kiara Payung Klari - Karawang P.O. Box 75 Karawang 41300
Phone (0267) 431645 - 431649 (5 Lines) Fax. (0267) 431634, 432312

**HEAD OFFICE :**
CORPORATE OFFICE : MULIA CENTRE, Suite 1008, 10 th, Floor
Jl. H.R. Rasuna Said, Kav X-6 No. 8 Jakarta 12940 - Indonesia
Phone : (021) 2520656 Fax. 5225738 Telex : 62325 TEXMA IA,
PO. BOX 4248/JKTM

FORMULIR

LAMARAN
KERJA

## I. DATA PRIBADI

| | | | | |
|---|---|---|---|---|
| NAMA | | | | |
| TEMPAT/TGL. LAHIR | | | | |
| JENIS KELAMIN | | | KEWARGANEGARAAN | |
| STATUS PERKAWINAN | | | AGAMA | |
| KTP. NO. | | | SIM NO. | |
| ALAMAT | SEKARANG | | | |
| | TETAP | | | |

## II. KELUARGA

| URUTAN | | NAMA | TGL. LAHIR | PENDIDIKAN | PEKERJAAN |
|---|---|---|---|---|---|
| AYAH | | | | | |
| IBU | | | | | |
| SAUDARA SEKANDUNG | 1 | | | | |
| | 2 | | | | |
| | 3 | | | | |
| | 4 | | | | |
| | 5 | | | | |
| | | | | | |
| ANAK | 1 | | | | |
| | 2 | | | | |
| | 3 | | | | |
| | 4 | | | | |
| | 5 | | | | |

## III. RIWAYAT PENDIDIKAN

| PENDIDIKAN | NAMA SEKOLAH | PEL. POKOK | DARI - SAMPAI TH. | LULUS/TIDAK |
|---|---|---|---|---|
| S.D. | | | | |
| S.L.P. | | | | |
| S.L.A. | | | | |
| AKADEMI | | | | |
| UNIV. (S1) | | | | |
| UNIV. (S2) | | | | |

| IV. KURSUS/ TRAINING | JENIS KURSUS | NAMA LEMBAGA | DARI - SAMPAI TH. | LULUS/TIDAK |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| V. KEMAMPUAN BHS. ASING | BAHASA | BICARA | MEMBACA | PENGERTIAN |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| VI. PENGALAMAN KERJA | S.N. | U R A I A N | KETERANGAN | |
|---|---|---|---|---|
| | 1 | NAMA PERUSAHAAN | JENIS USAHA : | |
| | | A L A M A T | | |
| | | PERIODE THN/BLN | GAJI AWAL Rp. | |
| | | JABATAN AKHIR | GAJI AKHIR Rp. | |
| | | ALASAN BERHENTI | | |
| | 2 | NAMA PERUSAHAAN | JENIS USAHA : | |
| | | A L A M A T | | |
| | | PERIODE THN/BLN | GAJI AWAL Rp. | |
| | | JABATAN AKHIR | GAJI AKHIR Rp. | |
| | | ALASAN BERHENTI | | |
| | 3 | NAMA PERUSAHAAN | JENIS USAHA : | |
| | | A L A M A T | | |
| | | PERIODE THN/BLN | GAJI AWAL Rp. | |
| | | JABATAN AKHIR | GAJI AKHIR Rp. | |
| | | ALASAN BERHENTI | | |
| | 4 | NAMA PERUSAHAAN | JENIS USAHA : | |
| | | A L A M A T | | |
| | | PERIODE THN/BLN | GAJI AWAL Rp. | |
| | | JABATAN AKHIR | GAJI AKHIR Rp. | |
| | | ALASAN BERHENTI | | |
| | 5 | NAMA PERUSAHAAN | JENIS USAHA : | |
| | | A L A M A T | | |
| | | PERIODE THN/BLN | GAJI AWAL Rp. | |
| | | JABATAN AKHIR | GAJI AKHIR Rp. | |
| | | ALASAN BERHENTI | | |

## VII. PEKERJAAN SEKARANG

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| NAMA PERUSAHAAN | | | | | | | | |
| ALAMAT/PHONE | | | | | | | | |
| NAMA PEMILIK | | | | | | | | |
| JUMLAH KARYAWAN | | | | | | | | |
| TOTAL SALES/BLN. RP. | | | | | | | | |
| TANGGAL MASUK | | | | | | | | |
| JABATAN AKHIR | | | | TGL. MULAI | | | | |
| PENDAPATAN | SUSUNAN GAJI | GAJI POKOK | TJ. JBT. | TJ. RMH | TJ. TRANSP | BONUS | LAIN2 | TOTAL |
| | PERMULAAN RP. | | | | | | | |
| | SEKARANG RP. | | | | | | | |
| | PERMINTAAN RP. | | | | | | | |
| URAIAN PEKERJAAN | KEPADA SIAPA SDR BERTANGGUNG JAWAB | | | | | | | |
| | SIAPA YANG BERTANGGUNG JAWAB KEPADA SAUDARA | | | | | | | |
| | PERINCIAN TUGAS: | | | | | | | |

## VIII. BAGAN ORG. PEK. SEKRG.

TUNJUKAN POSISI SAUDARA DALAM STRUKTUR ORGANISASI INI :

## IX. 2 ORANG REFERENCE

| SN | NAMA | ALAMAT | TLP. |
|---|---|---|---|
| 1 | | | |
| 2 | | | |

| X. LAIN-LAIN | | | | |
|---|---|---|---|---|
| | 1. | HOBBY | | |
| | 2. | ORGANISASI YANG PERNAH DIIKUTI | | |
| | 3. | APAKAH PERNAH BEKERJA<br>DI TEXMACO GROUP, DIMANA<br>KAPAN DAN ALASAN BERHENTI | | |
| | 4. | KAPAN SAUDARA BERSEDIA BEKERJA | | |
| | 5. | APAKAH BERSEDIA DITEMPATKAN DI LUAR KOTA | | |
| | | FAMILI/SAUDARA YANG BEKERJA DI TEXMACO GROUP | | |
| | 6. | 1 | NAMA | |
| | | | HUBUNGAN | |
| | | | PEKERJAAN/JABATAN | |
| | | 2 | NAMA | |
| | | | HUBUNGAN | |
| | | | PEKERJAAN/JABATAN | |
| | | BILA MEMPUNYAI SESUATU HAL YANG SAUDARA ANGGAP DAPAT MENDUKUNG LAMARAN SAUDARA SILAHKAN TULIS. | | |

DEMIKIAN, FORMULIR INI SAYA ISI DENGAN SESUNGGUHNYA, BILA DIKEMUDIAN HARI TERNYATA ADA HAL-HAL YANG TIDAK SESUAI, MAKA SAYA BERSEDIA DIPUTUSKAN HUBUNGAN KERJA DENGAN PERUSAHAAN TANPA SYARAT

..... 19

YANG MENERANGKAN

.....

NAMA JELAS & TANDA TANGAN

| DI ISI OLEH HRD. DEPT. | WAWANCARA | PERTAMA | TERAKHIR |
|---|---|---|---|
| | HASIL | | |
| | KEMAMPUAN | | |
| | TGL. WAWANCARA | | |
| | TANDA TANGAN | | |

# LAMPIRAN 9

TEXMACO

# P.T. TEXMACO PERKASA ENGINEERING

ISO 9001

Certificate No. 78216

FACTORY : Karawang 41300 PO. Box 75 West Java - INDONESIA Phone (0267) 431645 - 49 (5 Lines) Fax. (0267) 432312
CORPORATE OFFICE : SENTRA MULIA Suite 1008, 10 th. Floor Jl. H. R. Rasuna Said Kav X-6 No.8 Jakarta 12940 PO. Box 4248/JKTM - INDONESIA
PHONE : (021) 520656 Fax. 5225738
TELEX : 62325 TEXMA IA

*Dok. No.: DR/HRD/EMM-REC/03*

## SURAT PANGGILAN

No: ____/02/Pers-TPE/___/____

Kepada Yth,

Sdr/i. _____

di-

Tempat

Dengan hormat,

Sesuai dengan lamaran Saudara/i yang telah dikirim pada Perusahaan kami, maka dengan ini kami mengharapkan kedatangannya pada :

Hari / Tanggal : _____

Jam : _____

Tempat : Kantor Personalia PT. Texmaco Perkasa Engineering, Desa Kiara Payung Kec. Klari – Karawang.

Perihal : *Panggilan Test*

LAMPIRAN 10

Demikian kami sampaikan, atas perhatiannya diucapkan terima kasih.

Karawang,

HRD & General Affairs,

ANANG SUKANTONO

*Manager*

*Catatan : Harap membawa perlengkapan Test (alat tulis)*

TEXMACO

# P.T. TEXMACO PERKASA ENGINEERING

ISO 9001 UKAS QUALITY MANAGEMENT

Certificate No. 78216

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PHONE : (021) 2520656 Fax. 5225738
TELEX : 62325 TEXMA IA

## INTERVIEW ASSESMENT REPORT

☐ Preliminary Interview ☐ Skill Test ☐ Final Interview

Name : .....
Date of birth : .....
Education : S2/S1/DIII/SMA/STM SMP/SD

For position : .....
Dept./Section : .....
Status : Managerial / Staf / Non Staf / Daily / Contract

Result : ☐ Good ☐ Fair ☐ Less

Remarks :

When to start :

Recommendation :

☐ Recommended
☐ Waiting list
☐ Less recommended

Implemented by

.....
Date :

Filled in by final interviewer :

| | |
|---|---|
| Probation : | Housing Allowance : |
| Salary # : | Trans. Allowance : |
| Date Of Joint : | Others : |

# RIWAYAT HIDUP

I) **Data pribadi**

| | |
|---|---|
| **1. Nama Lengkap** | : Murnianto |
| **2. Nama Panggilan** | : Yanto |
| **3. Tempat / Tanggal Lahir** | : Karawang / 27 juni 1980 |
| **4. Alamat** | : Jl Cinangoh no 503 Karawang |

II) **Latar belakang pendidikan**

| | |
|---|---|
| **1. SMP** | : SMP Yos Sudarso, Karawang |
| **2. SMU** | : SMU Yos Sudarso, Karawang |
| **3. KULIAH** | : Universitas Komputer Indonesia, Bandung |