

ABSTRAK

“Audit Manajemen atas Fungsi Personalia”

Studi Kasus pada Perusahaan Penerbit dan Percetakan CV. Andi Offset

Yogyakarta

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Tujuan penelitian ini adalah untuk mengetahui apakah aktivitas fungsi personalia pada CV. Andi Offset Yogyakarta telah dilaksanakan secara efektif atau belum. Jenis penelitian ini adalah studi kasus. Data diperoleh dengan cara melakukan wawancara, kuesioner dan observasi. Teknik analisis data yang digunakan adalah analisis deskriptif dari hasil perhitungan rasio-rasio dan jawaban *Internal Control Questionnaire* yang ditujukan kepada kepala bagian personalia serta kuesioner yang ditujukan kepada karyawan.

Hasil analisis data menyimpulkan bahwa fungsi personalia pada CV. Andi Offset belum berjalan secara efektif. Hal tersebut dapat dilihat dari hasil perhitungan rasio seleksi kecil, tingkat *turn over* dan absensi yang tinggi serta didukung oleh jawaban *Internal Control Questionnaire* dan jawaban kuesioner karyawan yang masih kurang memenuhi praktik-praktik efektivitas personalia, seperti aspek perencanaan, perekrutan, seleksi, pelatihan dan pengembangan karyawan, penilaian kinerja dan sistem kompensasi.

Kata kunci: Audit Manajemen, Aktivitas Personalia, Efektivitas, Analisis Deskriptif, Rasio seleksi, Tingkat Turn Over, Tingkat Absensi dan Jawaban-jawaban Kuesioner.

ABSTRACT

“MANAGEMENT AUDIT ON PERSONNEL DEPARTMENT FUNCTION”

**A Case study at Publisher and Printing Company CV. Andi Offset
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This research aimed to find out whether the Personnel Department function activities of CV. Andi Offset Yogyakarta had been done effectively or not. The type of this research was case study. The data gained by conducting interviews, questionnaires, and observations. The data analysis technique used was descriptive analysis from the results of ratios calculation and the Internal Control Questionnaire's answers intended to the head of personnel department and the employees.

The data analysis results concluded that the Personnel Department function of CV. Andi Offset Yogyakarta had not been conducted effectively. It could be seen from the results of low selection ratio, the high level of Turn Over and absent and was also supported by the answers of Internal Control Questionnaire and the answers of questionnaires intended to the employees that did not fulfill the Personnel Department effectiveness practice requirements like planning, recruitment, selection, employee's training and development, work assessment, and compensation system.

Key words: Management Audit, Personnel Activities, Effectiveness, Descriptive Analysis, Selection Ratio, Turn over Level, Absent Level and Questionnaires' Answers.