

RINGKASAN EKSEKUTIF

PENERAPAN *JOB DESCRIPTION* DAN *JOB SPECIFICATION* PADA

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This practical work aims to design a Job Description and Job Specification for companies in the form of Microsoft Word that can provide detailed information about jobs for positions in the company for workers, so as to facilitate workers in knowing their respective duties and responsibilities. This practical work activity is carried out for four months starting in October 2018 and ending in January 2019.

This practical work generates a list of Job Description and Job Specification that have been approved by the company that will record the details of the work in accordance with their respective positions. With this job description and job specification, it is expected to be able to find out and facilitate workers and prospective workers in knowing their respective duties and responsibilities, so that there is no overlap and disputes on work that result in deteriorating employee performance.

Keywords: Job Description, Job Specification