

# UNIVERSITAS INTERNASIONAL BATAM

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*Faculty of Economy  
Department of Management  
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## **WORK ASSESSMENT DESIGN WITH GRAPHIC RATING SCALE METHOD TO REDUCE TURNOVER INTENTION LEVEL OF EMPLOYEES IN TOTAL KLIN INC.**

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### **ABSTRACT**

*The Job Training Report is prepared with the aim of resolving the problem of high employee turnover rates that occur at Total Klin Inc. and the application of effective performance appraisals can be a solution to resolve these problems. Therefore, the writer wants to help the company by designing the right performance appraisal.*

*Practical Work Activities are going to be implemented from October 2019 to January 2020. The first steps that will be taken to carry out the practical work are observation and interviews to identify the company and its problems. Afterward, the writer will design a performance appraisal form that will be simulated to several employees of Total Klin Inc.*

*In this practical work, the result is a performance appraisal form, designed using a graphic rating scale method with assessment points consisting of 5 (five) scales. There are 5 (five) aspects assessed on this performance appraisal form, namely work quality, discipline, initiative, adaptability, and cooperation.*

*Keywords: Performance appraisal, Performance appraisal form, Graphic rating scale.*