

**ANALYSIS AND APPLICATION OF EMPLOYEE
PERFORMANCE APPRAISAL IN PT. USAHA BARU
BERSAMA JAYA**

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ABSTRACT

The purpose of this project is to help the management of PT. Usaha Baru Bersama Jaya to develop a performance appraisal system for employees. This is because there is no system for formal employee performance evaluation to evaluate employee performance. Practical work activities in PT. Usaha Baru Bersama Jaya is run for four months starting in October 2019 until January 2020.

The method used in the implementation of this practical work is based on interviews, observations of the work environment, system design and implementation. Information collected from observations and interviews with company managers is used to design project outputs and this project produces an employee performance appraisal system using a rating form using the graphic rating scale method.

The process when preparing and designing the employee performance appraisal system starts from determining the method to be used in performance appraisal and adjusted to the company's needs, then determining aspects for performance appraisal. The results of the performance appraisal form design are consulted with company managers before they begin to be applied in the company.

Keywords: *performance appraisal system, graphic rating scale method, performance appraisal form.*