

ABSTRAK

Rifka Albi Hasanah: *Peran Recruitment Staf Kesekretariatan Dalam Meningkatkan Kinerja Pengurus Pondok Pesantren (Studi Kasus pada Pondok Pesantren At-Tawazun Subang)*

Recruitment merupakan bagian penting dalam manajemen sumber daya manusia untuk memperoleh staf yang sesuai dengan kebutuhan lembaga. Staf kesekretariatan memiliki peran dalam mendukung kelancaran administrasi dan kepengurusan di Pondok Pesantren At-Tawazun Subang. Penelitian ini berfokus pada peran *recruitment* staf kesekretariatan dalam meningkatkan kinerja pengurus Pondok Pesantren At-Tawazun Subang.

Tujuan penelitian ini adalah untuk mengetahui sumber *recruitment* staf kesekretariatan dalam meningkatkan kinerja pengurus, metode *recruitment* staf kesekretariatan dalam meningkatkan kinerja pengurus, proses atau prosedur *recruitment* staf kesekretariatan dalam meningkatkan kinerja pengurus, serta kriteria pelamar dalam *recruitment* staf kesekretariatan untuk meningkatkan kinerja pengurus Pondok Pesantren At-Tawazun Subang.

Penelitian ini menggunakan teori *recruitment* Henry Simamora (2004) yang meliputi sumber *recruitment*, metode *recruitment*, proses atau prosedur *recruitment*, dan kriteria pelamar. Teori tersebut digunakan untuk menganalisis pelaksanaan *recruitment* staf kesekretariatan dalam meningkatkan kinerja pengurus Pondok Pesantren At-Tawazun Subang.

Metode yang digunakan dalam penelitian ini adalah kualitatif dengan metode studi kasus. Teknik pengumpulan data dilakukan melalui observasi, wawancara, dan dokumentasi. Data dianalisis menggunakan analisis studi kasus Robert K. Yin (2018) melalui *pattern matching* dan *explanation building*.

Hasil penelitian menunjukkan bahwa sumber *recruitment* staf kesekretariatan berasal dari sumber internal dan eksternal, metode *recruitment* dilakukan melalui *open recruitment*, proses atau prosedur dilakukan melalui analisis kebutuhan, seleksi, wawancara, penetapan, serta pengarahan dan pelatihan, sedangkan kriteria pelamar disesuaikan dengan kebutuhan jabatan, kemampuan, pendidikan, pengalaman, dan kelengkapan administrasi. Dengan demikian, *recruitment* staf kesekretariatan yang disesuaikan dengan kebutuhan lembaga berperan dalam memperoleh staf yang sesuai dengan tugas dan tanggung jawabnya sehingga mendukung peningkatan kinerja pengurus Pondok Pesantren At-Tawazun Subang.

Kata kunci: Kinerja Pengurus, *Recruitment*, Staf Kesekretariatan, Pondok Pesantren.

ABSTRACT

Rifka Albi Hasanah: The Role of Secretariat Staff Recruitment in Improving the Performance of Islamic Boarding School Administrators (A Case Study at Pondok Pesantren At-Tawazun Subang)

Recruitment is an important part of human resource management in obtaining staff who meet the needs of an institution. Secretariat staff play a role in supporting the smooth administration and management of Pondok Pesantren At-Tawazun Subang. This study focuses on the role of secretariat staff recruitment in improving the performance of administrators at Pondok Pesantren At-Tawazun Subang.

The purpose of this study is to determine the sources of secretariat staff recruitment in improving administrators' performance, recruitment methods in improving administrators' performance, recruitment processes or procedures in improving administrators' performance, and applicant criteria in secretariat staff recruitment to improve the performance of administrators at Pondok Pesantren At-Tawazun Subang.

This study uses Henry Simamora's (2004) recruitment theory, which includes recruitment sources, recruitment methods, recruitment processes or procedures, and applicant criteria. This theory is used to analyze the implementation of secretariat staff recruitment in improving the performance of administrators at Pondok Pesantren At-Tawazun Subang.

The method used in this study is qualitative with a case study approach. Data were collected through observation, interviews, and documentation. The data were analyzed using Robert K. Yin's (2018) case study analysis through pattern matching and explanation building.

The results show that the sources of secretariat staff recruitment come from internal and external sources, while the recruitment method is conducted through open recruitment. The recruitment process or procedure includes needs analysis, selection, interviews, appointment, orientation, and training. Applicant criteria are adjusted to job requirements, abilities, educational background, work experience, and administrative completeness. Thus, secretariat staff recruitment that is adjusted to institutional needs plays a role in obtaining staff who are suitable for their duties and responsibilities, thereby supporting the improvement of administrators' performance at Pondok Pesantren At-Tawazun Subang.

Keywords: Recruitment, Secretariat Staff, Administrators' Performance, Islamic Boarding School.