

**PERANCANGAN ALAT PENILAIAN KINERJA PADA PRAKTIK
MANUAL *POLISHING* DALAM MATA PELAJARAN
TATA GRAHA DI SMKN 9 BANDUNG**

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ABSTRAK

Penelitian ini dilatarbelakangi oleh kenyataan bahwa alat penilaian kinerja pada praktik manual *polishing* di SMK Negeri 9 Bandung belum mengacu pada Standar Operasional Prosedur. Penelitian ini bertujuan untuk melakukan analisis kebutuhan alat penilaian kinerja pada praktik manual *polishing*, merancang alat penilaian kinerja pada praktik manual *polishing*, dan melakukan uji kelayakan rancangan alat penilaian kinerja pada praktik manual *polishing* melalui *Expert Judgement*. Metode yang digunakan dalam penelitian ini adalah *Research and Development* dengan model ADDIE (*Analysis, Design, Development, Implementation, and Evaluation*). Partisipan dalam penelitian yaitu, akademisi di bidang penilaian, akademisi di bidang Tata Graha dan praktisi di bidang perhotelan. Alat penilaian kinerja dirancang mengacu pada Standar Operasional Prosedur yang mencakup penilaian pada tahap persiapan, proses dan hasil praktik manual *polishing*. Hasil uji kelayakan alat penilaian kinerja yang telah dirancang berada pada kriteria sangat layak. Ketercapaian kriteria tersebut diperoleh dari hasil validasi oleh para ahli yang menilai aspek kelengkapan persyaratan alat penilaian kinerja, penilaian pelaksanaan praktik dan aspek pengolahan nilai hasil praktik manual *polishing*. Rekomendasi untuk peneliti selanjutnya dapat melakukan pengembangan terhadap alat penilaian kinerja pada praktik manual *polishing*.

Kata Kunci: Alat Penilaian Kinerja, Praktik, Manual *Polishing*

**PERFORMANCE ASSESSMENT DESIGN OF MANUAL POLISHING
PRACTICE IN TATA GRAHA SUBJECT AT 9 VOCATIONAL HIGH
SCHOOL**

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ABSTRACT

The research is based on the truth that the performance assessment instrument of manual polishing practice is not referring to Standard Operational Procedure. This research aimed to analyze the performance assessment needs of manual polishing practice, performance assessment of manual polishing practice designing, and take feasibility test of performance assessment design in manual polishing practice by Expert Judgement. These researches using Research and Development (R&D) method with ADDIE model (Analysis, Design, Development, Implementation and Evaluation) but this research only take three step of ADDIE model those are Analysis, Design and Development. Participants in this research are three validators, they are one person from academic of assessment, one person from academic of Tata Graha and one person from hotel practitioner. Performance assesments are refered to Standard Operating Procedures that including assessment in the preparation stage, processes and results of manual polishing practices. The result of expert judgement regarding the performance assessment that has been designed show the instrument in feasible criteria. The final product of this research is the performance assessment instrument that can use to assess the manual polishing practice. Development of the performance assessment in manual polishing practice is recommended for the next researcher.

Keyword: *Performance Assessment, Practice, Manual Polishing.*