A REQUIREMENT MODEL FOR DEVELOPING STAFF SELECTION SYSTEM (SSS): TOWARDS SYSTEMATIC MANAGEMENT FOR HUMAN RESOURCE DEPARTMENT AT KUIN

FARAHIZA ZAIHAN AZIZAN

UNIVERSITI UTARA MALAYSIA
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By

FARAHIZA ZAIHAN AZIZAN

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ABSTRAK

Pengambilan pekerja baru dalam sector organisasi dipengaruhi oleh dua factor. Pertama, manusia berbeza minat dan karektor mankala yang keduanya, peluang pekerjaan yang ditawarkan berbeza-beza. Pemilihan pekerja baru memerlukan penelitian bagi memastikan pekerja yang diambil menepati dengan pekerjaan yang ditawarkan. Pemilihan pekerja baru meruapakan suatu kaedah yang penting di mana ia dapat memastikan organisasi mempunyai pekerja yang efektif. Kajian ini dijalankan bagi menghasilkan suatu model keperluan dalam membangunkan sebuah sistem pemilihan pekerja yang sistematik dan efektif. Kajian ini dijalankan di Kolej Universiti Insaniah (KUIN) dimana ia menjadi objek kajian utama. Dapatan daripada kajian ini diharap dapat membantu dan memberi idea kepada pihak pengurusan KUIN dalam pemilihan pekerja yang baru bagi memastikan pengurusan pekerja yang sistematik menepati kehendak KUIN.

ABSTRACT

The need for selection in hiring a new staff arises from two facts. First, people differ in their characteristics and interest. Secondly, job is differs in the demands they make on workers. Selection is involves with systematically matching the right people to the right job. Selection is one of the main methods which an organization can use to ensure it has an effective work force. This project focuses on creating a requirement model for developing staff selection system for Kolej Universiti Insaniah (KUIN). The systematic process in hiring staff will assist KUIN to select appropriate people. Thus, it is hope that this requirement model will provide guidance and assistance for other researchers in designing systematic staff selection system (SSS) in the future.

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have forgotten to mention someone else, the oversight is accidental. I am indeed very lucky to have the opportunity of working with the entire wonderful people.

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LIST OF ABBREVIATIONS

HR	Human Resource
ID	Identification
INSANIAH	Institut Agama Islam Negeri Kedah
IT	Information Technology
IWO	Industrial, Work and Organization
KUIN	Kolej Universiti Insaniah
MS	Microsoft
SSS	Staff Selection System
T&A	Test and Assessment
UML	Unified Modeling Language

CHAPTER ONE

BACKGROUND OF THE STUDY

1.1   Introduction

Any organization, be it business, education, administration or otherwise, require people to function their operations. Organization is merely a blueprint for human activity. People were communicating, working, operating, planning, instructing, chatting and doing so much more activities in organization. Therefore, people in the organization were contributed to the organization's expansion. People in the organization can be refers as staff. They are people who take responsibility to make sure the organization's operations are well manages. According to Wilk & Cappelli (2003), employer decisions about the selection of employees are central to the operation of the organizations and to outcomes that matter to individuals, organizations and society.

Chan (2005) mentioned that;

" *A major area of research in industrial and organizational psychology is personnel selection, concerned with identifying individuals from a pool of applicants who are suitable to work in a target job position. Matching persons to work must often take into account more than just the job itself; it may have to consider the group and organizational contexts in which the person needs to function.* "

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The contents of the thesis is for internal user only

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