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Implementation Of The Ship Crew Recruitment And Selection Process At PT Ponti Sarana Utama

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Abstract

Human Resources are an important asset for a company, therefore companies must pay attention to the employee recruitment and selection process. The aim of this research is to analyze the recruitment and selection process for ship crew as well as the obstacles faced in the recruitment process at PT Ponti Sarana Utama. This research used a qualitative method conducted by interviews with the crewing/personnel division and ship crew. Data collection was carried out through observation, interviews and documentation. This research shows that the recruitment system used only uses internal sources and closed methods. The selection process begins with checking documents, interviews, medical tests, then making a sea work agreement. The implementation of ship crew recruitment at PT Ponti Sarana Utama contained several obstacles which resulted in delays in ship crew recruitment. Some of the problems that occur are document discrepancies, crew certificates that have expired and are close to expiring before the contract period ends. Because the company carries out the recruitment process using internal sources, it can cause difficulties in finding the right candidates to fill the positions needed in the company.

Keywords: Recruitment, Selection, Ship Crew.

INTRODUCTION

Human resources are an important asset for a company. Production factors cannot run without human resources to operate them. Compared to other factors, the labor factor is the most difficult factor to manage because humans as workers have different minds and minds. Human

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Resources are the most important foundation, therefore Human Resources must always be developed, directed and maintained. One of the management of human resources is recruitment and selection (Atikawati & Ujang, 2016). Recruitment is the first step taken by a company to find human resources that match the qualifications required by the company. The next stage of recruitment is selection. In the selection process, human resource management plays a role in determining and selecting existing human resources and placing these human resources in the right position. In this way, individual abilities and qualities can develop more quickly because each individual works according to the competencies they have.

The increasing development of transportation services, especially in the field of sea transportation in the delivery of goods, has caused sea transportation to be widely used because delivery is more efficient and capable of transporting goods in large quantities, thus requiring qualified and qualified human resources in the maritime world. As one element of the company, ship crew (ABK) is one of the human resources that is very important in the company to achieve company goals. Ship crew (ABK) are people who work on board a ship as part of its crew who work in one of a number of different areas related to the operation and maintenance of the ship. In order for a sailor to be able to work on a ship, he must have a special seafaring certificate issued by the seafaring training agency.

The recruitment and selection process is very important for companies because with the recruitment and selection process, the company will get quality employees who meet the criteria required by the company. If the recruitment and selection process is not managed well, the company will not obtain the right human resources and in accordance with the qualifications required by the company and will cause the performance process within the company to run less effectively and efficiently.

The crew / crew (ABK) recruitment and selection process of PT entrusts the Crewing / Personnel Department to recruit and select prospective crew members who want to work for the Company. One way to find quality crew members is through a recruitment system. The crewing/personnel department is the part of the maritime transportation services company which is tasked with preparing the crew and crew of ships that will operate/sail as well as providing the crew needs for ships which do not yet meet the requirements for complete ship crew. Crewing/ship crew planning is adjusted to applicable provisions and laws.

In the process of recruiting and selecting prospective crew members who will be accepted at PT Ponti Sarana Utama, the crewing / personnel section selects and selects the data of incoming

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applicants one by one. If the data is complete and meets the criteria required by the company, the crewing/personnel team will call the applicants to take part in the next stage. In the selection process, the decisions taken are often influenced by the subjectivity factor of the decision maker. Therefore, sometimes decisions taken can allow crew members who do not match the company's qualifications. Mistakes in selecting prospective crew members will have a big impact on the company because the quality of human resources has a direct influence on the company's productivity, performance and finances. The selection process for prospective crew members must be carried out carefully, honestly and objectively so that the performance is in accordance with the company's objectives. From the above background, this research aims to analyze the recruitment and selection process at PT Ponti Sarana Utama.

OBJECTIVES

There were several problems when the author carried out an internship, namely that there were several applicant documents and certificates that had expired or were close to expiring before the contract expired as well as documents that were not suitable to fill the positions currently needed by PT Ponti Sarana Utama which resulted in delays in the recruitment process. To resolve this problem, the author helps to manually sort documents and certificates that are still valid and can be used before the contract period expires.

Based on the background above, researchers can formulate questions in this research, as follows:

1. How is the recruitment process carried out at PT Ponti Sarana Utama?
2. How is the selection process carried out at PT Ponti Sarana Utama?
3. What is the process for resolving obstacles that occur in the recruitment system at PT Ponti Sarana Utama?

THEORETICAL STUDY

1. Recruitment

Recruitment is the process of searching for, holding, finding and attracting prospective job applicants as potential employees to work in a company (Dessler, 2009). Hariandja in Subekti &Januar (2012:123) states that recruitment or recruiting is defined as the process of attracting a number of candidates who have the potential to be selected to become officers or employees, (Endang A. Kartodikromo, Bernhard Tewal, Irvan Trang, 2017:264). According to (Mathis et al.,

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2015), recruitment is the activity of gathering several applicants who have the qualifications required by the company and then letting them work in a company. According to Herman Sofyandi (2010: 108) recruitment is a series of activities that begin when a company or organization needs workers and opens vacancies until it finds the desired or qualified employee candidates according to the existing position or vacancy, (Nurul Aisyah, Angelian Geovani, 2018: 10).

Meanwhile, according to Simamora (2004, in Nurhayati 2016:3), recruitment is a series of activities to search for and attract job applicants with the motivation, abilities, skills and knowledge required for their duties in accordance with the responsibilities given to them. According to Rivai (2004, in Septhinna, et al. 2013: 166), it is a series of activities that begin when a company or organization needs workers and opens vacancies until it finds the desired prospective employees.

2. Recruitment Methods

There are two types of recruitment methods, namely closed methods and open methods. The closed method is recruiting prospective human resources by conveying information to employees or certain people only. As a result, relatively few applications come in, so the opportunity to find good employees will be increasingly difficult. The open method is where recruitment is widely informed by placing advertisements in mass media, both print and electronic, so that potential applicants are more general with global coverage. (Suciati, 2021). With this open method, it is hoped that it will attract many applications, so that the opportunity to get qualified employees will be greater.

3. Selection

According to Rivai (2011: 159) explains that selection is an activity in HR management that is carried out after the recruitment process has been completed. This means that a number of applicants who meet the requirements have been collected and then choose which ones can be appointed as employees in a company. This selection process is called selection. According to Bangun, 2013, the stages carried out in selecting workers at the Company are: submitting job application forms, conducting preliminary interviews, conducting psychological tests, conducting reference checks, conducting selection interviews, approval from direct superiors, conducting health checks, implementing induction/orientation.

According to (Suparyadi, 2015) every process, including selection and placement, must

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have clear objectives. A clear goal will be able to guide the team on how to implement all the standardized rules, procedures and criteria properly and correctly, so that optimal results can be obtained.

4. Ship Crew

According to Republic of Indonesia Law No.17 of 2008 concerning Shipping Chapter I General Provisions Article 1 Paragraph 40, "Ship Crew are people who work or are employed on board a ship by the owner or operator of a ship to carry out duties on board the ship in accordance with their position as stated in certificate book". All positions on the ship from the captain or captain to the cook are members of the ship's crew. In paragraph 41 it is stated that "The captain is one of the crew members who is the highest leader on the ship and has certain authority and responsibilities in accordance with the provisions of the laws and regulations, and in paragraph 42 the captain is quite privileged by the State Law which reads, "Boat crew are crew members other than the captain."

1) Department Deck Officer
   a. The Master / Captain is the leader and person in charge of the voyage
   b. Mualim I / Chief Officer Mualim I / Chief Mate is responsible for managing cargo, supplying fresh water and controlling navigation directions.
   c. Mualim II / Second Officer / Second Mate is tasked with creating a map route for the voyage to be carried out and controlling navigation directions.
2) Engine Department Officer
   a. KKM (Head of Engine Room) / Chief Engineer, leader and person responsible for all the machines on the ship, including the main engine, auxiliary engines, pump engines, crane engines, lifeboat engines, steering engines, freezer engines, etc.
   b. Machinist 2 / Second Engineer is tasked with carrying out main engine and electrical operations.
   c. Machinist 3 / Third Engineer operates auxiliary engines / generators and fresh water and salt water pumps.
3) Ratings or subordinates

   Deck section:
   a. The helmsman is tasked with steering the ship according to the direction of the deck officer and is on guard when the ship is anchored or docked.

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Engine Parts:

a. The oiler is tasked with helping the second engineer and third engineer's work.

Food Section:

a. The cook is responsible for all food such as cooking, arranging the food menu, and supplying food ingredients.

RESEARCH FRAMEWORK

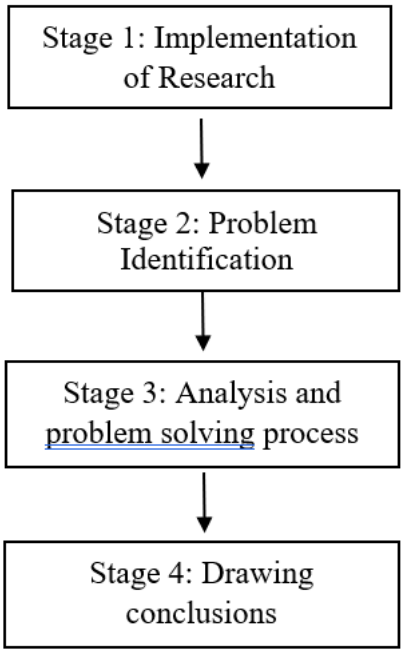


Figure 1. Research Framework

Stage 1: Implementation of Research

From March 1 2023 to July 1 2023 the author carried out an internship at PT Ponti Sarana Utama. The author is placed in the crewing/personnel division. During the internship period the author received several tasks given by the supervisor, namely the author checking documents and certificates for prospective ship crew who applied for work at PT Ponti Sarana Utama, inputting crewlist data for salaries, arranging sea work agreements for new crew, inputting crewlist data for agents shipping, and so on.

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Stage 2: Problem Identification

While interning at PT Ponti Sarana Utama in the crewing/personnel department, the author made observations to look for a problem. Observations are carried out by direct practice at the internship site. The author encountered problems during the ship crew recruitment process.

Stage 3: Analysis and problem solving process

After finding the problem, the author carried out an analysis where this analysis aims to facilitate and find information obtained from the data search stage. The results of the analysis carried out by the author are used to reduce problems that occur and improve the quality of prospective ship crew.

Stage 4: Drawing conclusions

After analyzing the problems found, the author drew conclusions containing the formulation of the problems that existed during the research at PT Ponti Sarana Utama.

RESEARCH METHODS

The research methodology used in this research is a qualitative approach. Qualitative research produces discoveries that cannot be achieved through statistical procedures or other quantitative means, emphasizing descriptive data such as the speech, writing, and behavior of the research subjects. Researchers start with data, use existing theory as an explanation, and end with a theory. The unit of analysis used is a department or division, with a focus on the recruitment and selection process for ship crew at PT Ponti Sarana Utama.

The data used consists of primary and secondary data. Primary data was obtained through interviews with related parties at PT Ponti Sarana Utama, while secondary data came from literature such as the internet, books and journals. Data collection techniques include interviews, observation and documentation. Interviews were conducted with crewing/personnel and ship crew to obtain information regarding the recruitment and selection process. Observations were carried out by observing the process directly in the field, while documentation in the form of photos and recorded interviews was used as a complement to the data collection method.

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RESULT AND DISCUSSION

1. Recruitment Processes of PT. Ponti Sarana Utama Ship Crew

The recruitment process at PT Ponti Sarana Utama is carried out with the aim of ensuring that the available positions are filled by suitable candidates who are able to work optimally. This means that companies are not only looking for individuals who have the right qualifications, but also who fit into the company culture and are able to contribute positively to the work environment. Recruitment is carried out on a temporary basis, especially when there is a vacancy due to employee resignation, transfer or retirement. PT Ponti Sarana Utama tends to prioritize internal sources for recruitment, prioritizing trust in existing employees in the organization.

The recruitment process begins with identifying the required positions and determining the number of personnel required. Job vacancy announcements are then made, followed by a selection process which involves an assessment of CVs and an interview route. Mandatory requirements to become a ship crew at PT Ponti Sarana Utama include having a seafaring expertise certificate, a minimum age of 18 years, as well as a seaman's book and other required documents. Each position has specific requirements, such as work experience and certification appropriate to the position applied for.

NO	NAMA	JABATAN	KELAMIN	KEBANGSAAN	TANGGAL LAHIR	KODE PELAUT	SERTIFIKAT	NO SERTIFIKAT	NO BUKU
1	Juliana Sartika	Nahkoda	F	Indonesia	15-Apr-1999	6211748659	ANT IV	6211748659M40621	F 112032
2	Andriyanto Nugroho	Mualim I	M	Indonesia	24-Sep-1977	6200195707	ANT V	6200195707M50216	E 119769
3	Nelson	Mualim II	M	Indonesia	15-Nov-1990	6200047861	ANT V	6200047861N50220	E 159394
4	Mochammad Syah	KKM	M	Indonesia	15-May-1976	6200086681	ATT III	6200086681S33822	F 343996
5	Dava Pratama Sutrisno	Masinis II	M	Indonesia	28-Aug-1976	6211828207	ATT IV	6211828207T40321	F 301513
6	Ilham Nur Cholis	Masinis III	M	Indonesia	29-Sep-2000	6211715612	ATT IV	6221715612T40321	F 126554
7	Panji Sutamin	Juru Mudi	M	Indonesia	15-Jul-1998	6212026026	RATINGS	6212026026330421	G 035125
8	Rahmat Kurnia	Juru Mudi	M	Indonesia	8-Apr-2001	6211529677	RATINGS	62115296773306E+15	F 002148
9	Rezky Wahyudi	Juru Minyak	M	Indonesia	10-Sep-1997	6212101083	RATINGS	6212101083330621	G 068546
10	Nurwahyu	Juru Minyak	M	Indonesia	16-Jan-2000	6211848653	RATINGS	6211848653350619	F 169954
11	Jhuanda Rahman	Juru Masak	M	Indonesia	17-Jan-1996	6212208617	RATINGS	6212208617350122	H 019545
12	Rizadi Akbar	Juru Masak	M	Indonesia	2-Feb-1998	6211658516	RATINGS	6211658516350212	F 316288

Figure 2. Job Applicant Data

Figure 1.2 shows a list of applicants who were accepted when the author did his internship. There were 12 applicants who filled several positions such as captain, mate I, mate

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II, KKM, machinist II, machinist III, helmsman, oilman and cook.

The recruitment system run by PT Ponti Sarana Utama really pays attention to the quality and suitability of candidates. The requirements set are in accordance with government regulations regarding maritime affairs, which include aspects of health, expertise and other official documents. By considering these aspects, the company can ensure that each ship crew member recruited has the abilities and qualifications appropriate to the duties and responsibilities they will carry out.

2. Selection Processes of PT Ponti

The document inspection process at PT Ponti Sarana Utama aims to ensure that prospective crew members have met the requirements set by the company. This inspection is carried out by the crewing/personnel section at the company office to ensure the suitability of the prospective crew documents with the requirements for the position being offered and to verify the completeness and activeness of the documents. Documents checked include a seaman's book, a certificate according to the position applied for, and the validity period of the seaman's diploma which must be verified through the Department of Transportation website.

The selection process continues with an interview stage by the crewing/personnel team, where prospective crew members will be assessed based on their experience, skills and personality. Interviews are conducted by telephone or directly at the PT Ponti Sarana Utama office, depending on the location of the prospective crew. The results of the interviews and documents that have been checked are submitted to the crewing department for follow-up, either by giving approval to continue the process or deciding to look for another candidate if they do not meet the desired criteria.

Furthermore, prospective crew members who pass the selection will undergo a health examination to ensure that they are in good physical and mental condition to work on the ship. This examination is carried out at a medical clinic appointed by the company. After passing all the selection and inspection stages, prospective crew members will be asked to sign a maritime work agreement which regulates their rights and obligations while working at PT Ponti Sarana Utama. The contract is clearly drafted and binding on both parties to minimize conflict and ensure a fair deal. The signature on the contract indicates official agreement to the terms and conditions set out, before finally starting work in accordance with the agreement that has been made.

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DISCUSSION

Ship crew certificates and documents such as diplomas, sailor's books, passports, BST, SCRB, AFF, and other certificates according to the expertise they have are very important. Seafarer documents have a validity period of up to 5 years. When the author did an internship at PT Ponti Sarana Utama there were several applicants who had documents that had expired or were close to expiring. The regulations at PT Ponti Sarana Utama require applicants to have a certificate whose validity period does not expire before the agreed contract period is completed. In this problem, the author helps manually sort documents and certificates that are still valid and can be used before the contract period expires.

This problem occurred several times when the author did an internship at PT Ponti Sarana Utama because the applicant did not pay attention to the documents and certificates before sending the CV to the office. For this reason, the author advises applicants to be more careful and pay attention to their documents and certificates so they can sail again.

Because the company carries out the recruitment process using internal sources, it can cause difficulties in finding the right candidates to fill the positions needed within the company. Although an internal recruitment system can be an effective way to promote proven and trusted employees, sometimes internal human resources that are qualified for promotion to the required positions can be limited. Even though existing ship crew candidates may have good experience and knowledge regarding shipping, they do not have the skills or experience that match the requirements to fill the positions currently needed by the company.

When the author was doing an internship, there were several applicants who did not meet the requirements to occupy the position that was needed at PT Ponti Sarana Utama, such as the lack of an ATT III certificate to become head of the engine room and at least 1 year experience as head of the engine room so they were unable to fill the position at PT Ponti Sarana Utama.

Regarding this obstacle, the author suggests that it would be good for the company to prepare a place or notice board containing job vacancies and qualification standards required by the company, so that each employee can clearly inform relatives about the job vacancies that the company currently needs. Apart from that, it is best to disseminate job vacancies widely through social media in order to expand reach and find potential and qualified ship crew as required by the company.

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CONCLUSION

Based on the discussion and analysis results from the research above. So the conclusions of this research are:

1. The recruitment and selection process for ship crew at PT Ponti Sarana Utama is in accordance with existing theory:
   a) The process is carried out by the crewing/personnel division using internal recruitment methods.
   b) Recruitment begins with notification of vacancies to crew members which are then conveyed to prospective applicants.
2. Interview-based selection method:
   a) Initial selection is carried out based on CVs that meet the company's criteria.
   b) Prospective applicants who pass the initial selection will undergo an interview with crewing/personnel.
3. The next selection stage is a medical test:
   a) Prospective applicants who have passed the interview stage will undergo a medical test at a hospital or clinic recommended by the company.
4. Obstacles in the recruitment and selection process:
   a) Documents that are close to expiring before the contract is completed.
   b) Lack of ship crew for positions currently needed by the company.

RECOMMENDATION

Based on the conclusions obtained, the author would like to provide several suggestions regarding the recruitment and selection process for ship crew at PT Ponti Sarana Utama which is expected to be useful for PT Ponti Sarana Utama regarding ship crew recruitment, namely:

1. PT Ponti Sarana Utama can use external methods, not just internal methods in the recruitment process.
2. PT Ponti Sarana Utama can prepare a board containing job vacancies and required qualification standards so that each employee can clearly inform relatives or friends about existing job vacancies.
3. During the selection process, psychological or personality tests can be added to all prospective applicants. This is recommended because it can evaluate a person's suitability for the job of that position.

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