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ABSTRACT

Milla Amelia (0902321055), Analysis on Employee Performance Appraisal System at Finance Division of PT Toyota Motor Manufacturing Indonesia in 2008, **x + 61 pages + 4 tables + 3 annexes + 30 references (1981 – 2003) and 3 other resources**

Performance appraisal is one of the key factors to develop company effectively and efficiently. Performance appraisal need to be done by the company periodically every year in order to measure employees performance in achieving the target that has been established by the company. The aim of the performance appraisal are for salary review, bonus review, promotion and mutation, and the increasing of work performance.

This research is focused on how is the implementation of employee performance appraisal system at Finance Division of PT Toyota Motor Manufacturing Indonesia.

This research used qualitative approach in the type of descriptive analysis. The data gathered by interviewing Human Resources Division Head and 2 staff at Finance Division PT Toyota Motor Manufacturing Indonesia.

The result of this research showed that the performance appraisal running well so far. The problem is only when the company decided the value that will be given as employees benefit is not match with the employees score, and also that some employees still feel that the appraisal is not objective.

The conclusion of this research is the performance appraisal at PT Toyota Motor Manufacturing Indonesia done twice in a year which is done to decide the promotion and mutation, and also to decide the employees benefit such as salary adjustment and bonus that will be given on the end of the year. The performance appraisal done by the division head and department head by fill in the appraisal form given by the Human Resources Division.