

ABSTRACT

This study was conducted to determine and analyze the influence of job specification, job description, and motivation on employee performance at PT. POS Indonesia (Persero) Head Office Cilaki Bandung both simultaneously and partially. This study uses descriptive and verification analysis methods. The sampling method used is the saturated method with a sample size of 100 respondents. The techniques used are observation, interviews, and distributing questionnaires. The data analysis methods used are multiple linear regression analysis, multiple correlation analysis, and coefficient of determination. Based on the results of the descriptive analysis, the job specification variable obtained an average value of 3.25, job description obtained an average value of 3.23, motivation obtained a value of 3.23, and employee performance obtained an average value of 3.18 with a poor category. Based on the results of the verification analysis, namely the simultaneous determination coefficient of the influence of job specification, job description and motivation on employee performance is 88.8%, while seen from the partial determination coefficient, the job specification variable has an influence of 38.2%, the job description variable has an influence of 22.8%, and motivation has an influence of 27.8%. So it can be concluded that job specification has a greater influence on employee performance at PT. POS Indonesia (Persero) Head Office Cilaki Bandung.

Keywords: Job Specification, Job Description, Motivation, Employee Performance