

## ABSTRACT

Yanti, Novi. 2013. THESIS. Title: "Workload Analysis to Evaluate Employees' Performance (Case Study on Syariah Mandiri Bank Branch Office of Kalitidu, Bojonegoro)

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Keywords : Workload, Performance

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Syariah Mandiri Bank Branch Office of Kalitidu, Bojonegoro is a developing company and needs a good employees' performance. But, the workload given to employees in Executive Marketing Division of Micro Marketing (PMM) and Sharia Funding Executive (SFE) is not done well. Most of the employees in the marketing division cannot complete their target workload. They feel that their workloads are too heavy and over capacity and must be completed in a certain time period.

Based on the facts, the study aims to calculate the workload of each employee's position in marketing division, the number of efficient employees in the Executive Marketing Division of Micro Marketing (PMM) and Sharia Funding Executive (SFE) of Syariah Mandiri Bank Branch Office Kalitidu, Bojonegoro. Data used in this study consists of primary and secondary data. Primary data obtained through direct observation of the employees' activities during work and interview. Secondary data was collected through a literature study done by reading and citing information from books, theses, websites, and documents of the institutions, while the workload analysis tool uses Workload Analysis method.

The result of this research notes that the company's workload given is very heavy so that the workload cannot be done well. The result of the calculation based on Workload Analysis shows that the employees of Micro Marketing Executive had the heaviest workload because their jobs need a longer time. Each division needs 3 employees and there is no problem with the current needs of the employees. From the calculation, the employees of Sharia Funding Executive has only 1 effective employee and they do not need employees reduction.

This study suggests the management to review the employees need according to the workload given to the field marketing employees as well as the fair salary distribution according to their works.