GUIDELINES FOR WRITING A JOB EVALUATION IN DOING THEWORK TO ENTER A HIGHER POSITION, SUAN SUNANDHA RAJABHAT UNIVERSITY

Wirongrong Thamyo[1*], Suphatsorn Chimcherd[2], Chaisri Tharasawatpipat[3] and Narong Kulnides[4]

[1,3]Faculty of Science and Technology, Suan Sunandha Rajabhat University, Thailand[2]Faculty of Industrial Technology, Suan Sunandha Rajabhat University, Thailand [4]Graduate school, Suan Sunandha Rajabhat University, Thailand
Email:[1]wirongrong.th@ssru.ac.th, [2]suphatsorn.ch@ssru.ac.th, [3]chaisri.th@ssru.ac.th,[4]narong.ku@ssru.ac.th

Abstract.

The aim of this study was to find the proper guideline for job evaluation of supporting staffin the Faculty of Science and Technology to get a higher position. The understanding of supportingstaff in preparation of documents for job evaluation was determined. Furthermore, the study investigated the problems and obstacles of supporting staff faced during self-evaluation.

In this research 27 supporting staffs of the Faculty of Science and Technology participated.The study revealed that supporting staff understanding of job evaluations documents and forms were at a moderate level. Additionally, the important problem of job evaluations was in preparingand fulfilling the evaluation forms. This problem was revealed at a high level. However, overall understanding of job evaluations was at an acceptable level. Also, the study showed that new staffhad problems and couldn't understand the process.

In conclusion, the result of this study suggests that firstly, it is better that we have yearly evaluation of this process. Secondly, to help new staff and others it is better that faculty provides assistance as the advisor group. Thirdly, the faculty should prepare guidelines to correctly fill in self-evaluation forms and documents for supporting staff.

Keywords: Guidelines / writing a job appraisal / supporting staff / enter a higher position.

[1, *]Corresponding author

Introduction

   Suan Sunandha Rajabhat University is a public higher education institution which has themission as producing graduates emphasizing local knowledge, teacher education, research, academic service and Social affairs and culture. Suan Sunandha Rajabhat University has a HumanResource Development Plan because human resources are important factor in the university or the organization. Therefore, human resource development is an important key to conduct the missionof university follow sustainable development strategy and to reach the goals success of the department and the university. The human development of academic staff and academic supporting staffs is an important part to bring the university towards its vision.

   Advanced state of life that no other appliance is capable of. Computers can process data with accuracy and at a high level of competency, so it can be used in any work to increase work efficiency. To make the most of the computer, users need to have several skills, such as typing skills, mouse usage skills, program application skills, data management skills, data retrieving skills, the ability to use the internet, etc. These skills need to be trained for proper computer utilization. (Meethongjan & Tachpetpaiboon, 2015).

   Entering the position of expert/specialist level It is a path for academic support personnel to advance to a higher position where all personnel aim to develop their work to reach that level. The process for entering the position must be conducted transparently and in accordance with theAnnouncement of Suan Sunandha Rajabhat University on qualifications, criteria and methods forpromoting university staff to higher positions. from the sample group used to promote and developfor university personnel Have a deep understanding of the process and procedures for reaching a higher position efficiently,

   The university has processes and procedures and methods for writing documents requesting work for higher ranks. Executives must be able to understand the needs of people in the organization. and blending those needs with the goals of the organization At the same time, itcan also make people satisfied with their enthusiasm to achieve the organization's goals.

   University administrators and staff can eliminate the hassle of getting promoted and can create the satisfaction that makes the job a success. quickly and efficiently Regardless of the factors and obstacles that come from any cause cooperation and confidence in the organization will make the work most efficient with willingness and have a good feeling that they are part of the organization. (Butsara, 2018)

   Therefore, the researcher, as human resource officer focuses on the important of human development which is the policy of university. This research aims to write appraisal guidelines forgetting a higher position.

   So far, there were 3 types of academic supporting staff in Faculty of Science and Technology. Three persons get higher position, 4 persons under the process and the rest are not start the process of applying. Therefor this study will find the problems and obstacles for getting a higher position.

   In this regard, this study collected problems, obstacles, opinions form this research and would analyze the cause of problem. Then develop guidelines for writing appraisals to get higherposition effectively. Finally, the results of this study will be used to further effective work.

Objectives of the research

　1）To study the level of comprehension of academic support personnel of the Faculty ofScience and Technology in preparing documents for the preparation of work evaluation.

　2）To find the problems and obstacles in the preparation of job evaluation documents ofacademic supporting staff of Faculty of Science and Technology.

Scope of study
participation samples

　For this study 27 academic supporting staff of Faculty of Science and Technology wereparticipated.
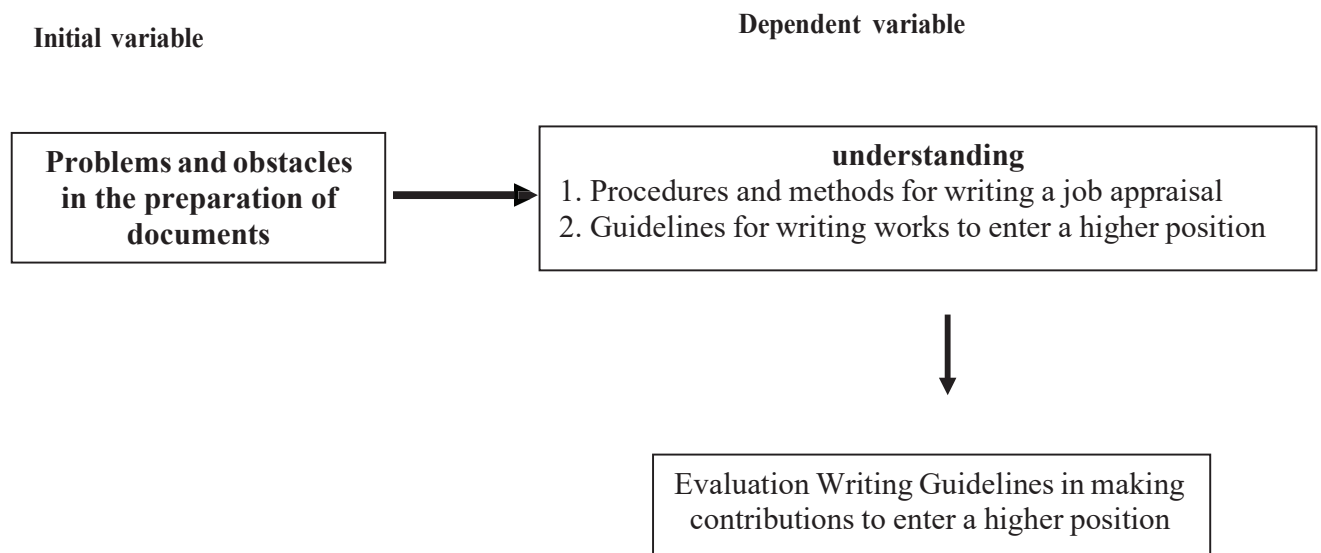
Content Scope

　The objectives of this study were to know the level of understanding of academic supporting staff of the Faculty of Science and Technology for preparing the documents for gettinghigher positions, to know the problems in preparing documents for getting higher positions and to3reate Human Resource Development guidelines for Faculty of Science and Technology staffs.

Expected Benefits

　1) To know the level of understanding of academic supporting staff of the Faculty ofScience and Technology in preparing documents of work evaluations.

　2) To know the problems and obstacles in the preparation of work evaluation documentsof academic supporting staff of the Faculty of Science and Technology.

Figure 1: conceptual framework

Initial variable

Dependent variable

| **Problems and obstacles in the preparation of documents** | → | **understanding**
1. Procedures and methods for writing a job appraisal
2. Guidelines for writing works to enter a higher position |

↓

Evaluation Writing Guidelines in making contributions to enter a higher position

Method

         Conducting quantitative and qualitative research. The sample group are academicsupporting staffs of Faculty of Science and Technology Suan Sunandha Rajabhat University
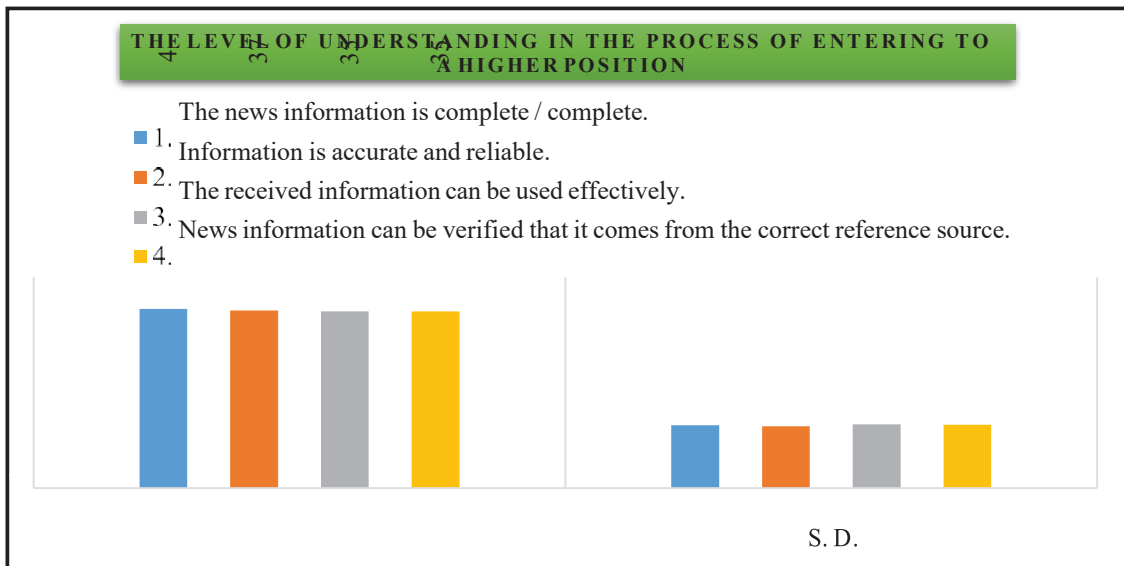
         The research tool was questionnaire check list, open-ended questionnaires, and ratingscales questionnaires with 5-point scoring criteria (Puangrat, 2000).

Results

Table 1: Shows the mean and standard deviation of the level of understanding of the procedureand how to enter a higher position.

An overview of the level of comprehension of the process and how to enter a higher position.	Mean $(\bar{x})$	S.D.
1. Understanding of getting to a higher position	3.34	0.70
2. Understanding of the steps taken to advance to a higher position	3.26	1.16
3. An understanding of how to enter a higher position	3.17	1.15
4. Understanding of ways to get a higher position	3.12	1.16
total	**3.22**	**1.04**

Figure 2: The level of understanding in the process of entering to a higher position

THE LEVEL OF UNDERSTANDING IN THE PROCESS OF ENTERING TO A HIGHER POSITION

    The news information is complete / complete.
■ 1. Information is accurate and reliable.
■ 2. The received information can be used effectively.
■ 3. News information can be verified that it comes from the correct reference source.
■ 4.

S. D.

MEAN

Figure 3: Satisfaction level on receiving information

SATISFACTION LEVEL ON RECEIVING INFORMATION

- 1. Channels for knowing current news and information are convenient and easy to access.
- 2. Personnel can download information to keep.
- 3. Personnel can access information at all times.

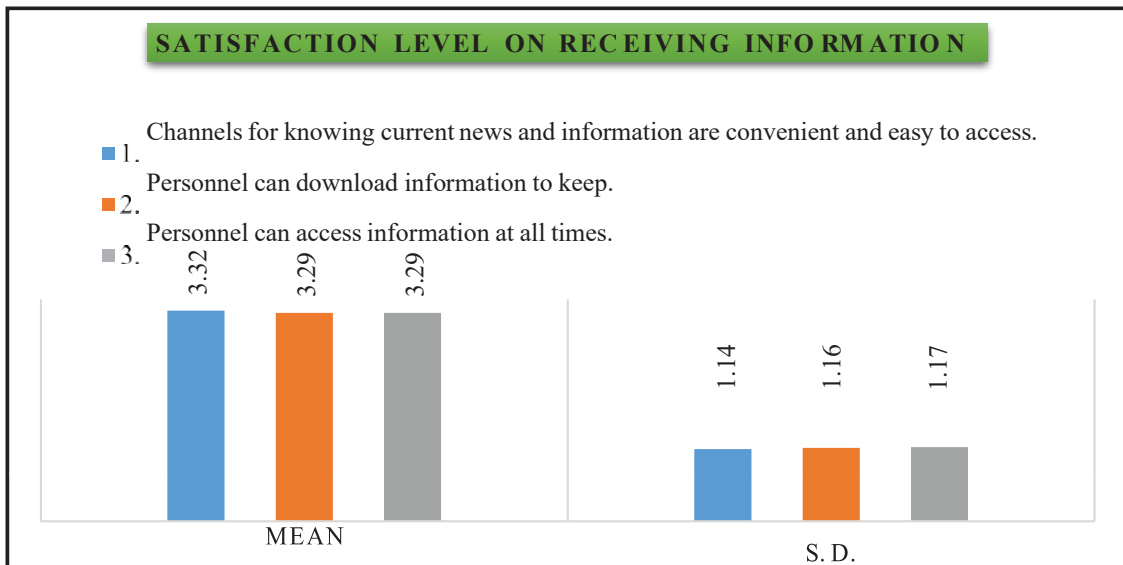|	MEAN			S.D.		
	3.32	3.29	3.29	1.14	1.16	1.17

Figure 4: The level of understanding in the process of entering to a higher position

THE LEVEL OF UNDERSTANDING IN THE PROCESS OF ENTERING TO A HIGHER POSITION

- 1. Information is up-to-date (Update) all the time.
- 2. Personnel can receive information immediately.
- 3. Personnel have quick access to information.
- 4. Useful news and information can be delivered quickly.

	MEAN				S.D.			
	24	23	19	19				
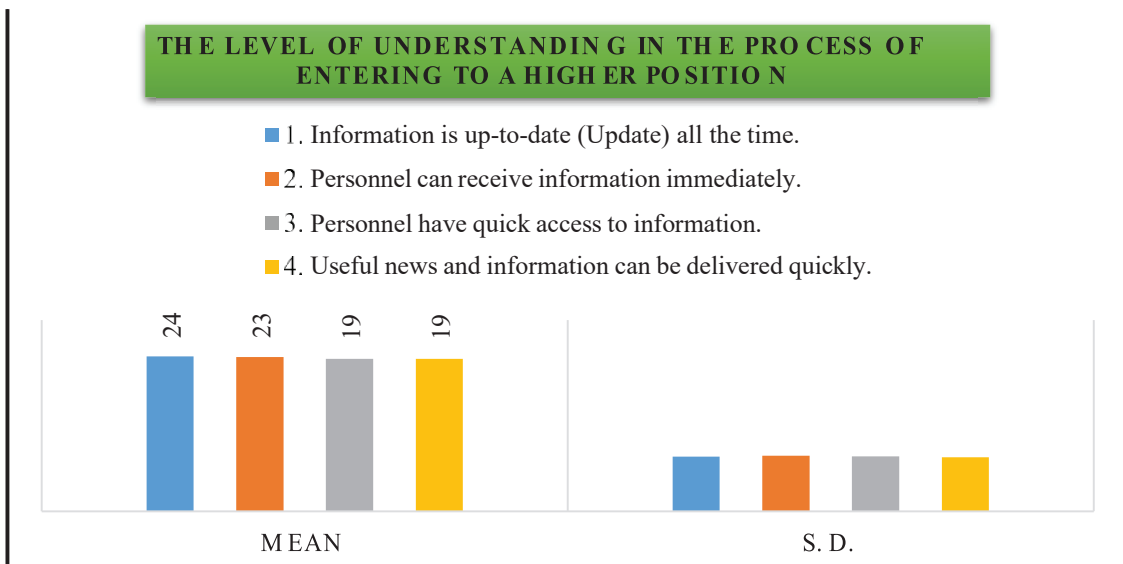
Figure 5: The level of understanding in the process of getting to a higher position

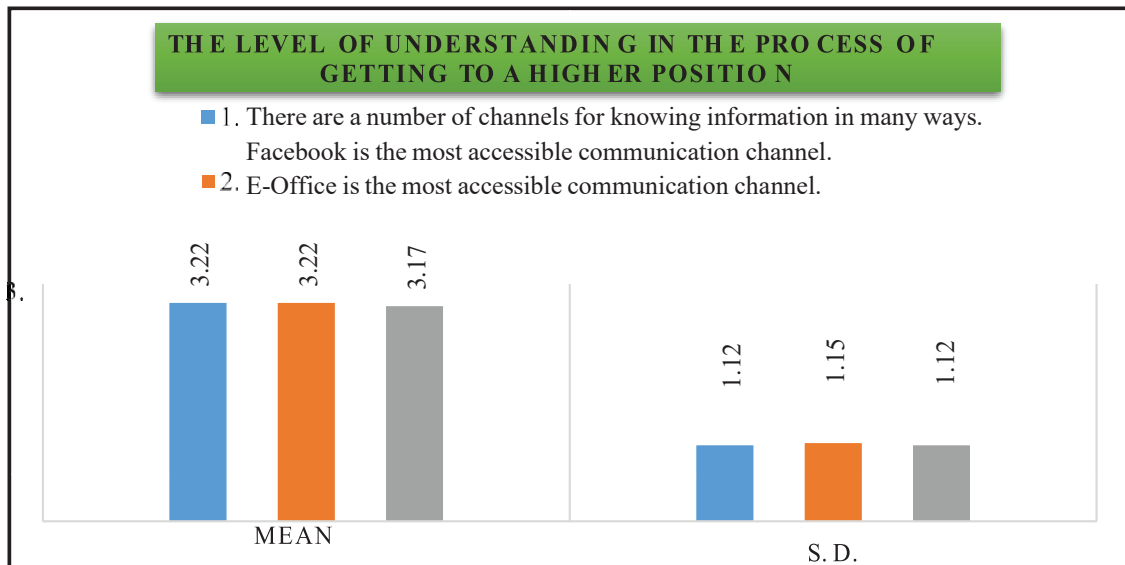THE LEVEL OF UNDERSTANDING IN THE PROCESS OF GETTING TO A HIGHER POSITION

- 1. There are a number of channels for knowing information in many ways. Facebook is the most accessible communication channel.
- 2. E-Office is the most accessible communication channel.

Figure 6: Satisfaction of the accuracy of information

SATISFACTION OF THE ACCURACY OF INFORMATION

- 1. understanding of writing principles
- 2. understanding of how to write works
- 3. Understanding the correctness of content in writing works
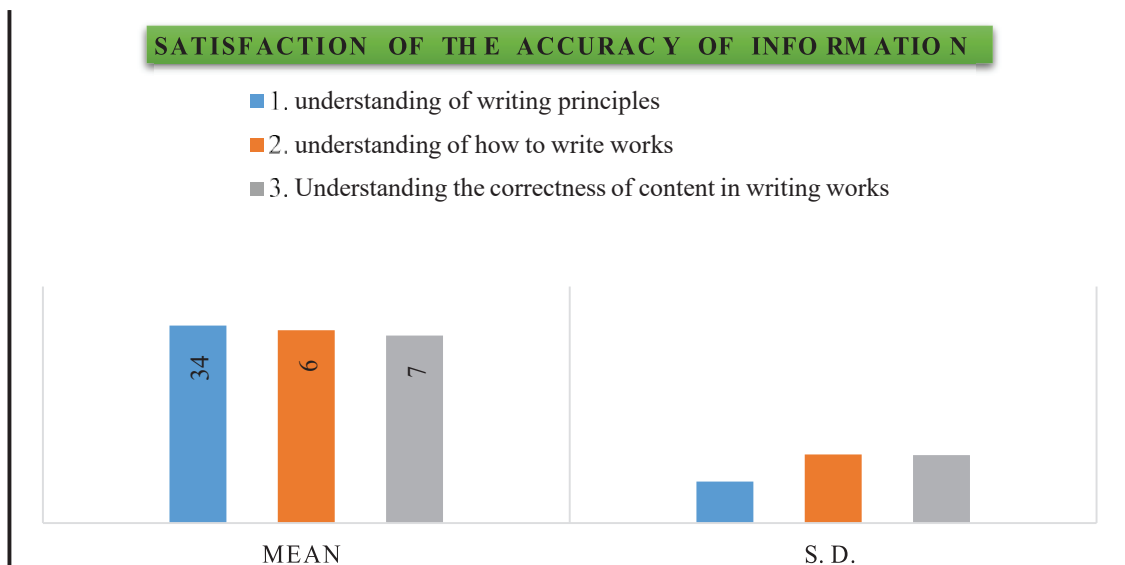
Figure 7: Satisfaction of the principles of writing

SATISFACTION OF THE PRINCIPLES OF WRITING

■ 1. The news information is complete / complete.

■ 2. Information is accurate and reliable.

■ 3. The received information can be used effectively.

■ 4. News information can be verified that it comes from the correct reference source.

MEAN | S. D.
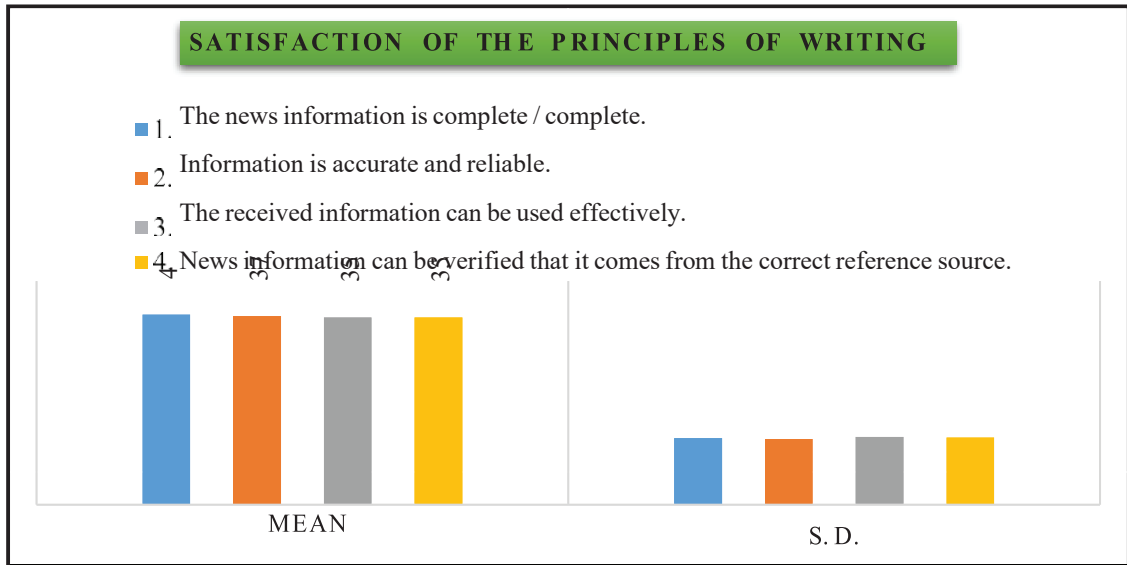
Figure: 8 The understanding level of accuracy of content in writing

THE UNDERSTANDING LEVEL OF ACCURACY OF CONTENT IN WRITING

■ 1. Channels for knowing current news and information are convenient and easy to access.

■ 2. Personnel can download information to keep.

■ 3. Personnel can access information at all times.

3.32 3.29 3.29   1.14 1.16 1.17
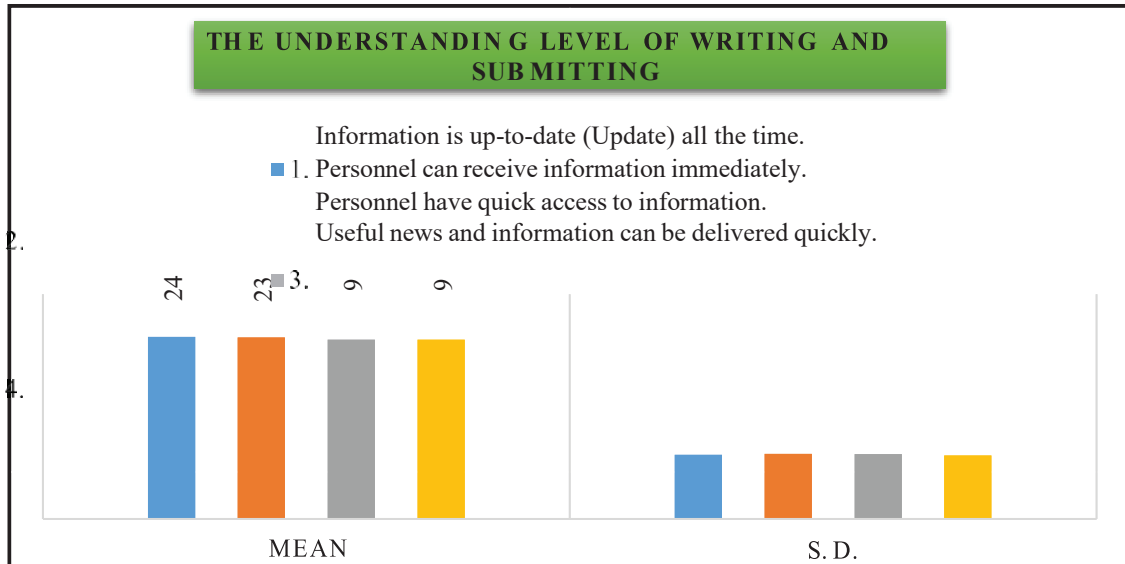
MEAN | S. D.
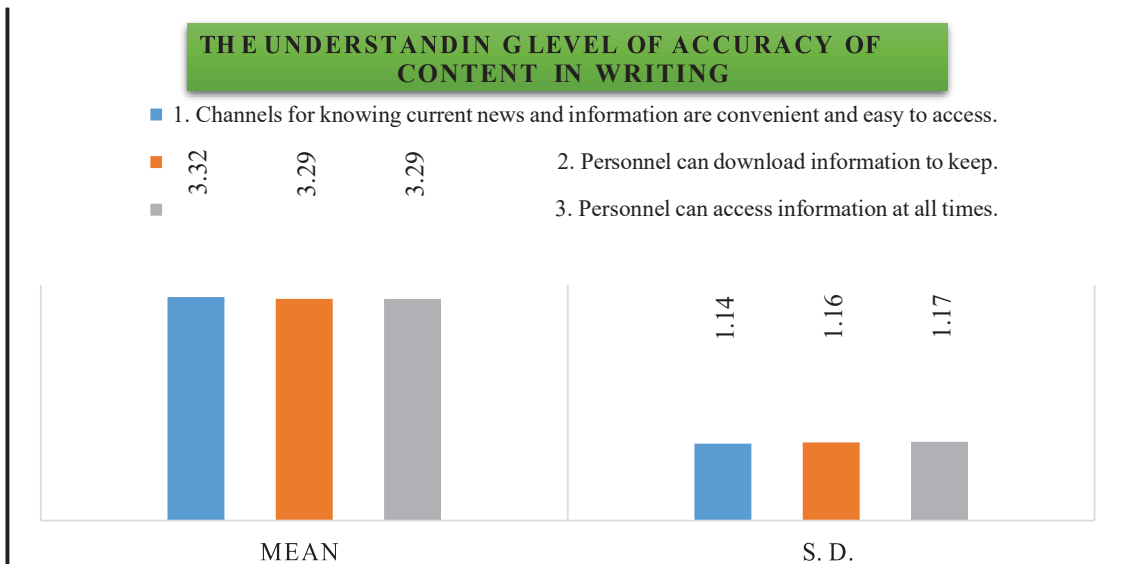
Figure 9: The understanding level of writing and submitting.

Conclusion

1.   Understanding of procedures and methods for getting higher position of staffs was moderate level when considering each factor, most of staff satified the accuracy of information. It is indicating that the information of human resource unit is correct. However, the information received from colleagues is the least accurate. It showed that communication between person is important in order to receive correct information.

2.   For the understanding level of job evaluation writing to enter higher position of personnel, there were many ways which are convenient and easy to receive information. It showedthat channels for obtaining information that are currently available are convenient for staffs. However, disseminating information in all channels of personnel was at lowest level. Thus, it should have further study about the source of problem and the solution for improvement.

3.   The level of understanding in the process of getting a higher position was moderate, indicating that personnel do not understand due to the lack of knowledge about procedures.

Acknowledgements

Reference

Alongkorn, C. (2003). *Development of Operations in the Maintenance Technician Department,* Mahasarakham Technical College. Independent Study, Master of Education, Program in Educational Administration, Graduate School, Mahasarakham University.

Butsara, S. (2018). *The process of promotion of the staff of Suan Sunandha Rajabhat University.*

Chiranan, C.(2011). *Guidelines for developing personnel's operational potential Muang Yang Municipality, Yang District, Nakhon Ratchasima Province.* Master of Public Administration Independent Study Report, Department of Local Administration, local government college, Khon Kaen University.

Chuchai, S. (2 0 0 1) . *Training of personnel in the organization.* (3 rd edition). Bangkok: Chulalongkorn University Printing House.

Jariya, R. (2 00 9) . *S t ory t e l l i ng The key to success at work.* Retrieved from www.km.mut.ac.th/index.phd?view=article.

Meethongjan, K. and Tachpetpaiboon, N. (2015) . Competency-based training to develop basiccomputer skills for the elderly: a case study of the Dusit community*, Bangkok, Thailand. Procedia - Social and Behavioral Sciences*, vol. 197(25), pp. 2520-2525.

Newdee, T. (2 0 0 1) . *Guidelines for human resource potential development of Chaman Subdistrict Municipality, Makham District, Chanthaburi Province. Independent Study*, Report of Bachelor of Public Administration, Department of Local Government, College of Local Government, Khon Kaen University.

Paksunee, D. (2 019) . *Readiness to produce academic works for higher positions.* of university staff in academic support under Mae Jo University Chiang Mai Province Mae Jo University

Witoon, S. (1998). *Human resource development.* Daily Manager, 7.

Witthaya, M. (2018). *Entry to a higher position (professional) "Job evaluation writing".*
Lecture documentation.

Sonthaya, P. (2004 *). Theories and Principles of Community Development.* (5ᵗʰ edition).
Bangkok: Odean Store.

Seksan, O. (2 014) . *Motivation Factors Affecting Work Efficiency of Employees Mattecom Co., Ltd.* Independent Study Master of Business Administration, Business AdministrationProgram, Graduate School, Sripatum University

Sopha, C.C. (2001). Personality and conscious leadership. *Royal Institute Journal*, vol. 26(1), pp.
177-129.