

IMPLEMENTATION OF THE GOOGLE FORM APPLICATION TO ADMINISTRATOR LEADERSHIP TRAINING ACTIVITIES AT THE HUMAN RESOURCES DEVELOPMENT AGENCY IN BENGKULU PROVINCE

Author:

¹Muh. Rivandy Setiawan*, ²A. Ramadanni

Affiliation:

¹Universitas Muhammadiyah Bandung

Jalan Soekarno-Hatta No. 752, Cipadung Kidul, Bandung – Jawa Barat

²Pemerintah Provinsi Bengkulu

Jalan Pembangunan No. 1 Padang Harapan, Gading Cempaka – Bengkulu

Email:

rivandy943@gmail.com

***Corresponding Author**

Muh. Rivandy Setiawan

Fakultas Sains dan Teknologi

Universitas Muhammadiyah Bandung

rivandy943@gmail.com

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ABSTRACT

Technological developments in terms of attendance allow event organizers or agencies to record attendance more easily. Before there was digital attendance filling, all were filled manually with paper and signatures. As a result, it is often difficult to record attendance and it takes a long time to record attendance. Currently, an example of technology that is present to overcome problems in attendance is the use of Google Forms. Google Forms is an application from Google that is general in nature and can be accessed at no cost or free. Google Forms can be used across a variety of devices. This study aims to determine the effectiveness of using Google Forms in filling attendance at the HRD Agency OF Bengkulu Province. The research method used is a qualitative research method with a descriptive approach. Collecting data by means of observation, interviews, documentation, and focus group discussions. As a result, participants and organizers found it helpful to use Google Forms for attendance, plus the signature of each participant when filling out attendance. The use of Google Forms in organizing apparatus leadership training activities at the HRD Agency of Bengkulu Province can be available for free, easy to operate, and can be accessed anywhere and anytime. The problems faced are sometimes unstable networks, PICs who still don't have a Google account, and some participants who still don't understand how to fill out Google Forms. Efforts made by HRD Agency of Bengkulu Province were to replace the wifi network with a personal data network, conduct a brief socialization of the creation of a Google account as well as the creation of a Google Form, and socialize to participants about filling out Google Forms to completion.

Keywords: Application use, education and training, leadership training, Apparatus Attendance

INTRODUCTION

The progress of an agency, community, or organization is of course supported by various resources. Many of these various forms and variations of resources are operated by one large resource, namely Human Resources (HR). Human resources play many roles in carrying out activities within an agency, community, or organization and determine the success of the activities carried out. Specifically for the management of human resources in education and training to advance agencies, it is regulated and managed in an agency whose function is to maintain relations between human resources and agencies, namely the Human Resources Development Agency (BPSDM Riau, 2018).

The presence of qualified human resources certainly needs to be supported by technological developments which are also in line. The goal is none other than to advance the institution. The development of information and communication technology is currently providing a variety of information for the community. Not only that, the current technological sophistication also facilitates a variety of people's work. It is easier for the public to access information in various fields, especially in the field of government related to presence and evaluation of activities that all use internet technology (Djafar et al., 2022).

Technological developments in terms of attendance allow event organizers or agencies to record employee attendance more easily. Before filling in attendance digitally, everything was filled in manually with paper and signatures. As a result, it is often difficult to record the attendance of a number of employees and it takes a long time to record attendance.

Currently, an example of technology that is present to overcome problems in presence is the use of Google Forms. Using the Google Form itself is quite easy, participants only need to fill in the Google Form link that was sent and it will also be automatically registered with the event organizer or agency. (Arief, 2017).

Google Form is an application from Google that is general in nature and can be accessed free of charge or free. Google Form can be used through various devices such as laptops, computers, and smartphones. Besides being used to fill attendance, Google Forms are also used to fill out surveys and various other activities (Arief, 2017; Djafar et al., 2022).

. Participation of participants in filling out the Google Form is also required so that agencies or activity organizers can easily record data. This participation can help facilitate both the organizers and the participants who attend. Therefore, skills are needed from the

organizers in making Google Forms as well as the ability of participants to fill them out properly (Winata & Dimuksa, 2014).

The implementation of Field Practice by researchers in Administrator Leadership Training activities aims to assess the effectiveness of using Google Forms which can facilitate the work of PIC (Person In Charge) in activities. Apart from that, the presence of researchers is also to provide understanding and knowledge to PICs in matters relating to the creation of Google Forms and their use in ALT. This ALT was carried out at the Human Resources Development Agency (HRD Agency) OF Bengkulu Province with the aim of training structural administrator leadership that develops ASN competencies (Lembaga Administrasi Negara, 2020).

METHODS

The research method used is a qualitative research method. This method was chosen so that researchers can find out more deeply about the conditions that occur in the field. This is consistent with the nature of qualitative research, namely researching about life, daily life, or individual or group activities. Qualitative research here can help researchers understand the activities of individuals or groups and the way they see their world. Therefore, it can be concluded that the use of qualitative research methods is to understand various concepts that actually occur in research. This concept can be in the form of habits, conditions or circumstances that are real and in accordance with what is happening in the field (Salim & Syahrums, 2012).

The research locus was carried out at the HRD Agency of Bengkulu Province. The data obtained by researchers are primary and secondary data. Primary data is data obtained through direct observation and interviews with informants. While secondary data is in the form of photo documentation and other documents related to the Google Form at Administrator Leadership Training function in attendance at Administrator Leadership Training activities. The approach chosen by the researcher in this Field Practice is descriptive. The choice of this approach is because the descriptive approach is used to describe everything that happens in the field. The data obtained by the researcher can be in the form of words or behavior which will be included in the analysis later (Harahap, 2020; Salim & Syahrums, 2012).

Data analysis is an effort to systematically compile data. Analysis is carried out to organize the data obtained in the field. These data are the result of observations, interviews, and other

data collection processes that have been carried out by researchers. Qualitative research develops the basis of events obtained while in the field. Therefore, data analysis was carried out during data collection, so that researchers collected data accompanied by data analysis (Rijali, 2019; Salim & Syahrums, 2012).

Data analysis was carried out in three activities according to Miles and Huberman in Rijali (2019) namely data reduction, data presentation, and drawing conclusions. Data reduction is the process of summarizing the data that has been collected. Presentation of data is the presentation of a set of information in the form of text, charts, and so on. The purpose of presenting this data is to help researchers draw conclusions. The last process is drawing conclusions. Data that has been verified and confirmed to be correct are then drawn conclusions to be explained in the report.

RESULTS AND DISCUSSION

Research conducted at HRD Agency of Bengkulu Province by researchers has several results related to the use of Google Forms in attendance as well as evaluation of Administrator Leadership Training activities. Please note, Administrator Leadership Training is a structural administrator leadership training. Administrator Leadership Training participants are civil servants (PNS) who have met the requirements to take part in Administrator Leadership Training activities based on rules made by the institution. The competencies that are expected to be obtained by participants after participating in the Administrator Leadership Training are the insights, attitudes, skills that a civil servant should have in carrying out his/her official duties (Yamin, 2020).

The position referred to here specifically is a group of administrator positions in government agencies. The results obtained by researchers in the Field Practice held are grouped into several topics of discussion to make it easier for readers to understand the essence of the problem and its discussion (Lembaga Administrasi Negara, 2020).

The researcher made observations at the Administrator Leadership Training activity site, namely the HRD Agency of Bengkulu Province. Interviews were conducted with three informants, with the following data:

Table 1.

Data Informants

Data Informants		
No	Name	Position
1	Supawi, S.E	Civil Servant
2	Essi Perduati, S.STP	Civil Servant
3	PIC in Administrator Leadership Training is 4 people	Civil Servant

Source: Data Administrator Leadership Training at HRD Agency of Provinsi Bengkulu, 2022

Administrator Leadership Training Activities at BPSDM Bengkulu Province

Administrator Leadership Training activities are activities carried out to improve performance and produce administrator officials who meet the criteria. Based on Government Regulation Number 11 of 2017 concerning Management of Civil Servants, administrator officials must have guaranteed accountability so they can lead all activities efficiently. Administrator Leadership Training is a leadership training that is regulated based on government regulations (Yamin, 2020).

The Administrator Leadership Training activities at the HRD Agency of Bengkulu Province were held for 91 days and the samples taken by the researchers were from 17-21 May 2022. The number of participants in the Administrator Leadership Training was 22 people and the informants taken by the researchers were as many as 5 people with the following data:

Table 2

Sample Data of Training Participants

Sample Data of Administrator Leadership Training Participants		
No	Name	Employee ID
1	Irwan Efendi, S.E, M.M	Participant
2	Khristian Hermansyah ,ST, M.Si	Participan
3	Ekosyah Putra	Participan
4	Yudan Harto, S.Kep, M.Si	Participan
5	M. Syafiri, S.Pd	Participan

Source: Data Administrator Leadership Training at the HRD Agency of Bengkulu Province, 2022

Administrator Leadership Training participants are those who have fulfilled the requirements to take part in Administrator Leadership Training as stipulated in the State Administrative Agency Regulations concerning Administrator Leadership Training. The scope of the Administrator Leadership Training includes three, namely implementation planning, implementation, and supervision and control. These three are the scope of holding Administrator Leadership Training which is the basis for organizing activities in order to meet the goals and targets within the institution.

Participant requirements to take part in the Administrator Leadership Training include administrative requirements, document requirements, and age limits. Administrative requirements for Administrator Leadership Training participants are civil servants with rank, and the last class, the lowest is an administrator, and class III/c with a minimum working period of 3 years. The next condition is that participants are civil servants who have supervisory positions or administrator positions. The third condition is that civil servants who do not hold positions must participate in the selection of potential participants and pass the selection. Finally, participants are proposed in writing in accordance with applicable regulations.

The document requirements for Administrator Leadership Training participants are in the form of a decision regarding the appointment for the last position occupied, a letter of assignment from an official who has the authority to carry out the process of appointing, transferring, and dismissing ASN Employees or Personnel Development Officers from the participant's home institution, a statement letter healthy from a government doctor, drug-free statement, and a statement of willingness. Furthermore, the age limit for Administrator Leadership Training participants is 8 years before the age limit for retirement for supervisory positions and 5 years before the retirement age limit for prospective participants who have administrator positions. Participants must meet these three requirements to be able to take part in the Administrator Leadership Training.

The minimum number of Administrator Leadership Training participants in one batch is 30 and a maximum of 40. The number of participants in the HRD Agency of Bengkulu Province is 122, this number is not in accordance with the provisions. However, further in the regulations, namely that if the number of participants does not comply with the provisions, it can still be carried out with the written approval of the head of the State Administration Agency, taking into account other factors.

The infrastructure needed to organize Administrator Leadership Training is a hall, classrooms, seminar rooms, computer rooms, learning support facilities, secretariat rooms, fitness rooms, participant dormitories, training staff quarters, libraries, dining rooms, sports facilities, entertainment facilities, units health, and a place of worship for participants. In order for the learning process to run well, it must meet the layout in the classroom. One group of Administrator Leadership Training is 5 people.

The implementation time for Administrator Leadership Training activities at the HRD Agency of Bengkulu Province has met the requirements, namely 91 days. The details of the activities are in the form of classical and non-classical activities. Classical training can be carried out with a period of 31 days and 60 days of non-classical training. Participants occupy dormitories during on campus training and are also given activities that support physical health.

Activities while off campus are additional strengthening of learning materials provided online and the aim is to increase knowledge to support the implementation of changes in organizational performance. Strengthening the material carried out is carried out by the head of the institution in charge of organizing the training and also the head of the unit that organizes human resource development from the participating local agencies.

Evaluation of Administrator Leadership Training participants is carried out as an assessment that assesses what has been achieved. The various aspects of evaluation are the first evaluation of substance. Evaluation in this aspect consists of evaluating organizational performance field studies, actions to change organizational performance, behavioral attitudes, and the final evaluation of the participants. Next is the evaluation of the training personnel which is carried out to assess the various abilities possessed by the training personnel. Training personnel are content providers, testers, trainers, and mentors. The final evaluation is the mentor evaluation.

Implementation of Participant Presence with Google Form

The application of online attendance for each Administrator Leadership Training participant certainly makes it easier for the organizer to record the participants who attended. The presence of the Google Form can certainly help the organizers of the Administrator Leadership Training in recording and evaluating the activities that took place that day. Previously, attendance was carried out using paper signed by the participants. The difficulty in using this paper is quite a lot.

The first difficulty is that it is prone to being lost or scattered. As a result, data collection cannot be carried out optimally. Another problem if you don't use Google Form is the calculation of data that could be wrong because it's done manually. Furthermore, the use of paper is not environmentally friendly. In fact, government organizations or agencies should have implemented zero paper to improve and protect the environment.

The presence of online presence is certainly a solution for agencies and other parties in carrying out activities. Google Form also has a display that makes it easy for users to use it. Participants on the other hand don't have to bother carrying stationery and filling out attendance papers. Next, this activity is more environmentally friendly because it doesn't use stationery at all and the stored data also doesn't get lost or scattered, because it will go straight into Google Drive.

Google Form has become a service that is currently loved by the public, especially because of the COVID-19 pandemic which limits direct contact. This is also the basis for online presence in PKA activities, namely to reduce direct contact and reduce cases of COVID-19 in the community.

The use of the Google Form as a presence in Administrator Leadership Training activities is handed over to each PIC (Person In Charge) to register participants. Observations made by researchers found that some PICs did not know how to operate Google Form. Therefore, the researcher conducted a brief outreach to 4 PICs so they could operate the Google Form and not cause traffic in loading presence data.

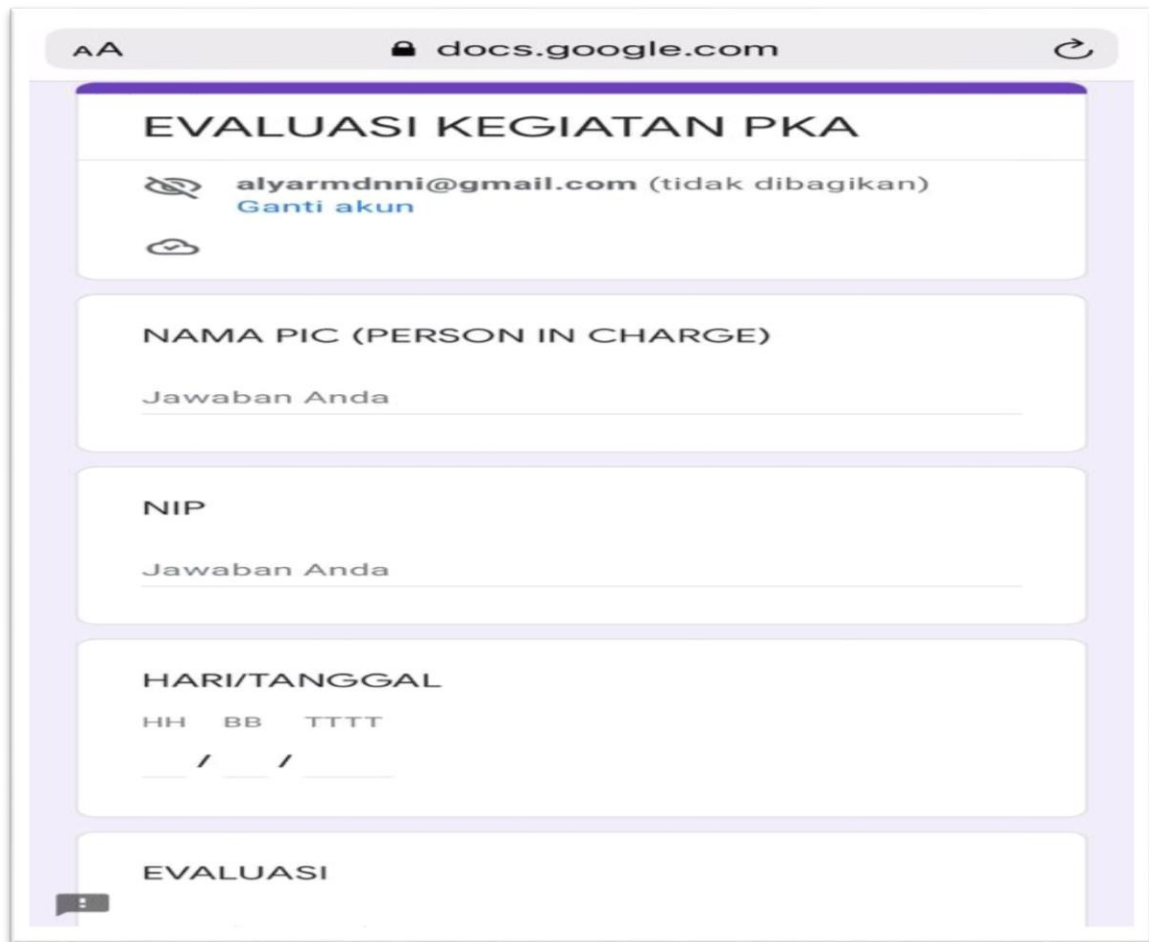
An interview conducted by the researcher with one of the PICs resulted in the ease of recording the participants' data, that "Previously we only used ordinary data collection, such as signatures. Now that you are familiar with Google Form, it feels easier because it appears automatically." In addition, when interviewed by researchers, Supawi, S.E as the organizing committee admitted that he felt helped because the Google Form made queuing for participant data faster. "Yes, if you don't use the Google Form, it feels like the data collection will create a queue at the door. It's just as good as this, the rest of the login and then immediately fill in the data."

Implementing Google Form Presence by Using a Signature

Google Form in filling out attendance has the ability to fill in information (in this case presence) in real time. Thus, the attendance that is filled in by the participant will immediately

appear automatically in the Google Form attendance generator. There are several advantages of presence with Google Form when compared to conventional presence in general. First, Google Form is free. Google Form creators only need to have a Google account and login to their account to create Google Forms, as shown below:

Picture 1.
Display google forms

The image shows a screenshot of a Google Form titled "EVALUASI KEGIATAN PKA" (Evaluation of PKA Activities). The form is displayed in a browser window with the address bar showing "docs.google.com". At the top, the user's email is "alyarmdnni@gmail.com" with a link to "Ganti akun" (Change account). The form contains three main sections: 1. "NAMA PIC (PERSON IN CHARGE)" with a text input field containing "Jawaban Anda". 2. "NIP" with a text input field containing "Jawaban Anda". 3. "HARI/TANGGAL" (Date) with a date picker showing "HH BB TTTT" and a format of "___ / ___ / ___". At the bottom, there is a section labeled "EVALUASI" with a small comment icon.

Source: Research Results

The Google Form results that have been created will immediately appear and be stored in the creator's Google Drive. Second, the Google Form which is automatically stored in Google Drive can be accessed anytime and anywhere. This of course makes it easier for the creator of the Google Form to review again if there are data errors or something needs to be looked at again. Next, Google Form provides easy access for other people added by the creator as collaborators. This means that these people can freely edit the Google Form that has been created.

The next convenience offered by Google Form is a calculation that is certain to be accurate and thorough because it is run by a computer. As a result, Google Form creators will find it easier to recapitulate the data that has been created. This is the consideration for choosing Google Form in the presence of Administrator Leadership Training activities at the HRD Agency of Bengkulu Province.

Interviews were conducted at four PICs at once after the socialization by the researchers got satisfactory results. All of them said they felt helped by the presence of electronic signatures on the Google Form to record participants. One of the PICs said, "Before there was no signature like this, so just in case the data is not manipulated."

This convenience can be easily obtained by Google Form creators with adequate internet access and by first creating a Google account. The next problem that arises and becomes a challenge for researchers is the authenticity of the Google Form presence. This is because everyone can just log in and fill in someone else's name without the person concerned being present. As a result, people who are not present can also be recorded.

The anticipation that the researcher thought of to overcome this problem was to make a presence complete with the personal signature of each participant. Having a personal signature means that each participant must fill out their own Google Form and avoid cheating. This can also help researchers because the number of data manipulation in the field can be reduced.

The signature has the main function as the identity of the signatory and guarantees the truth of the contents and documents that have been signed. Digital or electronic signatures function as a tool for authentication as well as verification. A digital signature consists of the identity of the party holding the signature and complete and authentic electronic information. Furthermore, electronic documents that are distributed through electronic media whose approval is recognized are digital signatures and not wet signatures originating from scanners (Abraham et al., 2018).

This convenience also helps the organizers who feel that attendance reports are more in line with reality. "If for example there is a Google Form without a signature, it can be manipulated. If there is a signature, it can at least lower that number." Said Essi Perduati, S.STP as the organizing committee. The researcher also provided a brief socialization for PIC as additional insight if at a later date a Google Form presence with a signature is required as shown below:

Picture 2.
Google Form Presence With Signature



Source: Research Results

Creating a Google Form presence with this signature is quite easy. Authors only need to add a new column and provide a signature title so that participants can fill in their respective signatures. This is a brief socialization as well as the work of researchers so that in the future the organizers can be helped.

Obstacles and Solutions Encountered in the Field

Preparation, filling, and brief socialization of the use of Google Forms by researchers have been carried out. However, of course there are still some obstacles encountered by researchers in its implementation in the field. Some of the obstacles encountered by researchers are as follows:

1. The network is sometimes unstable.

Making and filling in Google Forms can run well if there is an adequate network. This of course will be a problem if the internet network is unstable. The solution is the wifi network

that was originally used by the participants and then changed to their respective data networks. This can happen because wifi devices often can only support a few devices. When more than it should, the network becomes slow.

2. Some PICs still don't have a Google account

Ownership of a Google account is required to record attendance that has been filled so that it can be reviewed again. Even though the creator of the Google Form already has a Google account, PICs also need to have a Google account to make it easier to become collaborators and to be able to review participant attendance data. The solution, the researchers conducted outreach to PICs who did not have a Google account so that they could have an account and become collaborators in participant presence data via Google Drive.

3. There are still participants who don't understand how to fill out the Google Form

Participants who still can't fill out the Google Form are a new challenge because it can increase the time for attendance. The solution is to do a brief outreach beforehand to fill out and sign the Google Form. In addition, participants who were able to directly teach participants who could not.

CONCLUSION

Technological developments in terms of attendance allow event organizers or agencies to record attendance more easily. The use of the Google Form in filling out attendance helps event organizers and participants because there is no need to extend the queue at the door as is done in conventional attendance. Using the Google Form itself is quite easy, participants only need to fill in the Google Form link that was sent and it will also be automatically registered with the event organizer or agency.

The benefit of Google Form in organizing the Administrator Leadership Training at the HRD Agency of Bengkulu Province is that Google Form is available free of charge, easy to operate, and can be accessed anywhere and anytime. The problems faced by researchers in this Field Practice were the sometimes-unstable network, PICs who still didn't have a Google account, and some participants who still didn't understand how to fill out the Google Form. The solution taken to overcome this problem is to replace the wifi network with a personal data network, conduct a brief socialization on creating a Google account as well as creating a Google Form,

and outreach to participants about filling out the Google Form until it's finished. Suggestions for Field Practice activities at the HRD Agency of Bengkulu Province, namely the need for socialization in the future for attendance at activities like this and increasing wifi speed might be something the agency can think about because it is not only for Administrator Leadership Training events, but several other events that have participants above the capacity of the wifi device so that participants can more easily access the internet.

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