Socialization of Making Job Application Letters, Curriculum Vitae and Interview Preparation and Understanding Psychological Testing for High School Students

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A R T I C L E I N F O

A B S T R A C T

In order to carry out the tri dharma of higher education and As an effort to improve the quality of prospective senior high school graduates, the Trisakti Transportation and Logistics Institute research lecturer team was called upon to carry out this. Community Service by holding events whose topics are tailored to the needs of students as basic knowledge and preparation before entering the world of work. For this reason, educational institutions also pay special attention to prospective high school graduates who are expected to be ready and more confident when they enter the work industry. The method presented in the program above is through offline outreach and education, and the implementation of the activities will be carried out at State High Schools.

INTRODUCTION

Unemployment is a common problem faced in many developing countries, not only in Indonesia. Unemployment and poverty have a correlation in the order of people's lives. This is related to increasing unemployment, so the poverty level will also increase. Figures on the open unemployment rate based on education level in Figure 1 show that unemployment from 2022 has decreased compared to 2021, although it does not show a significant decrease. The Central Statistics Agency (BPS) recorded that there were 7.99 million unemployed people in Indonesia, and this number reached 5.83% of the working age population as of the end of February 2023 and the highest number of unemployed people were vocational high school (SMA/K) graduates (Tim, 2023).

Tingkat Pendidikan 2	Tingkat Pengangguran Terbuka Berdasarkan Tingkat Pendidikan	
	2021	2022
Tidak/Belum Pernah Sekolah/Belum Tamat & Tamat SD	3,61	3,59
SMP	6,45	5,95
SMA umum	9,09	8,57
SMA Kejuruan	11,13	9,42
Diploma I/II/III	5,87	4,59
Universitas	5,98	4,8

Figure.1 Open Unemployment Rate Based on Education Level (BPS, 2023b)

The government is not remaining silent in dealing with this situation, although in alleviating poverty we cannot completely pin our hopes on the government because the government's role is only as a facilitator, the perpetrators of success are actually in the community itself. In order to remain competitive in terms of the quality of human resources in Indonesia, the government has budgeted funds for the Smart Indonesia Program so that the Government hopes that school-aged children who have dropped out of school can return to school so that educational equality can be achieved. (BPS, 2023a) .

Figure 2. School Dropout Rates by Level of Education and Demographic Characteristics, 2023

In Figure 2, which has been published by (BPS, 2023a) , the higher the level of education, the higher the school dropout rate. This pattern occurs for both male and female students who live in urban areas. The factors that cause students to drop out of school in this publication are due to (1) students' inability to complete lessons, (2) not having money for school, (3) experiencing serious illness, (4) being forced to work to help family or parents, (5) helping parents work in the fields, (6) being expelled by the school. Inequality in completed educational attainment occurs based on family economic status. Figure 2 below shows that the better the household economic condition, the higher the level of education completed.
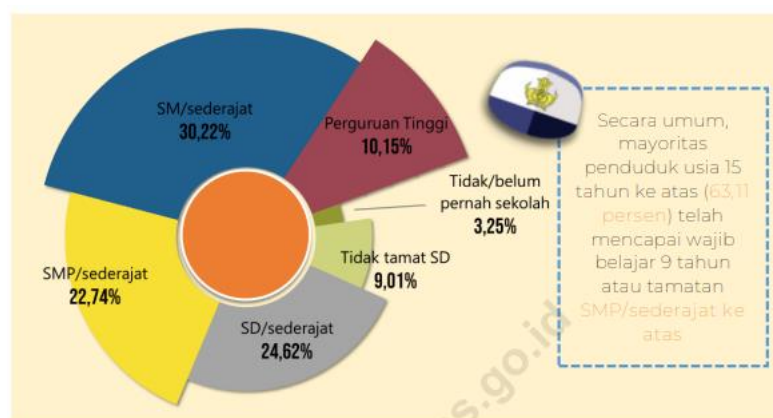

Figure 3. Highest Level of Education Completed by Residents Aged 15 and Over, 2023

The goal of educational development is to ensure quality education that is inclusive, equitable and increases lifelong learning opportunities for all. Therefore, education must be accessible to every community without being limited by age, place or time (BPS, 2023a) . However, given the opportunity of time, the financial conditions of students and the scale of priorities faced in their daily lives, even though education is mandatory, it does not mean that high school graduates, especially high school graduates, will not be able to have the opportunity to work. According to the General Chairperson of the Indonesian Employers' Association (Apindo), the workforce in Indonesia is still dominated by low-skilled workers . (Ekaptiningrum, 2022) . In facing the world of work, of course, it is not only necessary to prepare academic achievements, but also the skills that accompany it. The high level of educated unemployment is closely related to economic growth, which can be interpreted as limited employment opportunities and a mismatch between employment and education (Fatma, 2021) Apart from the skills that need to be prepared, mental and administrative readiness is needed regarding the procedures for submitting job applications.

According to Law no. 20 of 2003 Education is a conscious and planned effort to create a learning atmosphere and learning process so that students actively develop their potential to have religious spiritual strength, self-control, personality, intelligence, noble morals, and the skills needed by themselves, society, the nation and country. The meaning of education can simply be interpreted as a human effort to develop his personality in accordance with the values of his society and culture. Thus, no matter how simple the civilization of a society, an educational process occurs or takes place within it. That's why it is often stated that education has existed throughout human civilization. Education is essentially a human effort to preserve his life. *Interviews*, recruitment, and applicants from various educational backgrounds have become routine activities every day. This long process is certainly very tiring for all job seekers. Like it or not, no matter how difficult the test is, even though they fail many times in the selection stage, the applicants seem to keep coming. Recruiting and selecting prospective employees has become increasingly difficult lately. In reality, today's high school/K graduates are really not ready to work. The subjects listed on the list of grades on the diploma may only be limited to vocational theory.

Based on the explanation above, it can be seen that SMA/K students are not ready to enter the world of work. A total discussion of how to make a job application letter, curriculum vitae, and interview tricks is very necessary to introduce and so that students can prepare themselves to face the recruitment process. Therefore, psychological test question surgery training like this should be used as important training for students to increase the chances of passing the recruitment selection stage and reduce the unemployment rate which is dominated by high school/K graduates. The increasing number of unemployed due to the Covid-19 pandemic is one of the problems faced by various countries, including Indonesia. Since the outbreak of the pandemic in March 2020, the number of unemployed has increased by 2.67 million people. Thus, currently the government records that there are 9.77 million people in the workforce who are unemployed. This figure is equivalent to 7.07 percent of the total workforce, namely 138.2 million people. The main contributor to the open unemployment rate comes from SMA/K graduates, namely 13.55 percent. Based on data from the Central Statistics Agency (BPS), according to education completed, of the 9.77 million open unemployment figures, 13.55 percent were SMA/K graduates, 9.86 percent were high school graduates, 8.08 percent were diploma graduates, 7.35 percent university graduates, 6.46 percent junior high school graduates, and 3.61 percent elementary school graduates. (Source Kompas.com).

Of the total population who do not have jobs, the most dominant are Vocational High School (SMA/K) graduates. This pattern is the same as the previous year. "High school/K graduates are still the most (unemployed) compared to graduates of other levels of education, namely 11.45%," Meanwhile, the least unemployed are those with elementary school (SD) education and below, namely 3.13% . This is also reflected in the Indonesian workforce which is dominated by elementary school graduates and below. In second place, the highest number of unemployed people are high school graduates with a percentage of 8.55%, followed by university graduates at 6.97% and Diploma

I/II/III graduates at 6.61%. Meanwhile, the second lowest number of unemployed people are junior high school graduates with a percentage of 5.87% in February 2021. Down compared to August 2020 which was 6.46% and up from February 2020 which was 4.99%. (Source CNBCIndonesia.com).

Psychological tests and job interviews are a package in the selection process for prospective employees carried out by a company. This test aims to find people who are suitable and suitable, both in terms of intelligence level, as well as traits and personality or to get " *the right man in the right place* ". Another rationale for why selection is necessary is that there are differences in the potential of each individual. These differences will also determine differences in thought patterns, behavior, interests and views on things. This condition will also affect work results. Psychological testing is part of the selection process for a job vacancy, which often has important meaning. Psychological tests, believe it or not, are tools for capturing applicants' tendencies, which include intellectual abilities or personality. These two things will of course be adjusted to the characteristics of the jobs available. The psychological testing process itself is quite specific: it starts with companies that open job vacancies for several positions. Then the company determines a number of qualifications that job applicants must meet. For efficiency reasons, companies usually ask for help from applied psychology institutions to carry out the necessary psychological tests. The next step, with a description of the qualifications set by the company, the agency tries to capture the abilities and tendencies to fulfill these qualifications.

The next process is an interview test, this test is carried out to explore data that is not obtained from the written test. For example, what are the reasons for choosing a major/specialty program, interests and self-concept, salary/income you want to earn, and so on. What is no less important in influencing judgment is the suitability of the data. Is the data written by the candidate true? In the context above, it is impossible for a candidate to lie to a psychologist. It's also risky if he doesn't answer truthfully. His personality is openly dishonest, even though honesty is an important prerequisite for the company. Sometimes there are companies that don't use written tests (psychological tests) but only use job interviews. It all depends on the purpose of the examination, the availability of data which may be complete, and does not require appearance or posture. For example, if you need a computer operator, the important thing is that he is computer literate and has sufficient intelligence. To successfully face the psychological test, there are several things that need to be prepared, including:

Physical Preparation: a. Prepare yourself with enough rest. Often, a person is actually capable of taking the test. However, poor body condition (decreased immune system) can affect psychological test results. b. When taking a psychological test, try to be in a really healthy condition. If you are sick, try discussing with the test organizer whether it can be postponed, because working on psychological test questions requires concentration, precision and calm. c. Try not to take medication that has a sleeping effect, because it can cause drowsiness when taking the test d. Have breakfast first. Sometimes the psychological test that is measured is physical or mental endurance. Being hungry or on an empty stomach will affect concentration and will definitely interfere with the smooth

running of the psychological test. Mental Preparation, a. Have a strong belief that the job position you will enter truly suits your abilities and desires, b. Always think positively and be confident and confident in your abilities. Eliminate feelings of anxiety or worry, so that you are calmer and ready to carry out all the tasks given. c. Do each task as optimally as possible. If you can't answer all the questions because time runs out, there's no need to be discouraged or disappointed. Stay enthusiastic so that the selection process for prospective employees can run well to produce the best.

In research (Susanto & Amanda, 2023) , mentions the recruitment process done For get candidate quality personnel through an interview process and psychological tests . Good recruitment process will operate behavioral event interview stages for get accurate interview results (Susanto, Sawitri, et al., 2023). After the human resources department received interview test results next to stages psychostest For see interest talent candidate employee (Susanto, Parmenas, et al., 2023) , In the interview and psychological test process which becomes Another consideration is appropriate competency field it works (Nuraeni et al., 2022) , Company start-up apply rewards based on results Work employees determined in the Company's strategic management (Susanto, Ali, et al., 2023) . Recruitment effective will No Lots emit cost For get quality employees (Faustino & Sulistya, 2022) . After get Company employees have not quite enough answer For develop potency employee become talent (Breaugh, 2008) . Progressive company during the recruitment process his in accordance standard operation procedure (Huang et al., 2018) . Management For develop employee must own the right method like regular training and using training needs analysis (Acikgoz, 2019) .

IMPLEMENTATION AND METHODS

Activity devotion to this Society held with Method : (1) Interactive lecture/presentation. (2) Case studies, *role plays* and practice. (3) Make an implementation plan. Socialization related provision graduate of enter the world of work is A interesting activity For known and studied more continued by students and students especially at SMAN 62 East Jakarta. Not only students and students are interested , even teachers are also interested with activities that have been done For add insight and adaptation to trends or information latest. The implementation of this socialization is to develop self-confidence, motivation and prepare students to enter the world of work starting from preparation for administering job applications, psychological tests *and* interview stages.

Table.1 Matrix

No	Parements	Solution
1	Level of basic knowledge of student motivation for success in a career.	Students / i given knowledge base related the motivation needed to be successful in career .
2	Still minimal knowledge students / i in understand the procedures making letter application Work .	Students / i given knowledge to students / i regarding procedures _ making letter application jobs that are in demand by industry .
3	Making a CV or Curriculum Vitae or *Curriculum Vitae* that is in demand by industry	Students / i given some inside tips CV making and some possible examples _ served as description preparation creating an attractive CV .
4	Psychological testing and preparation maturity general *interview* _ will carried out by the candidate applicant Work .	▪ Presentation of an overview of the types of psychological tests that prospective applicants will generally experience. ▪ Students are given interview preparation tips both mentally, attitudinally and physically. ▪ Description of the interview situation

The outcomes to be sought and achieved through this PkM activity: Increasing the knowledge and awareness of students to prepare themselves before entering the work industry, by making Job Application Letters, Curriculum Vitae, and Interview Preparation towards readiness for work.

RESULTS AND DISCUSSION

Application letter Work can analogous as mirror For read character applicant as recruiter . In making letter application there is style general and formal language is used . Besides that required information related identity self, element neatness in writing and what not lost importance is necessary affixing sign hand si applicant . Use effective sentences, completeness element letters and elements neatness can reflect in a way general that applicant who submitted letter application the is someone who's smart, bear it responsible , careful and diligent. Application letter work using handwriting will the more makes it easier recruiter For read at a glance character applicant. Parts letter application professional work standard arranged in a way sequentially start from head letter, date letter, attachments and subject, purpose letters, greetings opening, content letters, greetings cover and sign hand as well as Name clear applicant . Head letter serves for identity We quick known to recruiters. Head letter consists from Name personal, address complete, telephone number and email address or website. Date and month in letter written or typed in a way complete No abbreviated and

referred to the writing system official. Writing date and month placed right below head letter. Appendices and p works as information is letter application Work accompanied with document important other so that is known submitted file to recruiter. Destination letter on envelope consists from Name recipient letter, name agency/valley and recipient address letter that begins with the word "Dear" (dear) before Name recipient or the word "To". On the letter introduction started with regards opener with the sentence " With Respect" ends sign read comma (,). Content of letter is part for put forward Meaning as well as information at a glance look about teak self applicant . Letter to be filled out in a way informative , effective and systematic . Content of letter should No too long or something short . Information that is generally in content letter application Work is source information vacancies , identity / description self in a way short, saying accept love and expressions hope can there is. Closing can use the sentence "Sincerely" that ends sign read comma (,). Furthermore dab it sign hand with clear and the size is not too small and not big , use it ink colored dark or neutral like black or blue . Appropriate under sign hand affixed Name complete as well as degree (if There is).

When creating Curriculum Vitae data, it contains: containing information Name complete, place and date born applicant , home address , available telephone contacted, active email address, status, nationality and religion (if required). Furthermore be included level education start from the level education last and include information If is graduate of best . Also include relevant and current training. If you have experience apprenticeship or work also to be included, so matter his If Once combined in something organization non-profit like organization student affairs, associations, organizations hobbies and the like, if own practice in occupy something position organization should also be submitted . Performance need be delivered like reception plaque, certificate and trophy . If there is reference that is form party who can promote applicant can be delivered name and information number that can contacted .

When facing an interview , you need a strategy can prepared by participants. Basically In general , I often interview fail because participant Possible too feel tense For through tests by recruiters and applicants not enough smile so that his first *impression* not enough become initial assessment , aside That applicant No do contact eye with applicants and applicants weak in shake hands hand . For anticipate failed at the time interview expected applicant smile with eyes that show happy However No excessive . For shake hands hands did with believe yourself , no too grasp strong or weak with accompanied stare eye against talk with smile with body A little inclined to direction depat while mention Name. Appearance is also one thing attention main in assessment and before applicant interviewed so that applicant expected make impression The first one is interesting and good . Body language will done evaluation to straight body , expression face , movement , steps, head upright and sitting posture No cross your legs above the sole of the other foot . Give signal or motion body others who show polite personal habits and etiquette . Benefits of good appearance For strengthen feelings of trust yourself , giving rise to feelings of sympathy against talk and create chance reach success . Clothes worn For can noticed like clothes

don't stained , smelly , holes , buttons complete , no Dirty on shirt neck , armpits No wet , clothes to make them neat and slippery , no There is dangling seams , clothing in No translucent glance and stockings do not ripped for woman .

By cleanliness self applicant so need noticed neatness or enough beard , sideburns, mustache clean and neat, face clean and shining, hair neat, fragrant and not dandruff , body clean and not smelly, glasses fit well on face , ears and nose clean, teeth and mouth clean and fresh, as well breath No smelly, clean nails. When did it interview work, there are 7 characters that must be avoided that is feel No believe self, denigrate company before, lied , focused on salary , no know about the company will proposed , excessive in matter highlight yourself , argue in a way arrogant. Therefore required preparation self a applicant for arrived at the location the company will recruiting or test or interview like arrive at least one hour before the event starts so that applicants own adequacy time For clean up appearance, relaxing muscles and body to be more relax and focus in facing a test or interview.

Psychological test is tool help a psychologist For can understand potency applicant Good in a way ability , speed , manageability emotion , perseverance , and potential are necessary explored in the future . There are 3 aspects measured is related with intelligence , personality and attitude or method Work . There are 12 types psychological test , however along applicant school like Primary School, School Intermediate First and Last of course Already through stages psychological tests which in general have also been done is known description type psychological test . These include:

1. Tests verbal abilities (synonyms, antonyms, analogies, correlations meaning so that required multiply treasury vocabulary and its meaning)
2. Test logic arithmetic (series number with pattern or order certain)
3. Test logic mathematics related logic calculate and think logical
4. Test logic reasoning form row image
5. Test word memorization
6. Pauli or Kraepelin test or called test newspaper with do calculation simple and necessary noticed that test This measure accuracy , speed , consistency, emotion and power stand against stress. Kraepelin test usually calculation from lower to above , and the Pauli Test of on to lower.
7. Test Eartegg which was discovered by Ehrig Wartegg consisting of from eight box that has different patterns Where participant requested For be creative and draw in accordance his imagination as well as furthermore participant will requested write most liked and least liked images liked .
8. Furthermore there is test draw a person who is do something activities and applicants requested For write profession the figure he is picture the,
9. Test draw tree with carefully start from root until leaves , branches and fruit as well as affixed Name existing tree _ drawn the.
10. Test draw houses , trees and people in unity room . Test other is Army Alpha Intelligence in the form of question combination row numbers and shapes and the Edwards Personal Preference Schedule test for revealed

character and personality somebody so that recruiter understand character required by the company .

Documentation activity devotion to the attached Community under This :

Figure.4 Documentation of Community Service Activities

CONCLUSIONS AND RECOMMENDATIONS

Based on the activities that have been carried out, it can be concluded:

1. Students and female students have the motivation to continue their education at a higher level, but do not rule out the possibility of working first if their family's financial conditions do not allow it.
2. Students become more understanding in making job application letters and other accompanying administration as well as procedures for making a Curriculum Vitae that can attract the attention of companies.
3. Pupils and female students have a general idea regarding the psychological test which will be one part of the stages of entering the world of work.
4. Pupils and girls have an idea of the preparations that need to be made before and during the interview, which are related to mental, physical (appearance) and attitude readiness.

Based on the conclusions above, it is recommended that students and students:

1. Look for the latest information which is becoming a trend in making job application letters and Cirruculum Vitae which are of interest to companies.
2. Train your own attitude, way of looking, speaking and neatness in your daily implementation so that it becomes a good habit and can train a positive attitude in your students.

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