

RESULT OF DATA ANALYSIS

No	Word-formtion	Amount	Percentage
1	Acronym	18	6,6%
2	Abbreviation	2	1,65%
3	Compounding	5	4,13%
4	Borrowing	2	1,65%
5	Noun	28	22,31%
6	Verb	3	1,65 %
7	Phrase	83	68,8 %
	Total	141	100



JARGON

No	Jargons		
1	Absent list		
2	Allowance		
3	Annual Leave (AL)		
4	Application Form (App.)		
5	Appraisal Interview		
6	Attendance		
7	Attendant		
8	Attitudes		
9	Behavior		
10	Benefits		
11	Body Checking		
12	Career Opportunity		
13	Career Planning and Development		
14	Casual Worker		
15	Character		
16	Coaching / Mentoring		
17	Compensation		
18	Competence		
19	Conduct Training		
20	Contract Agreement		
21	Core Competence		
22	Corporate Social Responsibility		
	(CSR)		
23	Curriculum Vitae		
24	Daily Worker (DW)		
25	Day Off (DO)		
26	Day Off Payment (DP)		
27	Directive Interview		
	·		

28	Discipline		
29	Doctor Certificate (DC)		
30	Document Filling		
31	Employee Canteen		
32	Employee Health Insurance		
33	Employee Of The Month		
34	Employee Of The Year		
35	Extra Off (EO)		
36	Employee Orientation		
37	Employee Performance Appraisal		
38	Fired		
39	Functional Competence		
40	Functional Job Analysis		
41	Gate Pass		
42	Generic Competence		
43	Globalization		
44	Grooming		
45	Habit		
46	Headcount		
47	Hire		
48	Holiday		
49	House rule		
50	HR Calendar		
51	Human Resource (HR)		
52	Human Resources Manager (HRM)		
53	Human Resources Performance		
	Report		
54	Incentives		
55	Job Analysis		
56	Job Description (JD)		
57	Job Evaluation		

58	Job Specification		
59	Job Posting		
60	Key Performance Indicator (KPI)		
61	Labor		
62	Long Leave		
63	Management Process		
64	Manning Guide		
65	Meal Time		
66	Memorandum Of Understanding		
1	(MOU)		
67	Minute Meeting		
68	Morning Briefing		
69	Name Tag		
70	Non Directive Interview		
71	Officer Check (OC)		
72	On boarding		
73	On-The-Job Training (OTJT)		
74	Payroll, Tax, Expense and Relative		
	(PTER)		
75	Pension/ Retired		
76	Permanent Worker		
77	Personal Replacement		
78	Position Replacement		
79	Policy and Procedures (PnP)		
80	Pregnant Leave (PL)		
81	Present list		
82	Probation Staff		
83	Qualification Inventory		
84	Ratio Analysis		
85	Recruitment		
86	Remuneration		
<u> </u>			

87	Reprimand		
88	Rooster		
89	Resign		
90	Result Interview		
91	Salary		
92	Service Charge		
93	Sick Leave (SL)		
94	Staff Activities		
95	Staff Ceremonial		
96	Staff Date Base		
97	Staff Meal		
98	Standard Operating Procedures (SOP)		
99	Successful Probation		
100	Suspension		
101	Take Home Pay		
102	Talent Management (TM)		
103	Team Building		
104	Team Work		
104	Test Validity		
106	Time Keeping		
107	Training And Development		
108	Training Certificate		
109	Training Coordinator		
110	Training Evaluation (TE)		
111	Training Need Analysis (TNA)		
112	Training Schedule		
113	Turn Over		
114	Uniform		
115	Unpaid Leave (UL)		
116	Wages		
117	Wage Scale		

118	Warning Letter
119	Work Schedule
120	Lovina
121	Heliconia



ACRONYM

Jargons	Meaning
Annual Leave (AL)	Annual leave that can be
	taken after one year of
	continuous work.
Application form (AF)	Form sheets prepared by
	HRD to be filled when
	they arrive before the
	intervie <mark>w.</mark>
Daily worker (DW)	Daily workers who are
17.00	paid daily according to
	their working hours.
Day off (DO)	Hotel employee regular
S & (8'8) /	days off.
Day off payment (DP)	The day off is given to the
U A	employee but the
	employee does not have
	time to take the day off so
	that the vacation is
- FINAL STATE OF THE STATE OF T	replaced with money.
Doctor certificate (DC)	Certificate of illness from
Dr	a doctor
Extra off (EO)	Additional vacation
	provided to employees for
	time compensation given
	to the company.
Job description (JD)	The composition of the
	jobs given to the employee
	that is from his core job,
	then his generic job is the
	employee's functional job.
	Annual Leave (AL) Application form (AF) Daily worker (DW) Day off (DO) Day off payment (DP) Doctor certificate (DC) Extra off (EO)

9	Key perfomance indicator (KPI)	The keys that are included
		in the indicator in meeting
		work performance. Like
		employees who work in
		the service section or in
		other fields.
10	Memorandum of understanding	A joint agreement made
	(MOU)	between human resources
		represents the company
		with external parties such
	SPENDIDI	as schools, institutions,
	11 12 12 12 12 12 12 12 12 12 12 12 12 1	related to cooperation as
		partners.
11	Officer check (OC)	Allowances are given to
		department heads for
		being able to eat in
		restaurants using the
		officer check.
12	Policy and Procedures (PnP)	Policies and rules
	MYYYYY	provided by management.
	Pregnant Leave (PL)	The leave is given to
		female employees who are
	17	pregnant and about to give
	ADIKS	birth.
13	Standart operating Procedures (SOP)	The procedure for work
14	Training Evaluation (TE)	Evaluations are carried out
		during implementation and
		after training.
15	Training need analysis (TNA)	From KPI, whether he
		needs training or not, for
		example in the spa
		department that requires

		tarining in the field of spa
		dining, look for the
		training needed in the spa.
16	Unpaid Leave (UL)	Unpaid holiday.
17	On-The-Job Training (OTJT)	Training conducted by the
		school or institution in the
		hotel.
18	Sick Leave (SL)	Permission to leave work
		due to illness and must be
		accompanied by proof of
	SENDIDA	doctor's examination and
	1 2 1 2 1 D 1 D 1	doctor's certificate.



COMPOUNDING

No	Jargons	Meaning	
1	Human resources	Section on the employment or	
		personnel management.	
2	Minute meeting	Meeting notes created in each	
		meeting.	
3	Name tag	Identity that must be used or used	
		during work.	
4	Service charge	The biggest 10% service fee is paid	
1	1812	by guests to employees and	
	477	distributed to employees at the end	
		of each month.	
5	Take home pay	Money that can be brought home	
	ل 🚯 📑	from the work as a whole.	



ABBREVIATION

No	Jargons	Meaning
1	Payroll, Tax,	Reports relating to Human Resource
	Expense and	employment needs, related to expenditure on
	Relative (PTER)	salary, payroll, salary. Enter into budgeting.
2	Corporate Social	Social activities carried out by management,
	Responsibility	represented by human resources to help the
	(CSR)	community.



BORROWING

No	Jargons	Origin of word	Meaning
1	Lovina	Indonesia	Lovina means the name of beach
			in singaraja, Bali, Indonesia which
			also used as a part of the name of
			the Hotel, The Lovina Bali.
2	Heliconia	America	A large leafy tropical American
			plant that produces spectacular flower with lightly color.
	, s	CAS PENDI	Heliconia also used as the name of restaurant in The Lovina Bali.
1		4000	Ball.



WORD

No	Words	Words	Meaning
		category	
1	Allowance	Noun	It is a benefit, such as
			transport allowance, meal
		A	allowance, phone allowance
			etc.
2	Attendance	Noun	Employee attendance during
		Mhine	work ho <mark>u</mark> rs.
3	Attendant	Noun	Officers, room attendants,
	977	4	public area attendants, pool
// //	N .	400	attendants, laundry
7 8	_ <		attendants.
4	Attitudes	Noun	The real attitude of the
	N/ at		employees who enter the
	A 18		appraisal interview.
5	Behavior	Noun	Attitudes from those seen
		0000	from pre-inner.
6	Benefits	Noun	The things that can be given
- //	4	4	to employees who are more
	ъ.	V ~	than benefits such as
	· A	TEST	collateral incuranes.
7	Character	Noun	Personal employee
		\sim	characteristics.
8	Coaching /	Verb	Coaching (identical to the
	Mentoring		personal directs per person /
			private who is assisted until
			really capable), while
			Mentoring / mentor (can be

			more general, more
			motivating).
9	Compensation	Noun	Something that can be given
			to employees, can be in the
			form of money, working
			hours. For example he works
			more can be calculated extra
		Δ	off compensation.
10	Discipline	Noun	Actions of compliance with
			the company to employees.
11	Fired	Verb	Dismissal of mistakes made
	489.		by the most fatal employees.
	37.		Such as stealing,
			harassment, immoral play
\\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	Ex 1	(e.s)	gambling, and taking illegal
1 5		4	drugs.
12	Globalization	Noun	Fulfillment and follow the
		// mas	level of work in accordance
			with the needs of
77	(AAA)	MYY	globalization that will
	7777	<i>\\\\\</i>	continue to change.
13	Grooming	Noun	Appropriate appearance
	D.		according to the field.
14	Habit	Noun	Habits are considered bad
1			habits and sometimes good
			habits. More people think
			that habits are bad habits that
			have been brought before.
15	Headcount	Noun	Number of employees in the
			hotel.
16	Hire	Noun	Recruitment of employees

17	Holiday	Noun	Holidays that have been
	-		determined by the company
			in a year. 14 days holiday but
			not taken directly every day.
18	Incentives	Noun	Incetive here never gives
			incentives to employees.
			This incentive is given to
			employees usually in the
			form of something like
			money, bonuses, or outing
_	. 91	NDIDE	activities. The incentives
	A 19 11		made at The Lovina provide
		A.	more than once a year to
			invite outing or outbound
N S	5 S	3.5	employees.
19	Labor	Noun	Wages / financial
	W/ 10	1	statements.
20	Recruitment	Noun	Add or search for new
	1		employees or workers.
21	Remuneration	Noun	Payroll system.
22	Reprimand	Noun	Strike rate (1 2 3).
23	Rooster	Noun	Work schedule, there is such
	Da.		thing as weekly rooster,
1	v_{N_L}	IKS	monthly rooster is often
1			called schedule.
24	Resign	Verb	Resignation at the will of the
			employee himself without
			coercion from the hotel.
25	Salary	Noun	Related to take home pay,
			money can be brought home
			from the work as a whole.
26	Suspension	Noun	Dismissal

27	Uniform	Noun	Employee uniforms.
28	Wages	Noun	Salary.
29	Lovina	Noun	Lovina means the name of beach in singaraja, Bali, Indonesia which also used as a part of the name of the Hotel, The Lovina Bali.
30	Heliconia	Noun	A large leafy tropical American plant that produces spectacular flower with lightly color. Heliconia also used as the name of restaurant in The Lovina Bali.
31	Competence	Noun	Ability to work based on knowledge, skills, and attitude.



WORD PHRASE

No	Jargons	Word Category	Meaning
1	Annual Leave (AL)	Noun phrase	Annual leave that can be
			taken after one year of
			continuous work.
2	Application Form	Noun phrase	Form sheets prepared by
	(App.)		HRD to be filled when
			they arrive before the
		www.	intervie <mark>w</mark> .
3	Appraisal Interview	Noun phrase	List or interview values
		.e.s	carried out during the
		diam'r.	interview.
4	Body Checking	Noun phrase	Performed on employees
	₹ . .	IN AL	before leaving work.
5	Career Opportunity	Noun phrase	Career opportunities
	Y		provided by the company
W	- X		to employees who has
*		VI NOW	achievement.
6	Career Planning and De	veropinerase	Career planning to
1			employees and how to
			develop these employees,
	· N	DIEST	for example there are
			employees at level 2 who
			have the attitude,
			motivation, behavior,
			knowledge, good skills in
			mentors, educated and
			trained in order to become
			more professional then
			can be promoted so that it

			can increase to more
			levels high. The system
			used is the Leveling
			system (grade 12345).
7	Casual Worker	Noun phrase	Contract workers are
			limited to whose salaries
			are paid in full a month.
8	Conduct Training	Verb phrase	Who conducts training
			activities.
9	Contract Agreement	Noun phrase	Employment contracts
	0.1	ENDIDE	between management
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		representing the
1	- S	A.	company, there are
	A.V	79-60-K	employees as workers,
	S 5.		there are annual contracts
	5		that are temporary and
	N/ a	0. S	there are contracts that are
		17/ 31/30	temporary.
10	Core Competence	Noun phrase	Core work skills from the
		$\forall \vee \forall \forall$	competency itself.
11	Corporate Social	Noun phrase	Social activities carried
	Responsibility (CSR)		out by management,
	Dr.		represented by human
	7.4	DIKST	resources to help the
			community.
12	Curriculum Vitae	Noun phrase	Curriculum vitae written
			by prospective workers.
13	Daily Worker (DW)	Noun phrase	Daily workers who are
			paid daily according to
			their working hours.
14	Day Off (DO)	Noun phrase	Hotel employee regular
			days off.
		•	

15	Day Off Payment	Noun phrase	The day off is given to
	(DP)		the employee but the
			employee does not have
			time to take the day off
			so that the vacation is
			replaced with money.
16	Directive Interview	Noun phrase	Interviews conducted on
			prospective workers and
			what was asked were
			answered in accordance
		ending.	with what was directed.
17	Doctor Certificate	Noun phrase	Certificate of illness from
4	(DC)	A	a doctor
18	Document Filling	Noun phrase	All documents regarding
	\$ 5		employment, company
			regulations, permits or
	N// a		permits are filled in with
		W allow	filling documents in HRD
V		44 34.50	from job desc to SOP.
20	Employee Canteen	Noun phrase	Employee dining area
	777		during recess.
21	Employee Health	Noun phrase	In this hotel, 2 BPJS
	Insurance		employment and health
	Insurance	DIKST	BPJS insurance are used
			as employee benefits.
22	Employee Of The	Noun phrase	Reward for the best
	Month		employee on monthly
			appraisal.
23	Employee Of The	Noun phrase	Reward for staff who
	Year		have outstanding
			performance in an
			assessment year.

24	Extra Off (EO)	Noun phrase	Additional vacation
			provided to employees for
			time compensation given
			to the company.
25	Employee Orientation	Noun phrase	Introduction to hotels,
			products and so on before
			starting work.
26	Employee	Noun phrase	Performance appraisal of
	Performance		staff according to their
	Appraisal		area of expertise.
27	Functional	Adjective phrase	The abi <mark>lity to work in the</mark>
	Competence	STEP 101	field of work he works.
28	Functional Job	Adjective phrase	Associated with
	Analysis	2500 X	functional competence, so
	8	(2.5)	in this functional job
	5 M	N 645	analysis analyzed the
	N//	De Land	ability to work in
			accordance with the
W			profession of the
\		VVVV	employee.
29	Gate Pass	Noun phrase	Permit granted to
1			employees in an
	. ·		emergency.
30	Generic Competence	Noun phrase	General work abilities
			that he must generally
		_	have such as grooming.
31	House rule	Noun phrase	Company regulations
			contain disciplinary rules,
			if there are employees
			who are not disciplined
			will be subject to
			sanctions.

32	Human Resource (HR)	Noun phrase	Section on the
			employment or personnel
			management
33	Human Resources	Noun phrase	Those who serve or head
	Manager (HRM)		the management of
			employees or HR.
34	Human Resources	Noun phrase	Reports on Human
	Performance Report		Resources activities are
			made per month and then
			this report will be sent
		ENDIDIA	monthly to General
	. Ch8 !	SUBTRI	Manager as a work
		A	evaluation.
35	Job Analysis	Noun phrase	Analyzing the jobs given
	8 5	(8° 5) 7.	to employees whether
	5 00	N 645	they are appropriate or
	N/ a	ا بنجر ع	excessive or lacking.
36	Job Description (JD)	Noun phrase	The composition of the
W			jobs given to the
		VAVV	employee that is from his
	777		core job, then his generic
1	\		job is the employee's
	A		functional job.
37	Job Evaluation	Noun phrase	Performance evaluation is
			carried out by each
			department head of the
			employees in each
			department.
38	Job Specification	Noun phrase	Part of the job
			description, the more
			specific jobs are core,
			generic or functional.
	•	•	

39	Job Posting	Noun phrase	Usually post employee
			needs through online.
40	Key Performance	Noun phrase	The keys that are included
	Indicator (KPI)		in the indicator in meeting
			work performance. Like
			employees who work in
			the service section or in
			other fields.
41	Long Leave	Noun phrase	Holiday given to
			employees who have
	. 2	ENDIDIA	worked without stopping
	TAB.		for 7 years. Long leave
1	S	. A.	which is given leave for a
	AV.	1 miles	month.
42	Management Process	Noun phrase	The process of forming
	5 (1)		employees is managed by
	W	() The same of	management itself. This
		1// 2000	management is a system,
W		44	where the system is in the
		YVYY	form of inputs, processes
	777		and outputs of these
			processes, processes from
	Dr.		employees who are
	-47	DIKST	recruited and then trained
			to become truly able to
			work.
43	Manning Guide	Noun phrase	A ratio handle, the
			number of employees
			earmarked for operations.
44	Meal Time	Noun phrase	Break time for lunch,
			dinner, etc.

45	Memorandum Of	Noun phrase	A joint agreement made
	Understanding (MOU)		between human resources
			represents the company
			with external parties such
			as schools, institutions,
			related to cooperation as
			partners.
46	Minute Meeting	Noun phrase	Meeting notes created in
			each meeting.
47	Morning Briefing	Noun phrase	Each department head
		ENDIDIA	was asked to conduct a
	" (PR)"	21.22.01	briefing at the beginning
		A.	before starting work.
48	Non Directive	Noun phrase	The candidate
	Interview		interviewed sometimes
			does not connect with
	NIA	ا المتحدد ما	what the interviewer asks.
49	Officer Check (OC)	Noun phrase	Allowances are given to
V		24	department heads for
7		YVYY	being able to eat in
	777		restaurants using the
	4		officer check.
50	On boarding	Noun phrase	Newly joined staff
	1	$pike_k$	(recently recruited and
			started working).
51	On-The-Job Training (OTJT)	Noun phrase	Training conducted by the
	Training (OTT)		school or institution in the
			hotel.
52	Permanent Worker	Noun phrase	Employees with
			unlimited employment
			contracts. Have a service
1			life of more than 3 years.

53	Personal Replacement	Noun phrase	Employees who have
			stopped working or
			resigned are replaced by
			others.
54	Position Replacement	Noun phrase	Position that is replaced
			by the position of
			someone else.
55	Policy and Procedures	Noun phrase	Policies and rules
	(PnP)		provided by management.
56	Pregnant Leave (PL)	Noun phrase	The leave is given to
	- Jan 1997	ENDIDIA	female employees who
	. C & B	Server	are pregnant and about to
	(A)	A.	give birth.
57	Probation Staff	Noun phrase	A trial period before
	S .	(a.s.)	becoming a contract
	5 🐠	1-4 OC	worker.
58	Qualification Inventory	Noun phrase	Employees' work abilities
		1// 24	that have been recorded.
59	Ratio Analysis	Noun phrase	Fulfillment of manning
		YVYY	guide, ratio analysis by
	777	SSV222	analyzing the ratio of the
7			number of employees
	Dr.		with the number of rooms
	-47	DIKST	or occupancy rates, area
			etc.
60	Result Interview	Noun phrase	The results of the
			interview are accepted or
			rejected.
61	Service Charge	Noun phrase	The biggest 10% service
			fee is paid by guests to
			employees and

			distributed to employees
			at the end of each month.
62	Sick Leave (SL)	Noun phrase	Permission to leave work
			due to illness and must be
			accompanied by proof of
			doctor's examination and
			doctor's certificate.
63	Staff Activities	Noun phrase	Employee activities in an
			effort to improve working
			relationships that are
		ENDIDIE	getting better in forming
	1 64 P.	STEP 101	team work.
64	Staff Ceremonial	Noun phrase	Activities undertaken to
	AY.	7940H3_	appreciate employees
	S 20 5		who get rewards or those
	5 (1)		who are having a
	W		birthday.
65	Staff Date Base	Noun phrase	Information about
V		24	personal employment.
66	Staff Meal	Noun phrase	Food allowances for
	777		employees
67	Standard Operating Procedures (SOP)	Noun phrase	The procedure for work
68	Successful Probation	Noun phrase	Successfully passed a trial
		n I K 2 .	period of three months
			before being appointed as
			an employee.
69	Take Home Pay	Noun phrase	Money that can be
			brought home from the
			work as a whole.

70	Talent Management	Noun phrase	Employees have talents
	(TM)		that can be assigned to
			their careers.
71	Team Building	Noun phrase	Building a team so that
			they can build a team
			work.
72	Team Work	Verb phrase	Work in team.
73	Test Validity	Noun phrase	Tests for employees both
			from the document he is
			valid or not until about the
	0.5	RNDIDE	ability to work.
74	Time Keeping	Noun phrase	The process for absences,
		A	for calculating work
		2500000	hours.
75	Training Certificate	Noun phrase	Training and
	5 00.		development of work
	N/A	1 15th 10	skills.
<mark>7</mark> 6	Training Coordinator	Noun phrase	Certificate given after
W		24 34.00	completing training
	7 666	YMYY	activities.
77	O	Noun phrase	Position of employee in
	(TE)		charge of coordinating in
	Dr.		every training activity.
78	Training Need	Noun phrase	Evaluations are carried
	Analysis (TNA)		out during
			implementation and after
			training.
79	Training Schedule	Noun phrase	From KPI, whether he
			needs training or not, for
			example in the spa
			department that requires
			tarining in the field of spa
L	İ		<u> </u>

			dining, look for the
			training needed in the spa.
80	Unpaid Leave (UL)	Noun phrase	Unpaid holiday.
81	Wage Scale	Noun phrase	Wage scale, how wages
			are prepared by
			combining several
			components that affect
			employee wages.
82	Warning Letter	Noun phrase	Warning letter for
			mistakes made.
83	Work Schedule	Noun phrase	Work schedule.



JARGONS' MEANING

No	Jargons	Meaning
1	Absent list	List of absences or
		employee attendance
		lists, lists that are
		usually made in a
		month.
2	Allowance	It is a benefit, such as
		transport allowance,
	SPENDIDIA	meal allowance, phone
	1/1/20	allowance etc.
3	Annual Leave (AL)	Annual leave that can
	734000	be taken after one year
	S 1821/2	of continuous work.
4	Application Form (App.)	Form sheets prepared
		by HRD to be filled
		when they arrive before
		the interview.
5	Appraisal Interview	List or interview values
W		carried out during the
\ 		interview.
6	Attendance	Employee attendance
	4DIKer	during work <mark>ho</mark> urs
7	Attendant	Officers, room
		attendants, public area
		attendants, pool
		attendants, laundry
		attendants.
8	Attitudes	The real attitude of the
		employees who enter
		the appraisal interview.

9	Behavior	Attitudes from those
		seen from pre-inner.
10	Benefits	The things that can be
		given to employees
		who are more than
		benefits such as
		collateral incuranes.
11	Body Checking	Performed on
		employees before
		leaving work.
12	Career Opportunity	Career opportunities
	17 Par 2 1 Par	provided by the
		company to employees
	1 1	who has achievement.
13	Career Planning and Development	Career planning to
	5 90 11	employees and how to
		develop these
		employees, for
		example there are
77	TO THE PARTY	employees at level 2
		who have the attitude,
V		motivation, behavior,
		knowledge, good skills
	MDIKSE	in mentors, educated
		and trained in order to
		become more
		professional then can
		be promoted so that it
		can increase to more
		levels high. The system
		used is the Leveling
		system (grade 12345).

14	Casual Worker	Contract workers are
		limited to whose
		salaries are paid in full
		a month.
15	Character	
13	Character	1 7
16	C 1: /M	characteristics.
16	Coaching / Mentoring	Coaching (identical to
		the personal directs per
		person / private who is
		assisted until really
	SPENDIDIA	capable), while
1	100	Mentoring / mentor
		(can be more general,
	7,402	more motivating).
17	Compensation	Something that can be
		given to employees,
		can be in the form of
		money, working hours.
l V		For example he works
		more can be calculated
Ш		extra off
1		compensation.
18	Competence	Ability to work based
	ADIKST	on knowledge, skills,
		and attitude.
19	Conduct Training	Who conducts training
		activities.
20	Contract Agreement	Employment contracts
		between management
		representing the
		company, there are
		employees as workers,
<u> </u>		1 0

		there are annual
		contracts that are
		temporary and there are
		contracts that are
		temporary.
21	Core Competence	Core work skills from
		the competency itself.
22	Corporate Social Responsibility	Social activities carried
	(CSR)	out by management,
		represented by human
	SPENDIDIA	resources to help the
	A 1 2	community.
23	Curriculum Vitae	Curriculum vitae
	7	written by prospective
		workers.
24	Daily Worker (DW)	Daily workers who are
		paid daily according to
		their working hours.
25	Day Off (DO)	Hotel employee regular
		days off.
26	Day Off Payment (DP)	The day off is given to
1		the employee but the
	D	employee does not
	MDIKSE	have time to take the
		day off so that the
		vacation is replaced
		with money.
27	Directive Interview	Interviews conducted
		on prospective workers
		and what was asked
		were answered in

		accordance with what
		was directed.
28	Discipline	Actions of compliance
		with the company to
		employees.
29	Doctor Certificate (DC)	Certificate of illness
		from a doctor
30	Document Filling	All documents
		regarding employment,
		company regulations,
	SPENDIDIA	permits or permits are
4	" Paramera	filled in with filling
		documents in HRD
		from job desc to SOP.
31	Employee Canteen	Employee dining area
	5 4	during recess.
32	Employee Health Insurance	In this hotel, 2 BPJS
		employment and health
		BPJS insurance are
71		used as employee
		benefits.
33	Employee Of The Month	Reward for the best
	D	employee on monthly
	MDIKSE	appraisal.
34	Employee Of The Year	Reward for staff who
		have outstanding
		performance in an
		assessment year.
35	Extra Off (EO)	Additional vacation
		provided to employees
		for time compensation
		given to the company.

36	Employee Orientation	Introduction to hotels,
		products and so on
		before starting work.
37	Employee Performance Appraisal	Performance appraisal
		of staff according to
		their area of expertise.
38	Fired	Dismissal of mistakes
		made by the most fatal
		employees. Such as
		stealing, harassment,
	SPENDIDIA	immoral play
	A S Laurell	gambling, and taking
1		illegal drugs.
39	Functional Competence	The ability to work in
	S Grant	the field of work he
	5 000	works.
40	Functional Job Analysis	Associated with
		functional competence,
		so in this functional job
		analysis analyzed the
Ш	3 277772	ability to work in
₩	400	accordance with the
7	<i>p</i> .	profession of the
	ADIKSE	employee.
41	Gate Pass	Permit granted to
		employees in an
		emergency.
42	Generic Competence	General work abilities
		that he must generally
		have such as grooming.
43	Globalization	Fulfillment and follow
		the level of work in

heeds of globalization that will continue to change. 44 Grooming Appropriate appearance according to the field. 45 Habit Habits are considered bad habits and sometimes good habits. More people think that habits are bad habits that have been brought before. 46 Headcount Number of employees in the hotel. 47 Hire Recruitment of employees 48 Holiday Holidays that have been determined by the company in a year. 14 days holiday but not taken directly every day. 49 House rule Company regulations contain disciplinary rules, if there are employees who are not disciplined will be subject to sanctions. 50 HR Calendar The calendar that is made lists the contents			accordance with the
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50 HR Calendar The calendar that is	48	Holiday Holiday	employees Holidays that have been determined by the company in a year. 14 days holiday but not taken directly every day. Company regulations contain disciplinary rules, if there are
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made lists the contents	48	Holiday Holiday	employees Holidays that have been determined by the company in a year. 14 days holiday but not taken directly every day. Company regulations contain disciplinary rules, if there are employees who are not disciplined will be
	49	House rule	employees Holidays that have been determined by the company in a year. 14 days holiday but not taken directly every day. Company regulations contain disciplinary rules, if there are employees who are not disciplined will be subject to sanctions.

		of the activities in a
		month what are the
		activities carried out
		from the 1st to the 30th.
		Event calendar.
51	Human Resource (HR)	Section on the
		employment or
		personnel management
52	Human Resources Manager (HRM)	Those who serve or
		head the management
	ANNOIDE	of emp <mark>loyees</mark> or HR.
53	Human Resources Performance	Reports on Human
	Report	Resources activities are
	2500	made per month and
		then this report will be
	وي مدر الله	sent monthly to
		General Manager as a
		work evaluation.
54	Incentives	Incetive here never
		gives incentives to
Ш		employees. This
N		incentive is given to
7		employees usually in
	WDIKSE	the form of something
		like money, bonuses,
		or outing activities.
		The incentives made at
		The Lovina provide
		more than once a year
		to invite outing or
		outbound employees.
		1 5

55	Job Analysis	Analyzing the jobs
		given to employees
		whether they are
		appropriate or
		excessive or lacking.
56	Job Description (JD)	the composition of the
		jobs given to the
		employee that is from
		his core job, then his
		generic job is the
	SPENDIDIA	employee's functional
	WAS LAUDIDIA	job.
57	Job Evaluation	Performance
	7,000	evaluation is carried
		out by each department
	5 00 22 643	head of the employees
		in each department.
58	Job Specification	Part of the job
N.		description, the more
77		specific jobs are core,
Ш		generic or functional.
59	Job Posting	Usually post employee
7	<i>N</i> .	needs through o <mark>nl</mark> ine.
60	Key Performance Indicator (KPI)	The keys that are
		included in the
		indicator in meeting
		work performance.
		Like employees who
		work in the service
		section or in other
		fields.

61	Labor	Wages / financial
		statements.
62	Long Leave	Holiday given to
		employees who have
		worked without
		stopping for 7 years.
		Long leave which is
	<u> </u>	given leave for a
		month.
63	Management Process	The process of forming
	SPENDIDIA	employees is managed
	17 Para 1 Transport	by management itself.
		This management is a
	786	system, where the
		system is in the form of
		inputs, processes and
		outputs of these
		processes, processes
		from employees who
77		are recruited and then
		trained to become truly
\ \		able to work.
64	Manning Guide	A ratio handle, the
	ADIKSE	number of employees
		earmarked for
		operations.
65	Meal Time	Break time for lunch,
		dinner, etc.
66	Memorandum Of Understanding	A joint agreement
	(MOU)	made between human
		resources represents
		the company with

CAUTHAI PAITICS S	such as
schools, instit	utions,
related to coope	eration
as partners.	
67 Minute Meeting Meeting notes of	created
in each meeting.	
68 Morning Briefing Each departmen	t head
was asked to cor	nduct a
briefing at	the
beginning	before
starting work.	
69 Name Tag Identity that m	ust be
used or used	during
work.	
70 Non Directive Interview The car	ndidate
interviewed som	etimes
does not connec	et with
what the inter	viewer
asks.	
71 Officer Check (OC) Allowances are	gi <mark>ve</mark> n
to department he	ads f <mark>o</mark> r
being able to	eat in
restaurants usin	g the
officer check.	
72 On boarding Newly joined	staff
(recently recruite	ed and
started working).	
73 On-The-Job Training (OTJT) Training conduc	ted by
	itution
the school or inst	
the school or inst in the hotel.	

		employment needs,
		related to expenditure
		on salary, payroll,
		salary. Enter into
		budgeting.
75	Pension/ Retired	Pension is usually
		included in the
		insurance program
		through BPJS
		employment for
	SPENDIDIA	retirement at the age of
	N S L SUPIDIA	58 years.
76	Permanent Worker	Employees with
	1 1	unlimited employment
		contracts. Have a
	وران المراق المراق	service life of more
		than 3 years.
77	Personal Replacement	Employees who have
		stopped working or
		resigned are replaced
		by others.
78	Position Replacement	Position that is
1		replaced by the
	MDIKSE	position of someone
		else.
79	Policy and Procedures (PnP)	Policies and rules
		provided by
		management.
80	Pregnant Leave (PL)	The leave is given to
		female employees who
		are pregnant and about
		to give birth.

81	Present list	The presence of
		employees during their
		tenure.
82	Probation Staff	A trial period before
		becoming a contract
		worker.
83	Qualification Inventory	Employees' work
		abilities that have been
		recorded.
84	Ratio Analysis	Fulfillment of manning
	SPENDIDIA	guide, ratio analysis by
	100	analyzing the ratio of
		the number of
		employees with the
		number of rooms or
	5 900	occupancy rates, area
		etc.
85	Recruitment	Add or search for new
N.		employees or workers.
86	Remuneration	Payroll system.
87	Reprimand	Strike rate (1 2 3).
88	Rooster	Work schedule, there is
	D	such thing as weekly
	WDIKSE	rooster, monthly
		rooster is often called
		schedule.
89	Resign	Resignation at the will
		of the employee
		himself without
		coercion from the
		hotel.

90	Result Interview	The results of the
		interview are accepted
		or rejected.
91	Salary	Related to take home
		pay, money can be
		brought home from the
		work as a whole.
92	Service Charge	The biggest 10%
		service fee is paid by
		guests to employees
	SPENDIDIA	and distributed to
	10 1 2 1 2 1 2 1	employees at the end of
1		each month.
93	Sick Leave (SL)	Permission to leave
		work due to illness and
	5 000	must be accompanied
		by proof of doctor's
		examination and
		doctor's certificate.
94	Staff Activities	Employee activities in
	<i>32711</i> (1)\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	an effort to improve
N		working relationships
	<i>D</i> .	that are getting better in
	ADIKSE	forming team work.
95	Staff Ceremonial	Activities undertaken
		to appreciate
		employees who get
		rewards or those who
		are having a birthday.
96	Staff Date Base	Information about
		personal employment.
	II.	

97	Staff Meal	Food allowances for
		employees
98	Standard Operating Procedures (SOP)	The procedure for work
99	Successful Probation	Successfully passed a
		trial period of three
		months before being
		appointed as an
		employee.
100	Suspension	Dismissal
101	Take Ho <mark>me</mark> Pay	Money that can be
	SPENDIDIA	brought home from the
	1001010	work as a whole.
102	Talent Management (TM)	Employees have talents
	200	that can be assigned to
1		their careers.
103	Team Building	Building a team so that
		they can build a team
L		work.
104	Team Work	Work in team.
104	Test Validity	Tests for employees
Ш		both from the
1		document he is valid or
7	7.	not until about the
	NDIKSE	ability to work.
106	Time Keeping	The process for
		absences, for
		calculating work hours.
107	Training And Development	Training and
		development of work
		skills.

completing training activities. 109 Training Coordinator Position of employed in charge of coordinating in every training activity. 110 Training Evaluation (TE) Evaluations are carried out during
109 Training Coordinator Position of employed in charge of coordinating in every training activity. 110 Training Evaluation (TE) Evaluations are carried
in charge of coordinating in every training activity. 110 Training Evaluation (TE) Evaluations are carried
coordinating in every training activity. 110 Training Evaluation (TE) Evaluations are carried
training activity. 110 Training Evaluation (TE) Evaluations are carried
110 Training Evaluation (TE) Evaluations are carried
out during
implementation and
after training.
Training Need Analysis (TNA) From KPI, whether he
needs training or not
for example in the spa
department that
requires tarining in the
field of spa dining, lool
for the training needed
in the spa.
Training Schedule Schedules are made for
English language
training.
Turn Over The process o
The process of changing employees in and out. Some have income
and out. Some have just
received and some
have already resigned.
114 Uniform Employee uniforms.
115 Unpaid Leave (UL) Unpaid holiday.
116 Wages Salary.
117 Wage Scale Wage scale, how
wages are prepared by

		combining several
		components that affect
		employee wages.
118	Warning Letter	Warning letter for
		mistakes made.
119	Work Schedule	Work schedule.
120	Lovina	Lovina Is used as a part of
		the name of the Hotel,
		The Lovina Bali.
121	Heliconia	Heliconia is used as a
	-avitra-	name of the restaurant at
	I GINNAR S	The Lovina Bali.



APPENDIX 9 INFORMANTS' DATA

The subject of the study were Human Resources Department manager and assistant at The Lovina Bali Hotel. The researcher used 2 informants in obtaining the data. The researcher set of characteristics in choosing the informant.

No	Name	CHARACTERISTICS									
		Age	Sex	Job	Experience	Education	Status	Position	Physically	Communication	Speech
						4		e \	and	competence	Defect
					7	1		1	Mentally	(INA-ENG)	
1	Human	49	M	HRD	7 year	S1	Married	Human	Healthy	INA-ENG	No
	Resources			15	- 60h.	12 de	L999	Resources			
	Department				N/		$\langle X \rangle$	Manager			
	(HRD) 1				7/3	17/ a	les I	(HRM)			
2	Human	27	F	HRD	8 year	S1	Married	HR	Healthy	INA-ENG	No
	Resources				M	MAK	\sim	C oordinator	1		
	Department				1777		114	/	1)		
	(HRD) 2					7		. /	/		

*HRD : Human Resources Department

*M : Male

*F : Female



SURAT KETERANGAN No. 002/TL/HRD/I/2020

Yang bertanda tangan dibawah ini,

Nama

: Nyoman Redita

Jabatan

: Human Resources Manager

Menerangkan bahwa,

Nama

: Putu Dita Marantika

Nim

: 1612021202

Program Studi

: S1 Pendidikan Bahasa Inggris

Memang benar mahasiswa tersebut di atas telah melakukan pengambilan data/penelitian di Hotel The Lovina Bali guna memperoleh data yang diperlukan dalam penyusunan Skripsi yang berjudul "An Analysis Of Jargon Used By Human Resources Department At The Lovina Bali"

Demikian surat keterangan ini dibuat dengan sebenarnya agar dapat dipergunakan sebagaimana mestinya. Atas Perhatian dan Kerjasamanya kami ucapkan terimakasih.

The Lovina, 7 Januari 2020

ALIDA

Nyoman Redita Human Resources Manager

THE LOVINA BALI

JI Mas Lovina , Kalibukbuk-Singaraja , Bali-Indonesia , T :+62 362 3435800 F +62 362 440

APPENDIX 11



KEMENTERIAN RISET, TEKNOLOGI, DAN PENDIDIKAN TINGGI UNIVERSITAS PENDIDIKAN GANESHA

FAKULTAS BAHASA DAN SENI

Jalan A.Yani No. 67 Singaraja Bali Kode Pos 81116 Telepon (0362) 21541 Fax. (0362) 27561 Laman: fbs.undiksha.ac.id

Nomor: 3495/UN48.7.1/DT/2019

9 Oktober 2019

Perihal: Permohonan Izin Penelitian

Yth. HRD Manager THE LOVINA BALI RESORT

di Lovina, Singaraja

Dalam rangka pengumpulan data untuk menyelesaikan Skripsi/Tugas Akhir, dengan hormat kami mohon agar Bapak/Ibu mengizinkan mahasiswa di bawah ini:

Nama

: Putu Dita Marantika

NIM

: 1612021202

Program Studi

: Pendidikan Bahasa Inggris

Jenjang

: S1

Tahun Akademik

: 2019/2020

Judul

: An analysis of jargons used by HRD staff at The Lovina Bali Resort

untuk mencari data yang diperlukan pada institusi yang Bapak/Ibu pimpin. Atas perhatian dan bantuan Bapak/Ibu, kami ucapkan terima kasih.

a.n. Dekan,

Kepala Bagian Tata Usaha,

Nyoman poddy Widhiastana, S.T., M.M.

NIP. 197305292001121001

Tembusan:

- 1. Dekan FBS Undiksha Singaraja
- 2. Kaprodi. Pendidikan Bahasa Inggris
- 3. Sub Bagian Pendidikan FBS

FIGURE

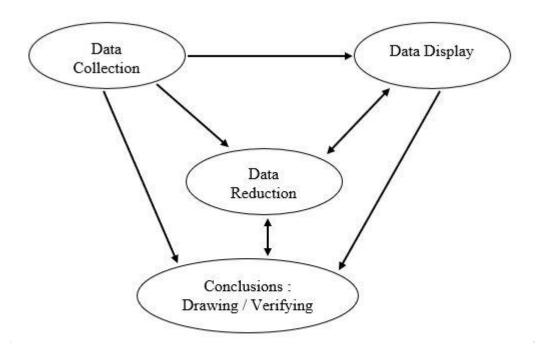


Figure 3.1

Component of Data Analysis: Interactive Model
(source: Miles and Huberman book, Qualitative Data Analysis, 1994)





119

121.

The Lovina Bali

Nyoman Redita Human Resources Manager

Please put mark ($\sqrt{}$) for jargons that you usually use in HRD. If there is any jargons that is not listed in this checklist, please write additional jargons bellow!

No	Jargons	Yes	None
1	Absent		
2	Allowance		
3	Annual Leave (AL)	/	
4	Application Form (App.)		
5	Appraisal Interview	V	
6	Attendance	/	
7	Attendant	/	
8	Attitudes	V	
9	Adapter role		V
10	Apprentice training		V.
11	Aptitude test	1 1 1 1 1 1 1	1
12	Bandwidth time	-	
13	Behavior	V	
14	Behavioural elements	-	W
15	Behavioural Observation Scales (BOS)		~
16	Behaviourally Anchored Rating Scales (BARS)		~
17	Bonus		
18	Benefits	~	
19	Body Checking	/	
20	Career Opportunity	V	
21	Career Planning and Development	V	
22	Career goal		V
23	Career Management		× V
24	Career path		V
25	Career planning		/
26	Collective bargaining		1

20	Casual Worker		
28			
29	Character		
30	Coaching / Mentoring		
32	Compensation	/	
33	Competence		
34	Conduct Training		
35	Contract Agreement		
36	Core Competence	~	
37	Corporate Social Responsibility (CSR)	V	
38	Curriculum Vitae	V	
39	Daily Worker (DW)	V	
40	Day Off (DO)		
41	Day Of Payment (DP)	~	
42	Directive Interview	✓	
43	Discipline	✓	
44	Doctor Certificate (DC)	/	
45	Document Filling		
46	Demotion		
47	Depth of a job		
48	Dismissal	7	
49	Displacement effect		~
50	Division of labour	34	
51	Emergency Response Team	~	
52	Employee Canteen	~	3 12
53	Employee Health Insurance	~	
54	Employee Of The Month	~	
55	Employee Of The Year		
56	Employee discipline management		/
57	Employee induction		~
58	Employee mentoring programme		/
59	Employee performance evaluation		V.
<u>as</u>	Employee productivity Cam Scanner		

61	Extra Off (EO)	/	
62	Employee Orientation		
63	Employee Performance Appraisal	/	
64	Fired	~	
65	First-In-First-Out (FIFO)		
66	Feedback.		\checkmark
67	Functional Competence		
68	Functional Job Analysis	✓	
69	Gate Pass	V	
70	Generic Competence	V	0
71	Globalization	✓	
72	Grooming	\checkmark	
73	Group technique		✓
74	Gliding time	V'	
75	Habit	V	
76	Headcount	✓	
77	Hire	~	
78	Hiring	1.7	
79	Hoarding	V	V
80	Holiday		
81	HR field		~
82	HR generalist	100	~
83	HR requisition sheet		~
84	HR scorecard		V
85	HR specialist	V	V
86	House rule		V
87	HR Calendar	V	
88	Human Resource (HR)	V	
89	Human Resources Manager (HRM)	~	
90	Human Resources Performance Report	V	
91	Incentives	V	
92	Stamped with CamScanner	1/	

93	Job Description (JD)	
94	Job Evaluation	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
95	Job Specification	
96	Job Posting	V
97		1
98	Key Performance Indicator (KPI)	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
W. Don't	Labor	V
99	Long Leave	
100	Management Process	V
101	Manning Guide	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
102	Meal Time	V
103	Memorandum Of Understanding (MOU)	V
104	Minute Meeting	V
105	Morning Briefing	V
106	Name Tag	V
107	Non Directive Interview	~
108	Officer Check (OC)	V
109	On boarding	V
110	On-The-Job Training (OTJT)	V
111	Payroll, Tax, Expense and Relative (PTER)	
112	Pension/ Retired	V
113	Permanent Worker	V
114	Personal Replacement	V
	Position Replacement	
116	Policy and Procedures (PnP)	
- 1	Pregnant Leave (PL)	
	Present list	V
	Probation Staff	V
	Qualification Inventory	V
	Ratio Analysis	V
	Recruitment	/
	Remuneration	/
0111	Reprimand with CamScanner	

125	Rooster		
126	Resign	V	
127	Result Interview		
128	Salary	V	
129	Service Charge	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	
130	Sick Leave (SL)	V	
131	Staff Activities	1	
132	Staff Ceremonial	+ V	-
133	Staff Date Base	+ V	
134	Staff Meal	+ V	1
135	Standard Operating Procedures (SOP)	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	
136	Successful Probation	1	
137	Suspension	1	
138	Take Home Pay	V	
139	Talent Management (TM)	1	
140	Team Building	/	1 %
141	Team Work	V.	
142	Test Validity	V,	
143	Time Keeping	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	
144	Training And Development		
145	Training Certificate		
146	Training Coordinator	V	
147	Training Evaluation (TE)	V	
148	Training Need Analysis (TNA)	V	
149	Training Schedule	\	
150	Turn Over	V	
151	Uniform	/	1
152	Unpaid Leave (UL)		
153	Wages	/	
154	Wage Scale	V	
155	Warning Letter	V	
155	Work Schedule the CarriScariner		

Ni Luh Ana Hamityasari HR Admin.

The Lovina Bali

Please put mark ($\sqrt{}$) for jargons that you usually use in HRD. If there is any jargons that is not listed in this checklist, please write additional jargons bellow!

No	Jargons	Yes	None
1	Absent		
2	Allowance	/	
3	Annual Leave (AL)	/	
4	Application Form (App.)	_	
5	Appraisal Interview	/	
6	Attendance	/	
7	Attendant	1	
8	Attitudes	_	
9	Adapter role		V
10	Apprentice training		V
11	Aptitude test		· V
12	Bandwidth time		V
3	Behavior	V	
4	Behavioural elements		V
5	Behavioural Observation Scales (BOS)		V
	Behaviourally Anchored Rating Scales (BARS)		V
7	Bonus		/
8	Benefits	~	
9	Body Checking	~	
0	Career Opportunity	V	
1	Career Planning and Development	/	
	Career goal		
C	Career Management		1
C	Career path	-	V
C	areer planning		V
C	ollective bargaining		./
do	anned with CamScanner		-

29			
	Character	V	
30	Coaching / Mentoring	\ \ \ \	
32	Compensation	1	
33	Competence	V	
34	Conduct Training	V	
35	Contract Agreement	V	
36	Core Competence	V	
37	Corporate Social Responsibility (CSR)	V	
38	Curriculum Vitae	V	
39	Daily Worker (DW)	/	
40	Day Off (DO)	V	
41	Day Of Payment (DP)	/	
42	Directive Interview	V	
43	Discipline	V	
44	Doctor Certificate (DC)	~	
15	Document Filling	V	
16	Demotion		~
17	Depth of a job		~
18	Dismissal	1,5	V
19	Displacement effect		~
50	Division of labour		~
51	Emergency Response Team	~	2/2
2	Employee Canteen	V	
3	Employee Health Insurance	V	
4	Employee Of The Month	V	
5	Employee Of The Year	V	
6	Employee discipline management		V
	Employee induction		V
	Employee mentoring programme		V
	Employee performance evaluation		~
	Employee productivity		

61 Ex	xtra Off (EO)	✓ /	
62 Eı	mployee Orientation	V	
63 E	mployee Performance Appraisal	~	
64 Fi	ired	~	
65 F	irst-In-First-Out (FIFO)		✓
66 F	eedback.		
67 F	Functional Competence	✓	
68 F	unctional Job Analysis	✓ <u> </u>	
69 G	Gate Pass	✓	
70 G	Generic Competence	/	
71 0	Globalization	<i>✓</i>	
72 C	Grooming	1	~
73 C	Group technique		~
74 0	Bliding time	V	
75 F	Iabit	~	
76 H	Headcount	~	
77 H	lire .	/	
78 H	Hiring Harden Harden		V
79 I	Hoarding	V.	
80 F	Holiday	~	
	R field		~
82 H	R generalist	8	V
83 H	R requisition sheet	-	V
F	R scorecard	V.	~
85 H	R specialist	1	1
	House rule		~
	HR Calendar	\ \ \	
88 I	Human Resource (HR)	V	
	Human Resources Manager (HRM)	V	
	Human Resources Performance Report	V	
	ncentives	V	
and the same	69 Analysis With CamScanner	1	_

93	Job Description (JD)		
94	Job Evaluation	<i>J</i>	
95	Job Specification	/	
96	Job Posting	V	
97	Key Performance Indicator (KPI)	V /	
98	Labor		
99	Long Leave		
100	A A STOCK AND A ST	V	
101	THE STATE OF THE S	<u> </u>	
102			
Parallel Inch			
103	•	V	
104		V	
105		V	
106		V	
107	Non Directive Interview	V	
108	Officer Check (OC)	/	
109	On boarding	✓	
110	On-The-Job Training (OTJT)	✓ <u> </u>	
111	Payroll, Tax, Expense and Relative (PTER)	✓	
112	Pension/ Retired		-//1
113	Permanent Worker	√	
114	Personal Replacement	✓	
115	Position Replacement	✓	
116	Policy and Procedures (PnP)	✓	
117	Pregnant Leave (PL)	✓	
118	Present list	~	
119	Probation Staff	V	
120	Qualification Inventory	√	
121	Ratio Analysis	✓	
122	Recruitment	~	
123	Remuneration	V	
194	Reprinced with CamScanner	./	

125	Rooster		
126	Resign	<u> </u>	
127	Result Interview	V	
128	Salary		
129	Service Charge	√	
130	Sick Leave (SL)		
131	Staff Activities	V	
132	Staff Ceremonial		
133	Staff Date Base	V	
134	Staff Meal	✓	
135	Standard Operating Procedures (SOP)	/	
136	Successful Probation	✓	
137	Suspension	V	
138	Take Home Pay	✓	1
139	Talent Management (TM)	✓	
140	Team Building	✓	- 65 · E.
141	Team Work	✓	
142	Test Validity	V	No.
143	Time Keeping	~	
144	Training And Development	~	
145	Training Certificate	~	
146	Training Coordinator	~	
147	Training Evaluation (TE)	V	
148	Training Need Analysis (TNA)	V	
149	Training Schedule	V	
150	Turn Over	V	
	Uniform	V	
152	Unpaid Leave (UL)	· /	
153	Wages	V	
154	Wage Scale	V	
155	Warning Letter		
133	Work Schedulevith CamScanner	V	