

## **ABSTRAK**

### **PENGARUH STANDAR OPERASIONAL PROSEDUR, DESKRIPSI PEKERJAAN DAN BUDAYA ORGANISASI TERHADAP KINERJA KARYAWAN BAGIAN UPT MECHANICAL ELECTRICAL UNIVERSITAS AMIKOM YOGYAKARTA**

Penelitian ini bertujuan untuk menganalisis pengaruh standar operasional prosedur, deskripsi pekerjaan dan budaya organisasi terhadap kinerja karyawan. Metode penelitian yang digunakan adalah metode penelitian kuantitatif. Teknik pengambilan sample menggunakan teknik sample jenuh dengan jumlah sample 48 responden. Pengumpulan data dilakukan dengan menggunakan kuesioner, kemudian diolah secara statistik dengan software SPSS versi 25 yang telah diuji validitas dan reliabilitasnya. Uji asumsi klasik menyatakan bahwa data berdistribusi normal, model regresi tidak mengalami heteroskedastisitas, multikolinieritas dan auto korelasi. Teknik analisis data yang digunakan adalah regresi berganda. Hasil penelitian menunjukkan bahwa secara parsial standar operasional prosedur berpengaruh signifikan terhadap kinerja karyawan, deskripsi pekerjaan berpengaruh signifikan terhadap kinerja karyawan dan budaya organisasi berpengaruh signifikan terhadap kinerja karyawan. Secara simultan standar operasional prosedur, deskripsi pekerjaan dan budaya organisasi bersama sama berpengaruh signifikan terhadap kinerja karyawan.

**Kata Kunci : Standar Operasional Prosedur, Deskripsi Pekerjaan, Budaya Organisasi, Kinerja Karyawan**

## **ABSTRACT**

### ***INFLUENCE OF OPERATIONAL PROCEDURE STANDARDS, DESCRIPTION OF WORK AND ORGANIZATIONAL CULTURE ON EMPLOYEE PERFORMANCE PART OF UPT MECHANICAL ELECTRICAL UNIVERSITY AMIKOM YOGYAKARTA***

*This study aims to analyze the effect of standard operating procedures, job descriptions and organizational culture on employee performance. The research method used is quantitative research methods. The sampling technique uses saturated sample technique with a sample size of 48 respondents. Data collection was carried out using a questionnaire, then processed statistically with SPSS version 25 software that has been tested for validity and reliability. The classic assumption test states that the data are normally distributed, the regression model does not experience heteroscedasticity, multicollinearity and auto correlation. The data analysis technique used is multiple regression. The results showed that partially standard operating procedures significantly influence employee performance, job descriptions significantly influence employee performance and organizational culture significantly influence employee performance. Simultaneously standard operating procedures, job descriptions and organizational culture together have a significant effect on employee performance.*

**Keywords : Standard Operating Procedures, Job Descriptions, Organizational Culture, Employee Performance**