Soft Skills Improvement Of Youth Organization : Entering The Work Environment

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Abstract

The existence of youth is expected to be a forum for solving social problems that exist in the community. One of the youth organizations located in the Cibinong sub-district,Bogor Regency,West Java, Indonesia called Karang Taruna Cibinong Village is well aware of the importance of the role of youth in developing their region. The problem faced is the low level of education and soft skills of the youth. Based on this condition, soft skills training was given to prepare to enter the world of work to equip youth in karang taruna Cibinong Village.The training includes grooming,interview techniques, CV making, psychological tests, and the use of social media to apply for jobs. This study aims to measure the increase in skills of the youth after being given training. Data was processed using spider web analysis which is a quantitative analysis method to map the comparison of variables parameters in graphic form of spider webs. The results showed that there was an increase in the knowledge and skills of the participants which could be seen from the mean score before training was 2,12 while after training was 3,86. The highest increase in skills is found in the variables of psychological tests and grooming.

Keywords:
Youth Organization, Training, Improvement, Soft_Skills, Work Environment

1. Introduction

The progress or destruction of a country depends on the youth, this has been felt by Indonesia which was able to achieve independence thanks to the struggle and role of the youth. Since the time of independence until now, youth organizations in Indonesia have continued growing and take various forms. One form of youth organization in Indonesia is Karang Taruna. Karang Taruna is a forum for the development of the non-participant young generation that grows on the basis of awareness and a sense of social responsibility for the community, especially the younger generation in the village or sub-district area or an equal social community engaged in social welfare (Salmah et al., 2020).

As a youth social organization, Karang Taruna is a forum for fostering and developing as well as empowering in an effort to develop productive economic activities by utilizing all the potential available in the enviroenment, both human resources and existing natural resources (Baesti, 2017). Karang Taruna is a forum that can help the government in solving social problems that exist in the community and can also be a forum for the development of rural communities. The purpose of establishing youth organizations is to provide guidance and empowerment to youth in a village or region in the fields of economy, sports, skills, religion and the arts (Angkasawati, 2018). In addition, youth organizations were established together youth workers and channel their potential to develop and become supporters in the development of a village or region.

One of the Youth Organizationa located in Cibinong Village, Bogor Regency, West Java, Indonesia, named Karang Taruna Cibinong Village. Realizes how important the role of youth in the area is build the welfare of the community. However, the background of the youth in Cibinong Village who only graduated from high school makes many youths in this village are still unemployed. The low level of education of the youth makes it difficult for them to find work. In addition, the lack of soft skills from the youth makes them less confident to apply for jobs because they will compete with graduates from diploma and undergraduate programs. Turistiati and Ramadhan (2019) Soft Skills are abilities beyond technical and academic abilities that prioritize intra and interpersonal skills. Soft skills include motivation, character, attitudes, self concept, values, self confidence, communication skills and others.

Currently, these are many college graduates who are not in accordance with the needs of the community and the existing business world. This happens because of the low skills outside the main competence as graduates. This condition proves that a degree as a bachelor does not guarantee to get a job (Agustin, 2012). The results of the research by Kong and Fan (2011) in China, that the problem of unemployed university graduates has become a serious problem in China since the expansion of the education system in 1999, which led to soaring unemployment. Of the 5,6 million university graduates in China in 2008, 1,7 million reported being unable to find work. The model in this study shows that graduates find jobs faster if they come if they come from colleges with higher reputations. In addition, studies show graduates with engineering and business degrees find jobs more easily, followed by arts and social sciences majors. Graduates with law and science degrees find jobs more difficult. Other majors have no significant effect on job search.

In addition to the incompatibility of the field of work with existing job opportunities, the result of the selection process and the results of the work entry test also greatly test also greatly determine the final result. As explained by Satryawati (2012) that proper employee placement is inseparable from the implementation of the recruitment and selection process carried out on prospective employees. Because the recruitment process and the implementation of the right selection will determine the success or failure of employees to meet the demands of the organization or institution. Information and communication technology (ICT) is on of the powerfull ability that must be appear in youth organization to winning the competition in industrial 4.0 era (Tosida et al. 2020). Its can be drive by small medium enterprises (SMEs), particularly telematic SMEs which is collaborate with youth organization to expand the organization (Tosida et al. 2015, Tosida et al. 2018; Tosida et al. 2019). Placing prospective employees who are accepted in the required positions, is one way to avoid mistakes in employee placement. The lack of understanding of job seekers in test preparation and job selection makes them fail to get the available job opportunities.

Based on the above conditions, the Karang Taruna Cibinong Village held a training to equip the youth in the area with soft skills training to prepare for entering the world of work. The training was attended by 24 youth in Karang Taruna Cibinong Village, 84% of the participants were high school graduates, 46% of the participants were unemployed and 46% of the participants were students. Before the activity was carried out, a questionnaire was distributed to the participants to find out whether the youth had attended preparatory training to enter the world of work and to find out the understanding and knowledge of participants regarding the material to be given in the training. Based on the processed data, 63% of youths have never attended preparatory training to enter the workface, and 90% of the participants have not had a job. Through the training provided, it is hoped that it can provide understanding, skills as well as increase the knowledge of young people so that they are more prepared and more confident to apply for jobs and enter the world of work. This study aims to measure the improvement of the skills of the youth in preparing themselves to face the selection process and job tests so that the youth are more confident to compete with other high school graduates and also college graduates, and it is hoped that the number of youth who have not worked in the cibinong village can be reduced.

2. Literature Review

Career preparation is a process for someone who wants to pursue a desired career. Someone who will enter the world of work must prepare themselves to understand themselves and their environment and understand the characteristics of each type of work, understand their potential, as well as physical and psychological conditions (Sari, 2013).

Turistiati and Ramadhan (2019) in their research stated that in the process of recruiting employees in the world of work, hard skills and soft skills competencies are needed. Hard skills competence can be seen from the curriculum vitae, work experience, achievement index and skills mastered. Meanwhile, soft skills are usually evaluated by psychologists through psychological tests, interviews, and can also be observed when an individual or a prospective employee communicates, shows his attitude (polite or not), non-verbally such as facial expressions (smiles or frowns), gestures, body movements, how to sit and so on. Aspects of job readiness can be measured using various methods such as : self-report, ability and personality tests and interviews (Akmal et al., 2019).

To produce a reliable workforce, generally they must go through a process that starts from how the prospective worker submits an application to the final process, namely the assessment of whether the prospective worker is in accordance with the education and expertise required by the company (Sinambela, 2011). In order to get employed in any kind of job, it is important that an individual should possess the required educational qualifications and the skills, besides these aspects, one of the most crucial points is grooming of human resources. The term 'grooming' has various

meanings; it means to adequately prepare ones self, communicate effectively, be polite, courteous and respectful and look clean and tidy (Kapur, 2018).

3. Methods

This research is a qualitative research, namely research that intends to understand what is experienced by research subjects, for example behavior, perception, motivation (Moleong, 2014). The population in this study were Karang Taruna Cibinong Village youth who attended the training. The sampling method used is the non-probability sampling method, namely purposive sampling. Proportion of participant training showed in Table 1.

Table 1. Participant Training

No	Gender	Total
1.	Male	11
2.	Female	13
	Total	24

Based on Table 1. above, the total youth of Karang Taruna Cibinong Village who participated in the training were 24 people. The number of samples taken as many as 24 people. The data used in this study is qualitative data. Based on the source of the data used is primary data. The increase in knowledge and skills of the training participants was measured by giving questionnaires to the participants which were conducted before and after the training. The data obtained from the results of the questionnaire were processed using spider web analysis. Spider web analysis is a simple quantitative analysis method that is used to map the comparison of various variables or assessment parameters in a graphic form in the form of a spider web. The mapping is carried out using the measurement of variables/parameters with an ordinal scale and using the Delphi technique to get the mean score, then the mean value is directly mapped graphically to see a comparison of assessments between variables or parameters (Andria, 2018).

4. Result And Discussion

The expected result of the training activities held by Karang Taruna Cibinong Village is that every young person in the Cibinong Village can have sufficient knowledge and skills in preparing themselves to enter the world of work starting from the stage of looking for work, applying for work to the stage of recruitment and job selection. To find out the extent of the impact of the training provided, the participants measured their knowledge before and after the training through the distribution of questionnaires before and after the activity.

The following are the results of quantitative analysis that are displayed in the form of processed data using the Delphi technique which is graphically depicted in the form of a spider web presented in Figure 1 and Table 2.

Table 2. Mean Score Value of Each Training Variable

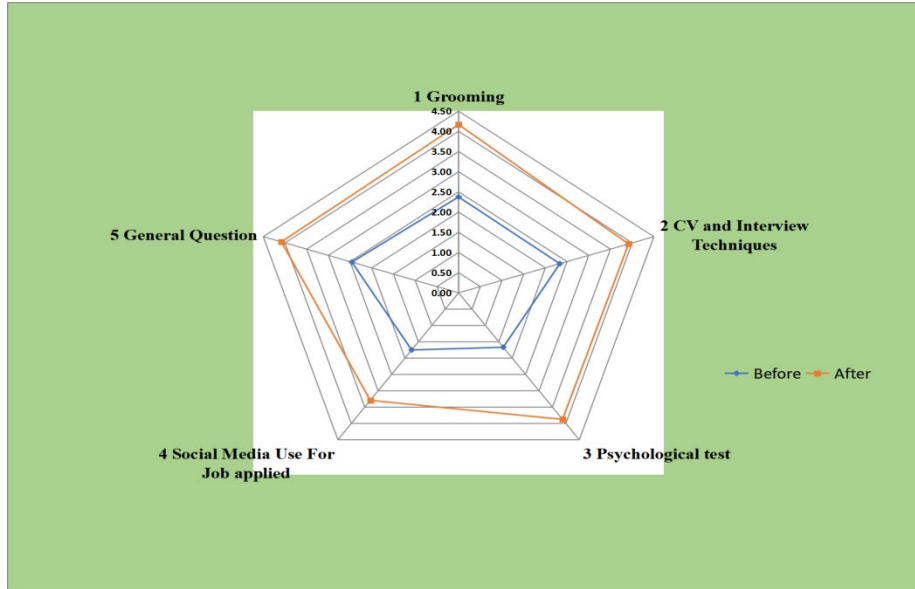| No	Variable	Before	After
1	Grooming	2.38	4.17
2	CV and Interview Techniques	2.33	3.92
3	Psychological Test	1.67	3.88
4	Social Media Use For Job Applied	1.75	3.29
5	General Question	2.46	4.08
	Average	2.116666667	3.866666667

Source : Primary Data, 2020

Figure 1. The results of the qualitative analysis of spider webs

Based on the graph above, the five variables that were asked to the training participants before the training was carried out were shown in the blue line and after the training it was illustrated by the orange line. From the picture above, it can be seen that there is a very significant increase in each variable after the training is given. The highest increase between before and after training was found in the psychological test variable which was seen from the variable point at the outer end of the net. Meanwhile, other variables that have a high increase between before and after training are grooming variables and general question variables, where the point after training is higher than before training. It can be concluded that there is an increase in the knowledge and abilities of the participants in terms of psychological tests, grooming and general questions.

The improvement of skills in each variable between before training and after training can be seen in the display of each variable as seen in Figure 2.
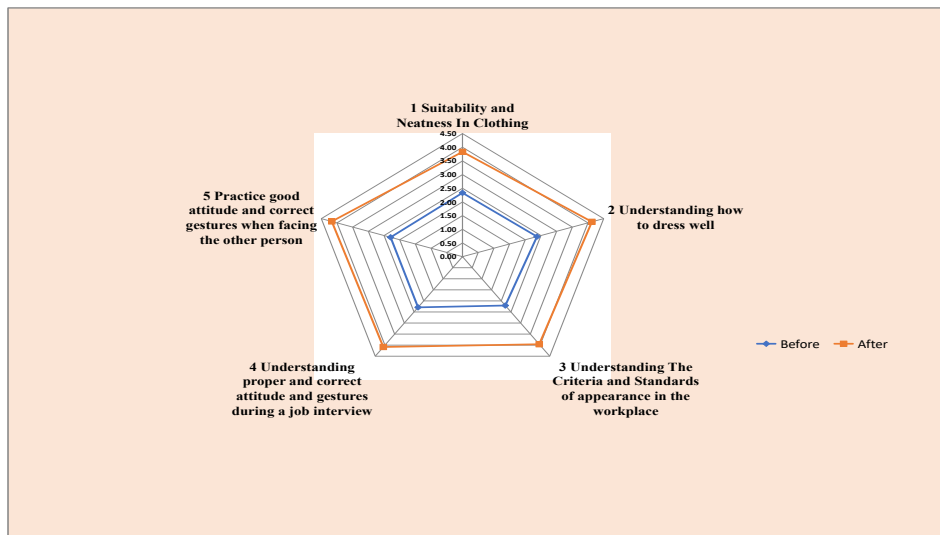

Figure 2. The results of the qualitative analysis of spider webs for the Grooming Variable

The results of the analysis on the grooming variable asked in five indicators, namely suitability and neatness in clothing, understanding how to dress well, understanding the criteria and standards of appearance in the workplace,

understanding proper and correct attitude and gestures during a job interview, and practice good attitude and correct gestures when facing the other person. In Figure 2 above, it can be seen in the grooming variable that a high increase between before and after training is seen at point (5) which is outside the net, namely for indicators of practice good attitude and correct gestures when facing the other person, besides that the next increase is seen at the indicator (4) understanding proper and correct attitude and gestures during a job interview and indicator (2) understanding how to dress well, while the indicator that experienced a low increase between before and after training was the indicator at point (1) suitability and neatness in clothing. The provision of grooming materials is expected to help the participants to be able to pass in the early stages of job interviews, this is because the first impression when someone judges another person is from their physical appearance. A person's physical appearance is a self-portrait that can show one's identity to others. People often do not realize the importance of impression or image in their appearance. Good expertise or skills and high quality work are really needed, but a bad impression can cover even your most perfect skills. A bad image can also affect the acceptance of others and even co-workers (Rohaeni, et.al, 2018) . The results of the qualitative analysis of spider webs for interview technique variables and CV Making displayed in Figure 3.
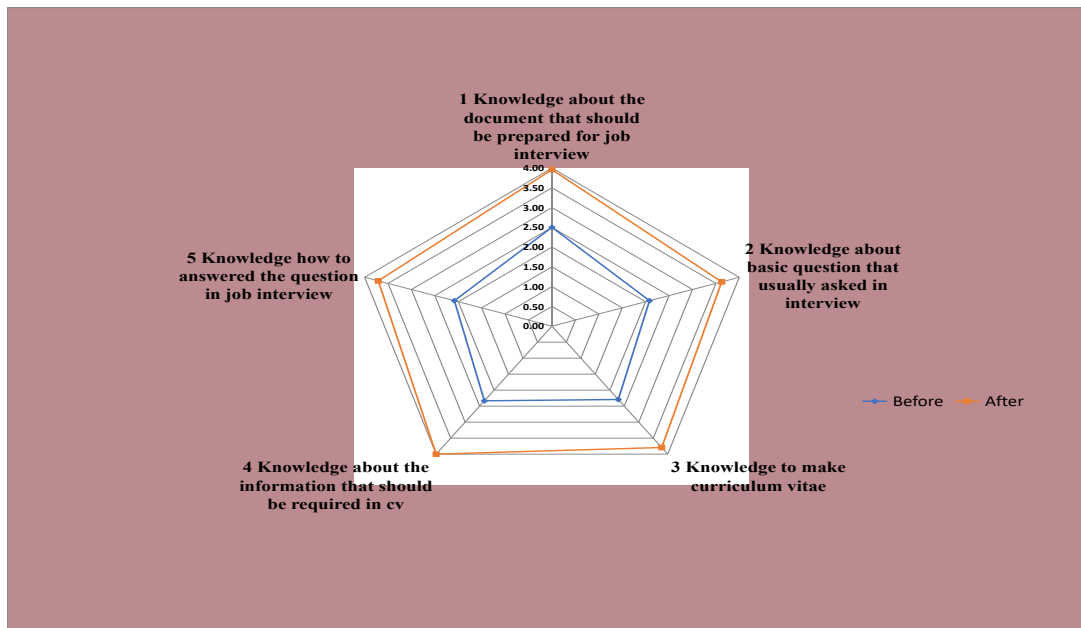

Figure 3. The results of the qualitative analysis of spider webs for Interview Technique Variables and CV Making

The results of the analysis on the next variable are interview techniques and CV making with five indicators that are asked to the training participants, namely knowledge about the document that should be prepared for job interviews, knowledge about basic questions that are usually asked in interviews, knowledge to make curriculum vitae, knowledge about the information that should be required in cv, and knowledge how to answered the question in job interview. From the five indicators, a high increase between before and after training is seen at point (4) which is at the end of the net point, namely the knowledge about the information that should be required in cv indicator, and the next increase is seen at points (5) and (2), which is increasing in knowledge how to answer the question in job interviews and increasing in knowledge about basic questions that are usually asked in interviews. The lowest increase in the interview technique variables and CV is seen at the point (1) knowledge about the document that should be prepared for job interviews. The highest increase in understanding on the knowledge about the information that should be required in CV indicator illustrates that young people's knowledge of what information should be summarized in a CV is still minimal and it can be concluded that the CV they made before training is still far from a good and interesting CV. Whereas CV is the initial document that can determine whether an applicant will pass the selection at the initial stage of the job application process. Through this CV, the company sees whether the applicant has the competencies required by the company. As stated by Forsberg (2015) CV is a tool with which academics can present and continuously represent their professional competence and their academic expertise. CV is spoken of as one of our era's great confessional writings. In these cases, the CV is a means of monitoring one's own self, of creating and controlling that self, in order to exhibit one's strengths and to a very moderate degree admit shortcomings and provide explanations

for possible gaps, as well as any lack of the progress expected. The CV's function is to transform qualities into measurable quantities that can be used in competitive situations which often involve ranking both individuals and their merits. The results of the qualitative analysis of spider webs for psychological test variables showed in Figure 4.
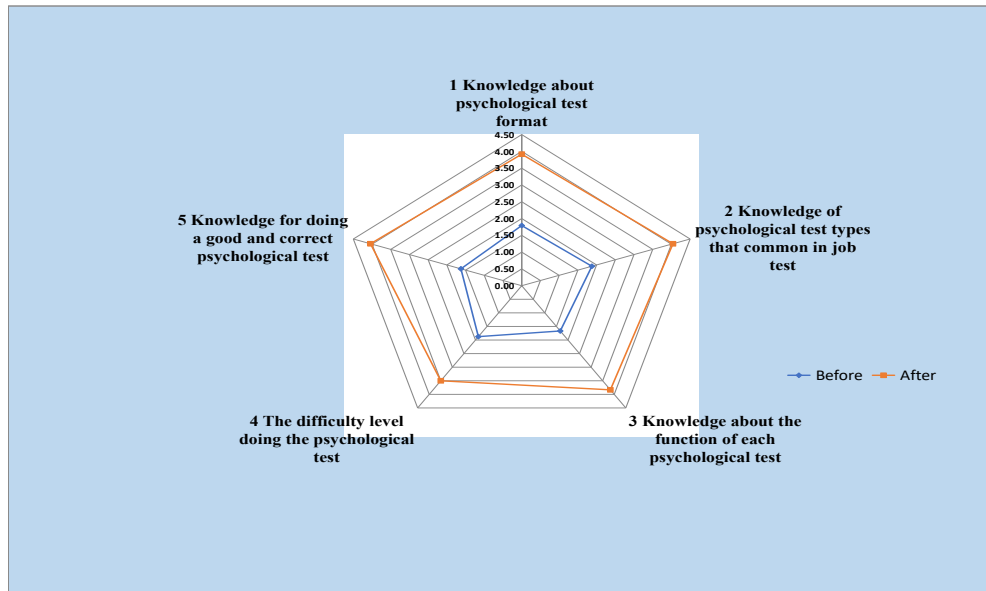

Figure 4. The results of the qualitative analysis of spider webs for Psychological Test Variables

The results of the analysis on the psychological test variables that use five indicators in it to measure the increase between before and after training show that the highest increase is at the point (5) knowledge for doing a good and correct psychological test, (2) knowledge of psychological test types that are common in job test, and (3) knowledge about the function of each psychological test. Meanwhile, the insignificant increase between before and after training is seen at point (4) the difficulty level doing the psychological test. Psychological tests are one of the tools in psychological examinations that are widely used by psychologists, because by using psychological tests a person can get a quick, precise and objective picture of a person, both a description of his intelligence and personality (Daulay, 2014). The results of the qualitative analysis of spider webs for variables using social media for job applications displayed in Figure 5.
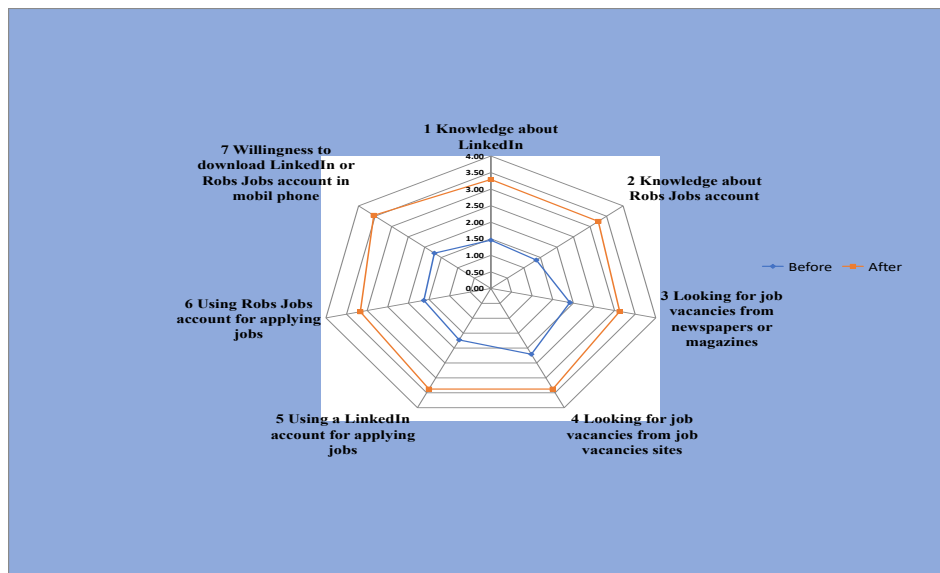

Figure 5. The results of the qualitative analysis of spider webs for variables using social media for job applications

The results of the analysis on the variables of using social media for job applications use seven indicators to measure the increase in the knowledge and skills of the participants before and after the training. Of the 7 indicators of a very significant improvement between before and after the training, it can be seen at points (2) knowledge about Robs Jobs account, (1) knowledge about LinkedIn, (7) willingness to download LinkedIn or Robs Jobs account in mobile phone, (5) using a LinkedIn account for applying jobs, and (6) using Robs Jobs account for applying jobs. Meanwhile, indicators that did not show a significant increase between before and after training were shown at points (3) looking for job vacancies from newspapers or magazines and (4) looking for job vacancies from job vacancies sites. Robs Jobs account is an application that can be downloaded via the playstore on a smartphone. Through this application, job applicants can find out information on existing job vacancies and can apply for the position through the application. Nowadays most of the youth are so addicted to gadgets, as if they can't live without gadgets. So we tried to introduce how to apply for jobs using a gadget that always accompanies them every day. The benefit for job seekers using mobile technology can be instant alerts regarding new opportunities, the ability to quickly create meaningful and targeted connections, and strategically managing career efforts from any location. Job seekers can now optimize their time by effectively and efficiently searching for work (Pankratz, 2016). The results of the qualitative analysis of spider webs for general qQuestion variables displayed in Figure 6.
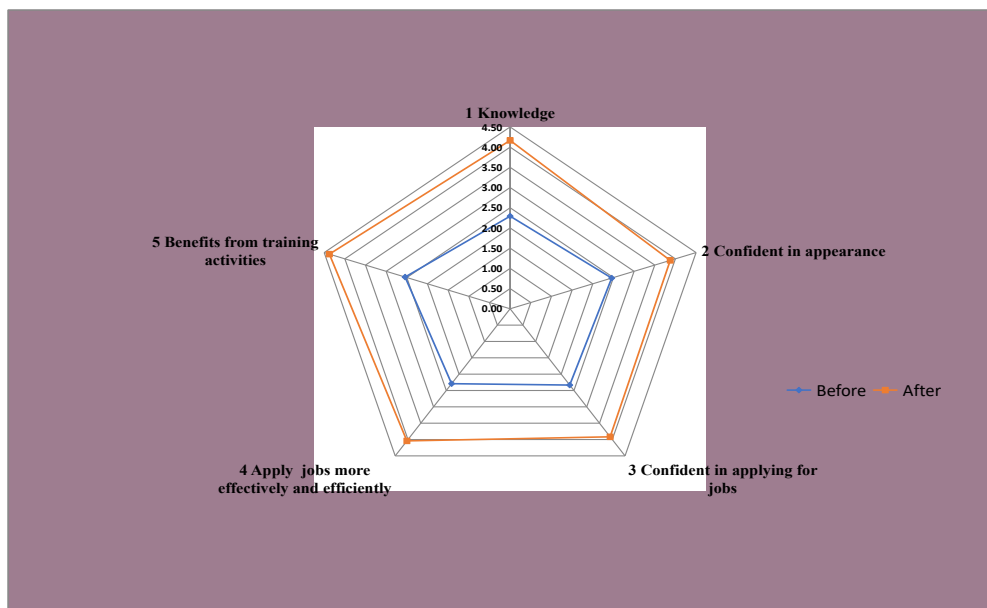

Figure 6. The results of the qualitative analysis of spider webs for General Question Variables

The last variable is general question. This general question variable is used to obtain information in the form of other benefits felt by the training participants in addition to an increase in the four variables which are components of the material provided in the training. This variable consists of five indicators, namely Knowledge, Confident in appearance, Confident in applying for jobs, Applying jobs more effectively and efficiently, and Benefits from training activities. The results of the analysis of the five indicators above, participants felt that after participating in the training there was an increase in terms of insight as seen from point (1) on the graph where the point after almost reached the maximum scale. In addition, participants also stated that the training provided for the labor force was beneficial for them as shown in point (5) which is at the end of the net, and participants also stated that after participating in the training, applying for jobs became more effective and efficient as shown in the orange dot (4) on the graph above.
Based on the results of the evaluation of the training activities described above, it can be seen that the training provided benefits Karang Taruna youth. They more understand about the preparations that must be made when applying for jobs starting from the initial stage looking for suitable job information more effectively through gadgets, making good and interesting CV and sending CV more efficiently through job applications or via email, as well as when they enter the next stage, like interview tests and psychological tests. This is similar to the results of previous research conducted by Akmal (et.al, 2019) with the title Extension Program for Preparation to Enter the World of Work for Students at SMKN 31 Jakarta that from the counseling activities attended by 45 vocational students there was an increase in students' knowledge about psychological tests and interviews and There was also a positive assessment from

participants on the aspects of the usefulness of the activity, the attitude of the presenters and the clarity of the material presented.

5. Conclusion

Based on the results of the discussion that has been stated above, it can be concluded that there is an increase in the soft skills of the Karang Taruna youth in Cibinong village. This can be seen from the increasing understanding of each training variable given. The highest increase in the first order is in the psychological test variable, the second is the grooming variable, the third is general questions, the fourth is interview techniques and CV making, and the fifth is the use of social media to apply for jobs. Young people think that by participating in preparatory training to enter the world of work, their knowledge will be improved and the process of applying for jobs can be carried out more effectively and efficiently.

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