

## ABSTRACT

In a government, the civil servants are the servants of society to fulfill daily demands. The purpose of the civil servants is to improve the welfare of society. A success rate of duties and responsibilities of the instance depend on the performance of the personnels, a substantial performance of Diskominfo employee which has a big impact on the enforcement of instance.

This research is entitled “Descriptive Study on Employee Performance Communications and Information Services West Java Province”. The project is researched to determine the level of employee performance at Diskominfo. The influence performance of Diskominfo employee will be determined.

The project method is quantitative and descriptive research. The survey method is applied to collect data by distributing questionnaires to every employee of Diskominfo with 91 personnel. The applied method of sampling in the research is *non-probability sampling*.

The result showed the performance of Diskominfo employee stands on high category i.e. 78,3%. Personal qualities dimension stands on high category with the percentage of 82,2% which is the highest dimension of research result.

The recommendation is proposed by the author should civilize the teamwork between staff and leader so that an improvement of performance could be realized by creating informal activities to build the adjacency between staff and leader. It will determine the positive impact on teamwork in each department. A suggestion to the next research is to add another variables such as leadership or incentive or motivation that has impact to the employee performance.

**Keyword: Employee Performance**