

ABSTRACT

Performance assessment is activity to evaluate employee's work on Field Machinery and Laboratory Maintenance Department Indonesian Aerospace Company. In order to assessing employee's work, measurement tools and how to measure employee's competency are needed as a basic of performance assessment. Those tools can be captured from a certain person knowledge and the knowledge conversion process is required to document the knowledge of tacit form into explicit form, so it can be stored properly and can be the basic of the employee's performance assessment.

Knowledge conversion using SECI method can be a solution to undertake documentation of knowledge about measurement tools and how to measure employee's competency. SECI method has four stages: socialization, externalization, combination, and internalization.

In the first stage, an interview conducted with respondents who have quality work experience and a good understanding. Once the interviews are done, the results, measurement tools and how to measure employee's competency are documented of each respondent. Best practice of measurement tools and how to measure employee's competency are obtained by combining the documentation and existing explicit knowledge of employee's competencies which are available. Once the merger is completed, the validation performed by the respondents to get the appropriate result.

The last stage is to do FGD to introduce best practice for measurement tools and how to measure employee's competency. FGD result is best practice can be applied as a basic of employee performance assessment.

Key word : Measurement tools, how to measure, performance assessment, knowledge conversion, employee's competency.