The Influence Secretarial Competence, Self-Esteem & Self-Efficacy of The Work Readiness of Final Year Students

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Abstract

Research Aims: The purpose of this study was to determine the effect of secretary competence, self-esteem and self-efficacy on work readiness in final semester students, especially in the department of office administration education, Jakarta State University. **Design/Methodology/Approach:** This research uses quantitative methodology. **Research Findings:** Basically, job readiness is an important thing for students who will graduate and have been declared graduated from college. Work readiness indicates that there is an individual transformation of students from the world of education to the company sector and are ready to face the world of work. One of the students' job readiness can be influenced by soft skills, which can be seen that soft skills are needed in aspects of planning and the job search process and success in pursuing a job career. In the current era of the industrial revolution 4.0, students are expected to be ready for all conditions in the field, they must be mentally and intellectually tested and intellectual. Instead of providing job readiness soft skills, skills, knowledge, organizational or work experience are also highly seen by employers. Because from a worker who is ready to carry out the assigned work and is responsible, human resources emerge who are ready to build a company well and to increase competitiveness for other offices. The purpose of this study is to obtain empirical data on variables that affect the job readiness of final year students majoring in office administration education UNJ, as for the specific research objectives, namely: knowing the influence of secretarial competence self esteem and self efficacy.

Keywords: Work Readiness, Secretarial Competence, Self Esteem, Self Efficacy

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1. Introduction

In the current era of the industrial revolution 4.0, Quoted from Kompasiana.com (2023), Students are expected to be ready with all conditions in the field, they must prepare mentally and intellectually that have been tested, because the Central Statistics Agency (BPS) noted that unemployment in Indonesia penetrated 8.42 million people in August 2022 so students must be ready to compete. Lulusan perguruan tinggi menyumbang cukup banyak pengangguran terbuka. According to data from the Central Bureau of Statistics (2021) regarding Open Unemployment According to the Highest Education Completed, Academy or Diploma I/II/III contributed 216,024 people to unemployment, while Higher Education contributed 848,657 people to unemployment. This figure has decreased compared to the number of open unemployment in 2020. However, when compared to the last 4 years, the open unemployment of Academy, Diploma, and College graduates has increased quite a lot.

The DKI Jakarta region has quite a number of universities, both state universities and private universities. There are 4 state universities located in the DKI Jakarta area, one of which is the Jakarta State University. In the 2020/2021 academic year graduation, Universitas Negeri Jakarta graduated 3,069 graduates from the Associate Expert (D3), Bachelor (S1), Master (S2), and Doctoral (S3) Programs. Students who successfully graduated in 2021 from the Faculty of Economics totaled 391 graduates. These college graduates will later enter the world of work and compete with other graduates. Therefore, work readiness is an important thing for students who will

graduate and have graduated from college.

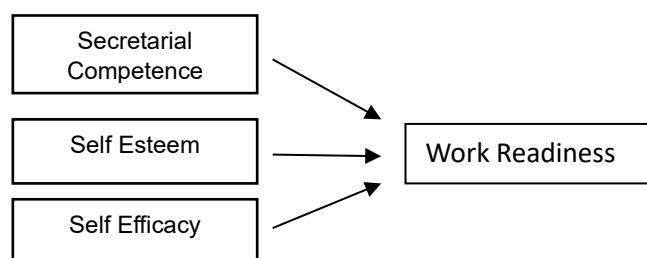This study follows the conceptual framework shown in Figure 1.

Figure 1: Conceptual Framework
Source: Developed by the Researcher
H_1: Secretarial competence affects work readiness.
H_2: Self Esteem competence affects work readiness.
H_3: Self Esteem competence affects work readiness.

2. Empirical Literature Review

2.1 Work Readiness

According to Muspawi, (2020) that work readiness is the taking of certain types of activities which include mental readiness, physical readiness, and desire readiness. According to Kuswati (2015: 296) work readiness is the ability, skills and work attitude that are in accordance with the demands of society and in accordance with the potentials of students or students in various types of certain jobs that they can directly apply. according to Wiharja (2018) Work readiness is the ability of an individual to complete work without facing significant obstacles and in accordance with predetermined results the indicators become six, namely as follows

a) Responsibility, Is a form of awareness of a person to carry out and complete jobdesk while working. This responsibility is an important component that individuals must have in carrying out their work.

b) Flexibility. This is an indicator that must be possessed by individuals who will work, they must adapt and blend, work under pressure to adjust the conditions of the work environment, or a schedule that likes to change.

c) Skills. A worker must know what skills and potential are the most dominant in themselves, so that later when entering the world of work it will be easy to carry out their duties.

d) Communication. This is important for a worker to have because with good communication skills with the work environment, it is said that he is ready to work.

e) Self-view. This is in the form of self-confidence related to the person and the job to be taken,

f) Health and Safety, A person who is ready to work will always pay attention to his health because by being healthy, the individual who is ready to work will produce maximum work results.

Based on the three experts above, it can be concluded that work readiness is all the ability based on the ability, potential that each individual has to go directly into the world of work after graduation without requiring a long adjustment time in the work environment..

2.2 Secretarial Competence

According to Rumayar (2013, p. 21) A professional secretary must have 'interpersonal relationships, knowledge, and skills'.These three elements of professionalism will determine the success of a secretary in the workplace.Secretary competence is the ability possessed by a secretary in carrying out his duties properly and effectively. Secretarial competency dimension knowledge there are Skills Attitude, and Secretary Competency Indicators there are conceptual knowledge, procedural knowledge, managerial skills, technical skills, social skills, initiative in helping colleagues, friendliness.It can be said that the higher the level of competence of a

secretary, the more positive the indicator of competence he has, therefore, it is important to improve the competence of the secretary in order to carry out his duties properly and effectively.

Secretary is a profession that is very important for the company. To face work in this era of globalization, a secretary must have the quality and competence that can support a career as a processional secretary. According to [Gaol, 2015] A secretary is defined as an executive assistant who has mastery of office skills; people who demonstrate the ability to assume responsibility without direct supervision; people who carry out initiatives and decisions; and people who make decisions within the scope of their assigned powers.

Another competency that must be possessed is the ability to think critically, creatively and innovatively [Widiawati and Selfiana, 2018 This shows that a secretary must have the ability to communicate, have high adaptability and a positive attitude. In addition, the secretary must also have an attractive appearance, and have high motivation at work.

2.3 Self-Esteem

Basically, self-esteem in psychology is used to describe a person's overall subjective feelings about one's own meaning or personal worth. Self-esteem is a person's feelings, thoughts, and views of himself. Self-esteem includes a person's beliefs about his worth, abilities, or morality. Self-esteem is an aspect that determines the success of adolescents in interacting with their social environment. Through self-image, the learning process, experience and interaction with the environment, adolescents can form work readiness for themselves. Self-esteem is a self-evaluation that individuals make of themselves in the positive to negative range (Baron and Byrne in Prawesti and Dewi 2016). Everything that adolescents think and feel about themselves is an important value for adolescents to be able to realize their self-worth, not through something that other people think and feel about who adolescents really are. The formation of a positive assessment in adolescents is related to self-esteem, which will affect how adolescents have their potentialSelf-Esteem Dimension there are Self-competence; the ability of individuals to complete the tasks and challenges faced. Social self-esteem; an individual's view of himself based on other people's views of him.Physical appearance self-esteem: an individual's view of himself based on his appearance. Self-Esteem Indicators there are feeling of security; self-acceptance; self-respect; self-confidence; feeling of happiness.

2.4 Self-Efficacy

Self efficacy is one of the most influential aspects of self-knowledge in everyday life. "Self efficacy is a person's belief about his chances of successfully achieving a particular task" Keitner and Kinicki (2014: 125). Self-efficacy is a person's inner belief in his ability to do something or overcome a situation that he will succeed in doing something. The following are the indicators, the first of which is Magnitude (level of task difficulty), namely avoiding situations and behaviors beyond the limits of ability, analyzing behavioral choices to be tried, adjusting and dealing directly with difficult tasks. The second is Generality (the breadth of the field of behavior) includes confidence in one's ability to perform certain activities and the third is strength (the level of strength or self-esteem).

3. Method, Data, and Analysis

Quantitative Methods According to Duli (2019) Quantitative research can be interpreted as a research activity with a data collection process, data processing, data analysis, and data presentation based on numbers or data that is scored and carried out objectively to test hypotheses in developing general principles. Quantitative research is designed to obtain data through statements or questions (questionnaires) using a Likert scale to find quantity on a problem by building numerical research. The type of quantitative research used in this study is survey research. Duli (2019) Survey research is a research method used to solve problems in accordance with the questions or statements submitted or in accordance with previously observed problems. Survey research

uses scientific sampling and questionnaire design to measure population characteristics with statistical accuracy.

Sampling: According to Handayani (2020) a sample is a portion of the population taken as a source of data that can represent the entire population. In a population, it usually consists of many subjects. It is this subject that will determine whether the research results are in accordance or not in accordance with the formulated hypothesis. Researchers conducted sampling in this study using purposive sampling technique. The purposive sampling technique is a technique used to identify and select respondents based on specific criteria to obtain the most appropriate information (Etikan, Musa, & Alkassim, 2016). The criteria are as follows; a. Students majoring in office administration education at State University of Jakarta semester 7 and 8; b. Not working.

Data Collection: The sample used in this study was 1 student of the Office Administration Education Department, Faculty of Economics, State University of Jakarta. Determination of 100 samples in accordance with the requirements for determining the sample

Relevance of Data Analysis: The analysis technique used in this research is multiple regression analysis techniques. Regression is one of the analytical methods used to see the influence between two or more variables. Wisudaningsi, Arofah, & Belang (2019) explain Multiple regression analysis is a development of simple regression analysis, in multiple regression analysis all independent variables are included in the regression calculation simultaneously. In this study, the use of regression techniques was carried out to determine whether or not there was an influence between adversity quotient and self-concept with anxiety facing the world of work. Data management was carried out using SmartPLS (Partial Least Squares) Statistic with version 4.0.9.3., which is an application used to calculate or analyze advanced statistics. In this study, SmartPLS was used to process data in the form of basic assumption tests and hypothesis testing.

4. Result and Discussion
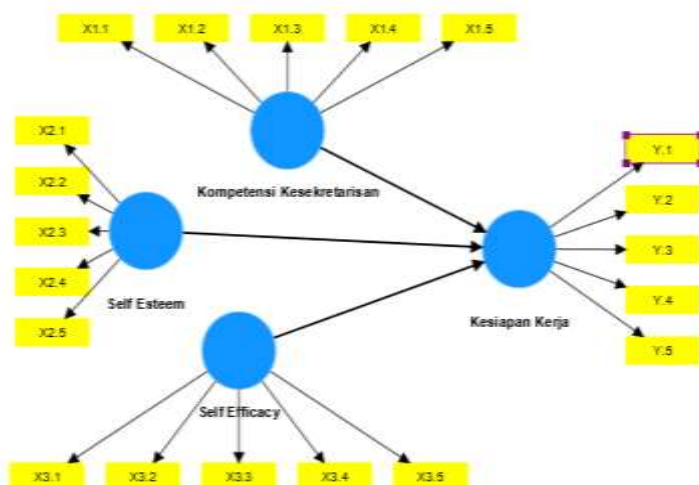
Analysis Data

Measurement Model (Outer Model)

Figure 2.Hypothesis Corelation

Tabel 1. Convergent Validity

Variable	Indicator	Outer Loading
Secretarial Competence (X1)	X1.1	0.946
	X1.2	0.823
	X1.3	0.607
	X1.4	0.972
	X1.5	0.928
Self Esteem(X2)	X2.1	0.927
	X2.2	0.661
	X2.3	0.781
	X2.4	0.808
	X2.5	0.958
Self Efficacy (X3)	X3.1	0.966
	X3.2	0.966
	X3.3	0.995
	X3.3	0.887
	X3.5	0.853
Work Readiness (Y)	Y.1	0.985
	Y.2	0.973
	Y.3	0.667
	Y.4	0.939
	Y.5	0.972

Source: researcher 2023

In testing Convergent Validity, it is seen from Outer Loading with the provisions that the limit value used is 0.7. From the table above, it can be seen that the variables that fulfill Convergent Validity.

Tabel 2. Discriminant Validity

	Secretarial Competence (X1)	Self Esteem (X2)	Self Efficacy (X3)	Work Readiness (Y)
Secretarial Competence (X1)	0.915			
Self Esteem (X2)	0.998	0.866		
Self Efficacy (X3)	1.005	0.988	0.935	
Work Readiness (Y)	0.915	1.019	1.001	0.834

Source: researcher 2023

Based on the calculation results in the table above, the Heterotrait- Monotrait Ratio (HTMT) value used in testing discriminant validity, none of the constructs has a value> 0.9. This means that the construct is valid with Discriminant Validity based on the HTMT calculation.

Tabel 3.Composite Reability

Composite Reability	
Secretarial Competence (X1)	0.973
Self Esteem (X2)	0.951
Self Efficacy (X3)	0.975
Work Readiness (Y)	0.930

Source: researcher 2023

Based on the Composite Reliability calculation, the variable value must be greater than 0.7 for confirmatory research. As for exploratory research 0.6 - 0.7. Based on the table above, it can be concluded that variables X1, X2, X3, and Y have a Composite Reliability value> 0.7, which means that the four variables are reliable.

Tabel 4.Cronbach's Alpha

Cronbach's Alpha	
Secretarial Competence (X1)	0.957
Self Esteem (X2)	0.932
Self Efficacy (X3)	0.971
Work Readiness (Y)	0.914

Source: researcher 2023

In the reliability test, Cronbach's Alpha is used to strengthen the composite reliability results. It can be seen that variables X1, X2, X3, and Y have values that are in accordance with the provisions and it is said that the five variables are reliable

Measurement Model (Inner Model)

Tabel 5. R-Square

	R-Square	R-Square Adjusted
Work Readiness (Y)	1.012	1.012

Source: researcher 2023

The R-Square value simultaneously or simultaneously influences where X1, X2, X3 and X4 on Y obtained a value of 1.012. This means that X1, X2, and X3 simultaneously affect Y 1.012 or 101,2%. Thus it can be said that the influence of X1, X2, X3 on Y is strong.

Tabel 6. F-Square

Variable Attachment	f-Square
X1-Y	0.897
X2-Y	0.488
X3-Y	0.719

Source: researcher 2023

To find out how much relative influence the independent variable has on the dependent variable. The following is the distribution of influence:

a) The indication of the variable X1 - Y shows a value of 0.897, meaning a high effect
b) The X2 - Y variable indication shows a value of 0.488, meaning a moderate effect.
c) The indication of variable X3 - Y shows a value of 0.719, meaning a high effect.

Tabel 7. Inner and Outer VIF

Source: researcher 2023

	Secretarial Competence (X1)	Self Esteem (X2)	Self Efficacy (X3)	Work Readiness (Y)
Secretarial Competence (X1)				
Self Esteem (X2)	3.133			
Self Efficacy (X3)	41.163			
Work Readiness (Y)	-25.350			

Variable	VIF
X1.1	10.705
X1.2	3.940
X1.3	1.849
X1.4	5.886
X1.5	5.062
X2.1	6.436
X2.2	1.734
X2.3	2.846
X2.4	3.381
X2.5	6.919
X3.1	6.500
X3.2	8.500
X3.3	16.284
X3.4	5.057
X3.5	3.744
Y.1	64.930
Y.2	45.809
Y.3	1.703
Y.4	11.316
Y.5	9.239

Source: researcher 2023

Based on the results of the inner and outer VIF values, if the Variance Inflation Factor (VIF) is < 5.00, because if > 5.00 indicates that there is collinearity between constructs, it means that there is no problem

Hypothesis Test Analysis

Hypothesis testing in this study was carried out with the help of the SmartPLS (Partial Least Squares) Statistic application with version 4.0.9.3. This value can be seen based on the results of the bootstrapping calculation.

Then the rule of thumb used in this study is T-Statistics> 1.96 with a significance level of P-Value 0.05 (5%) and a positive beta coefficient. The value of testing the hypothesis of this study can be shown in:
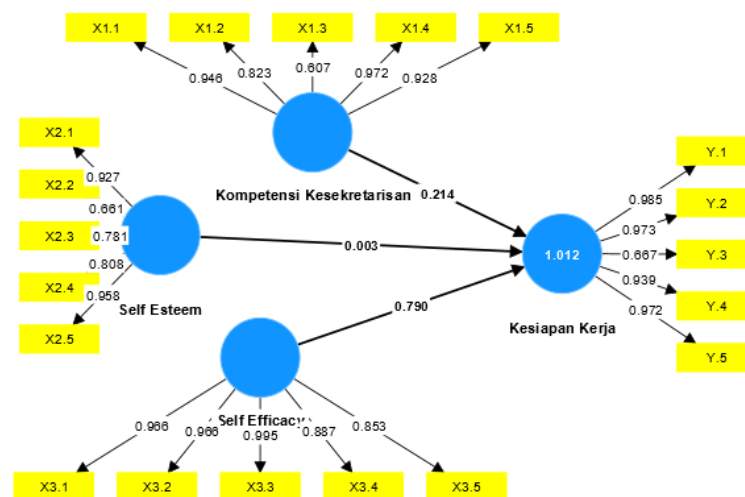

Figure 3. Path Coefficient Corelation

Tabel 8 Path Coefficient

	Original sample (O)	Sample mean (M)	Standard deviation (STDEV)	T statistics (|O/STDEV|)	P values
X1 -> Y	0.214	0.155	16.972	3.013	0.032
X2 -> Y	0.790	1.025	19.176	1.041	0.012
X3 -> Y	0.003	0.038	5.246	2.101	0.022

Source: researcher 2023

The data shows that all independent variables (X1, X2, X3) have a significant and positive effect on Y because they have a T statistic value> 1.96 and P Values <0.05. While the independent variable (X2) has a small effect.

The Effect Secretarial Competence (X1) On Work Readiness (Y)

Based on the results of the analysis, there is a positive and significant relationship between secretarial competence and student work readiness. Evidenced by the T-Statistic and P.Values of 3.013 and 0.032 which means the T-Statistic value> 1.96 and P Values <0.05. It can be concluded that there is a direct influence between the two variables, so the first hypothesis (H1) can be accepted.

The Effect of Self Esteem (X2) on Work Readiness (Y)

Based on the results of the analysis, there is a positive and significant relationship between discipline and learning outcomes. Evidenced by the T Statistic value and P Values of 1.041 and 0.012 which means the T Statistic value> 1.96 and P Values < 0.05. It can be concluded that there is a direct influence between the two variables, so the second hypothesis (H2) can be accepted.

The Effect The Effect of Self Efficacy (X3) on Work Readiness (Y)

Based on the results of the analysis, the lack of a significant relationship between learning aya and learning outcomes. This is evidenced by T Statistics and P Values of 2.101 and 0.022 which means the value of T Statistics> 1.96 and P Values <0.05. It can be concluded that there is a lack of direct influence between the two variables, so the third hypothesis (H3) can be accepted.

5. Conclusion and Implications

Conclusion

Based on the results of research that has been conducted by researchers through statistical data processing, description, and discussion, it can be concluded as follows:

a) There is a positive and significant influence between Secretarial Competence (X1) and readiness to face the world of work (Y).

b) There is a positive and significant influence between Self Estem (X2) with readiness to face the world of work (Y).

c) There is a positive and significant influence between Self Efficacy (X2) with readiness to face the world of work (Y).

d) There is a positive and significant influence between Secretarial Competence (X1), Self Esteem (X2) and Self Efficacy (X3) with readiness to face the world of work (Y) together.

Implication

Based on the results of research that has been conducted by researchers regarding the effect of Secretarial Competence (X1), Self Estem (X2), and Self Efficacy (X3) on work readiness in final students majoring in Office Administration Education at State University of Jakarta, it can be concluded that the higher the secretarial competence, self esteem and self efficacy possessed by students, the higher the work readiness felt by students. Based on this, it can be said that the results of this study are in accordance with the hypothesis that has been formulated..

a. In the work readiness variable (Y), it can be seen that the highest indicator is thinking / cognitive with a percentage of 30% and the highest statement score of 1,093, namely in the statement "I am ready and able when I graduate to work directly according to my competence". This means that most final semester students who will enter the world of work have a high readiness for the recruitment process into the world of work. The second highest score in the thinking/cognitive indicator with the sub-indicator considers being able to overcome problems, namely in the statement I think I have a great opportunity when applying for a job in a large company with a statement score of 1,029. Based on this statement, most students feel they have a greater chance of getting a job in big companies. The lowest scoring statement has a statement score of 938, namely feelings of envy and annoyance arise when I get news that my friends have found a job. This means that news about friends who get jobs first does not cause feelings of envy or annoyance. However, this does not mean that news about friends who get jobs first does not affect students, but can also cause students to question their own abilities and cause anxiety in facing the world of work.

b. In the Secretarial Competence variable (X1), it can be seen that the highest indicator is reach (reach) with a percentage of 26% and the highest statement score of 1,000, namely in the statement "I realize that the competencies around secretaries are qualified when applied in the world of work". This means that students are able to do secretarial work and administrative activities when they are in college or later in the world of work. The lowest indicator of Secretarial Competence has a percentage of 24% with a statement score of 669, namely in the statement "I can complete the administration properly and carefully according to the direction of the boss". This means that most students can complete their jobdesk carefully.

c. In the Self Esteem variable (X2), it can be seen that the highest indicator is physical / personal with the highest statement score of 1,043, namely in "I fortify myself against negative influences that can affect my career". This means that most students are able to filter negative things that exist. The lowest indicator of self-concept has a statement score of 807, namely in the statement "I dare to take risks

and pursue my career goals after college". This means that most students are hesitant in making future career decisions.

d. In the Self Efficacy variable (X3), it can be seen that the highest indicator is physical / personal with the highest statement score of 1,073, namely in "I accept my own abilities". This means that most students are able to see themselves that the abilities they have are felt to be quite maximum. The lowest indicator of self-concept has a statement score of 1,002, namely in the statement "I do not give up easily to do a difficult jobdesk". This means that most students do not give up on whatever task or job is given, this is an encouragement from themselves to complete their assignments well.

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