

Hi, I am —————→

# Tsabita An Nafila

And This My....

PHORTOFOLIO PSYCHOLOGY STUDENT

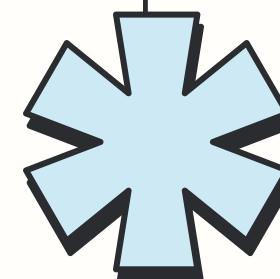




LEMBAGA  
PENJAMIN  
SIMPANAN



PHORTOFOLIO



## ABOUT ME

A psychology undergraduate from Bina Nusantara University with an IPK of 3.63. I have a strong interest in recruitment, talent acquisition, learning and development, and human capital. To align with these interests, I have gained hands on experience as an Intern HR Strategy at LPS, a Intern Learning and Development at BPJS Ketenagakerjaan, and an Intern HR Generalist at StudyFirst. I also joined the HR Bootcamp at Dibimbang.id to further strengthen my knowledge in human capital and human resources

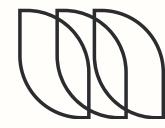
During my time at university, I was actively involved in student organizations, serving as Vice Head of Department in the Psychology Student Association and as Head of Department in SWANARAPALA. I also took on leadership roles as a freshman leader and consistently served as class representative in several courses.

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# INTERNSHIP EXPERIENCE

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# LEMBAGA PENJAMIN SIMPANAN (LPS)

February - June 2024

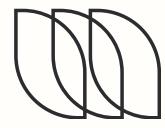
Intern HR Strategy

LPS is a state institution that plays a role in guaranteeing customer funds in banking and handling failed banks to maintain the stability of the national financial system.

Contribute in LPS

1. Contributed to the development of talent pool development programs from 27.1% to 20%.
2. Collaborate with the team to develop a Talent Management framework, including candidate selection and evaluation criteria.
3. Designing an effective recruitment strategy.
4. Create an Employee Value Proposition program to attract potential employee candidates.
5. Changed the 9-box matrix to assess employees based on performance and potential by adding competency assessment parameters.





# BPJS KETENAGAKERJAAN

August 2024 - January 2025

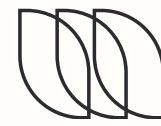
Intern Learning And Development

BPJS Ketenagakerjaan is a state institution with public legal status that functions to provide social protection for workers in Indonesia through various employment insurance programs.

Contribute in BPJS Ketenagakerjaan

1. Design and implement effective training programs to enhance employee skills and competencies, including onboarding training for new employees.
2. Conduct training needs analysis to identify areas of development required for employees, working with department managers to ensure training programs are relevant and targeted.
3. Assist in designing employee training participant assessments to select participants who best meet the criteria and needs of the training program.
4. Create engaging and interactive learning materials, including e-learning modules, presentations, and training guides.





# STUDYFIRST



September - October 2025

Intern HR General

This company is a fast-growing startup that focuses on edu-tech English. This startup has many products, such as TOEFL, scholarship, certification, and personal mentoring for studying abroad.

## Contribute in Studyfirst

1. Develop and implement onboarding and offboarding programs to help employees adapt more quickly while maintaining positive relationships with the company.
2. Manage and update employee KPIs and conduct regular performance evaluations to ensure a clear and efficient employee assessment process.
3. Handle the recruitment process from start to finish to ensure workforce needs are met with qualified candidates.





# PROJECT INTERNSHIP

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# Talent Management



## 01. Talent Pool

LPS has a Talent Pool of 27.1% of the total talent management population. This percentage is higher than the average benchmark of other organizations.

Then, I have to change this talent pool based on scientific references and other companies. I get the average company, which has a Talent Pool of 15-20% and this percentage becomes a proposal for changing the talent pool at LPS.

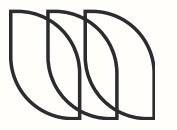
## 02. Talent Criteria

At LPS there is a problem regarding talent assessment, which affects employees who have the potential to get assessment results in the high category.

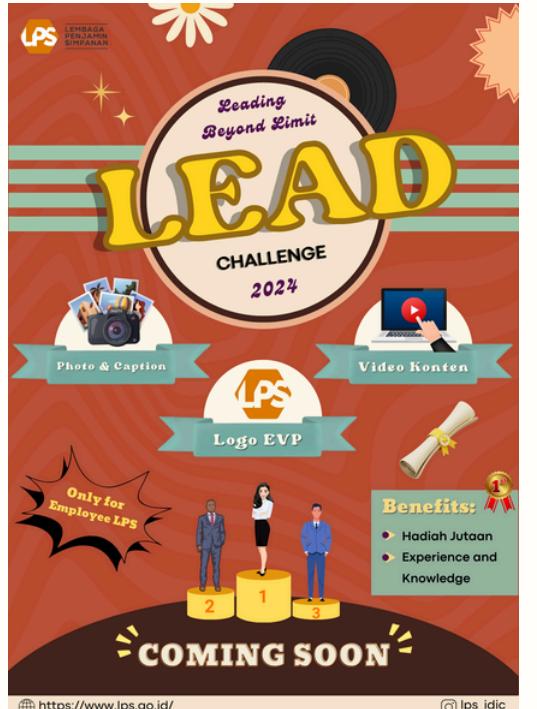
Then, I looked for sources from other companies related to talent assessment. Finally, we proposed to add competency assessment parameters (Y-axis) based on the data I had searched for.

## 03. 9 Box Matrix

I am looking for a 9 box talent category based on benchmarking by BI, OJK, Telkom, and ministries to be a proposal for changing the talent management category at LPS.



## EMPLOYEE VALUE PROPOSITION



In this project, I am responsible for the design of this project. Last year's EVP project was to distribute souvenirs to employees of the Deposit Insurance Corporation (LPS), namely laptop bags with the LPS logo.

For this year, I made the EVP project not only directly provide souvenirs, but there was a competition event where the prize was cash. The Employee Value EVP program implemented through the competition event was designed to strengthen employee engagement, increase motivation, and build a positive organizational culture.



## Proposed Allocation SDM LPS to IKN



In this project, I designed learning materials with Canva about the transfer of Human Resources to IKN, using benchmarking data from organizations such as BI, OJK, and the State Civil Apparatus

# Learning Partner Meeting (LPM)



LPM is a communication arena to discuss and review programs attended by BPJS Ketenagakerjaan stakeholders, including leaders of each unit.

## 01. Processing data

My first task was to process participant data, including compiling a list of participants for administrative and logistical needs. Data accuracy is very important so that each participant gets clear information about the schedule and technical aspects of the event, which will be delivered via email.

## 02. In LPM

I am responsible for the administration of the participants during the activity. Before entering the LPM area, participants are required to sign the attendance list and receive the planned souvenirs. After all the participants signed, I also engaged in a meeting with stakeholders as minutes.

## 03. After LPM

After this activity, I recap budget data related to participants' transportation, such as gasoline, plane tickets, and train tickets. This data will be compiled into a budget report that will be sent to the finance department.

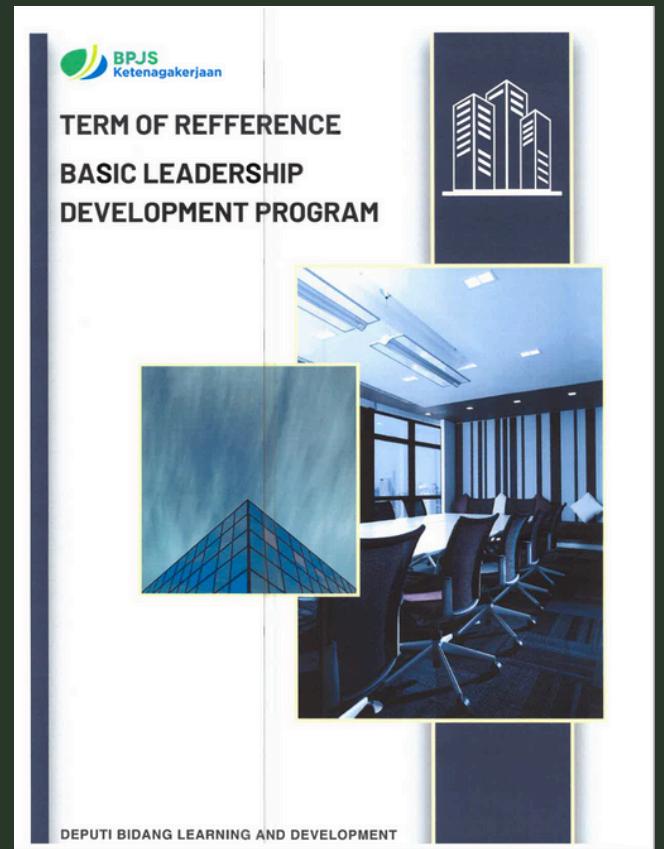
## Launching Book



My role involved analyzing the event's needs and objectives by identifying the target audience, selecting the venue, and preparing the budget. I also developed communication and promotional strategies to maximize audience engagement. During implementation, I ensured all preparations ran smoothly, overseeing the event from welcoming VIP guests and book presentations to Q&A sessions. Afterward, I collected documentation such as photos and files, and prepared a comprehensive final report.

## Basic Leadership Development Program

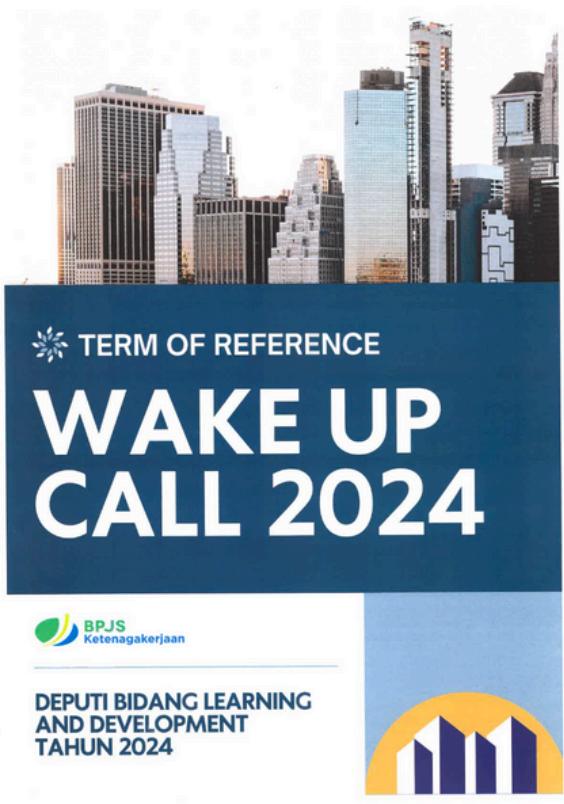
Basic Leadership Development Program (BLDP) Project in 2024, an annual leadership education program with three levels related to BPJS Ketenagakerjaan grades.



My responsibilities included researching scientific journals on six performance drivers objectives, feedback, resources, job fitness, skills, and motivation to analyze leadership issues. These references were compiled as the foundation for the program's Terms of Reference (TOR), which I also drafted as an internal memo.

Together with my supervisor, I developed a design plan and learning syllabus for vendors, who later presented the materials via Zoom. After vendor selection, I assisted in negotiations and program preparation, and drafted the Letter Work Order (SPK) to formalize the program's implementation.

## Wake Up Call 2024

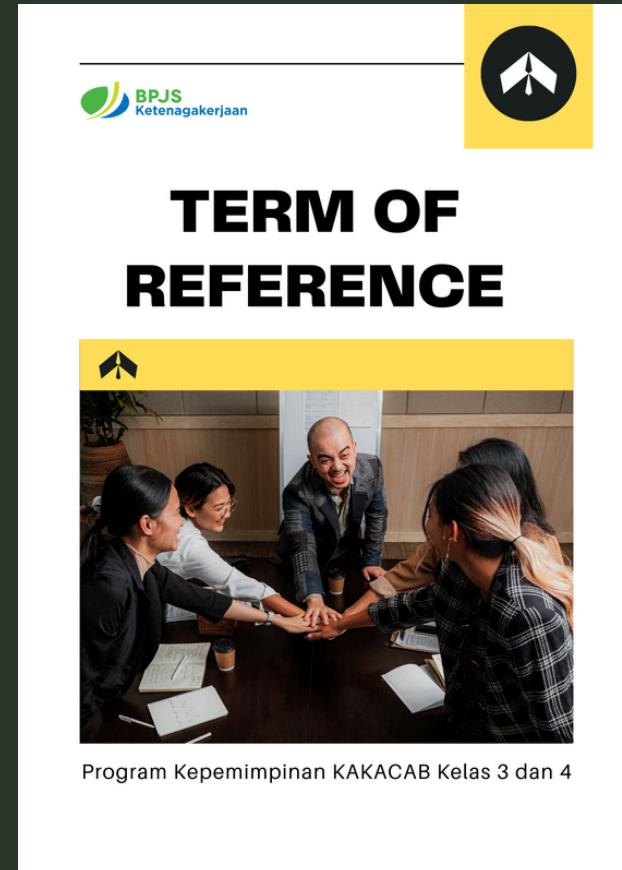


The 2024 Wake Up Call Project, which aims to increase awareness of BPJS Ketenagakerjaan employees regarding retirement preparation.

I processed data on participants nearing retirement and researched scientific references to highlight the importance of the Wake Up Call program. These references formed the background of the Terms of Reference (TOR), which I drafted as an internal memo.

Together with my supervisor, I designed the learning plan and syllabus for vendors, who later presented their approach via Zoom, where I also documented the meeting. After selecting the vendor, I supported negotiations and program preparation, and drafted the Letter Work Order (SPK) to formalize the agreement and ensure proper implementation.

## Leadership Project KAKACAB

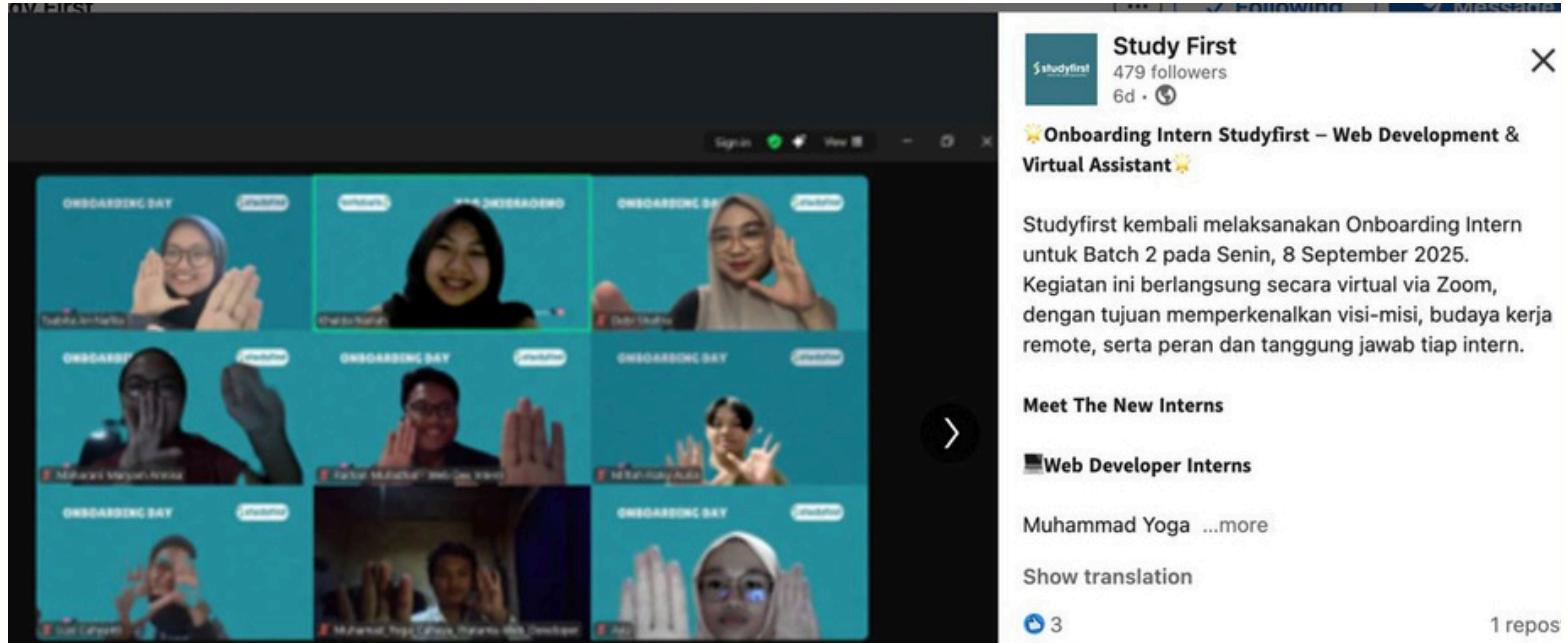


Leadership project for class 3 branch office heads throughout Indonesia and class 4 in several regions in BPJS Ketenagakerjaan.

My initial task was to find journals related to decision making, planning, data analysis, mature leadership, and service excellence, with a minimum of three sources for each topic. These references will be included in the background of the program's Terms of Reference (TOR). I designed this TOR.

Then, together with the site supervisor, I will prepare the design and learning materials (syllabus) to be submitted to the vendor. The vendor will present the syllabus to us via zoom media, where I act as the notary. After that, the site supervisor and I will select the appropriate vendor and negotiate to prepare the program.

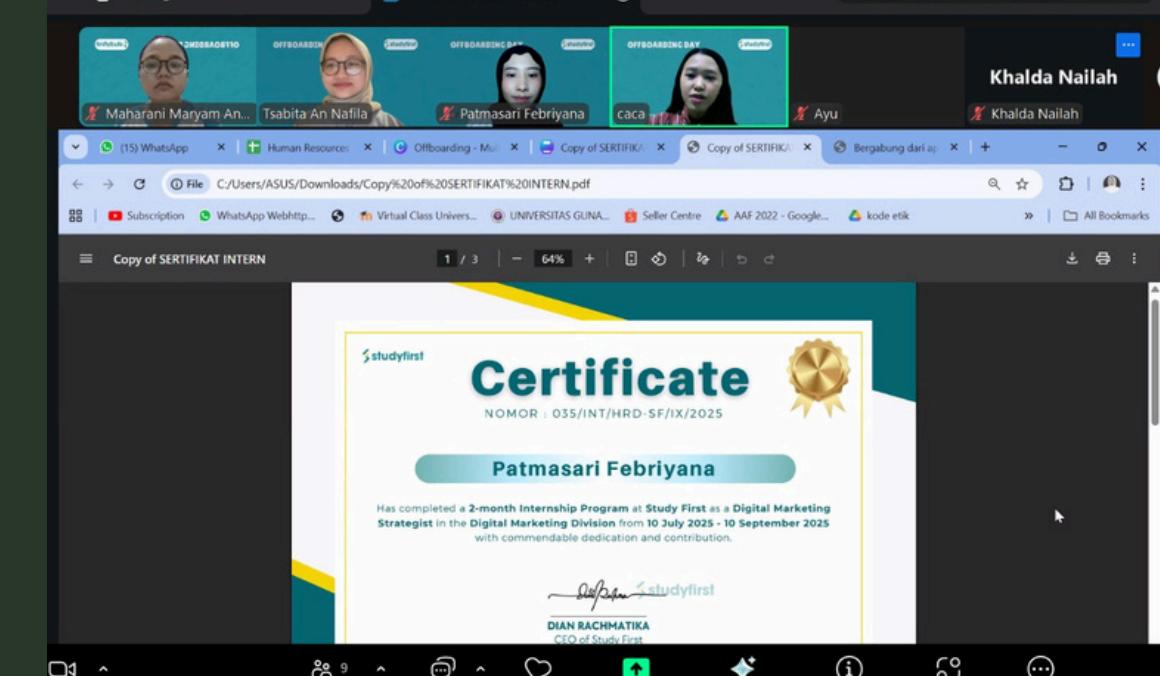
## ONBOARDING



I developed and executed the onboarding process by preparing the onboarding plan, managing virtual sessions via Zoom, and ensuring job roles and responsibilities were clearly communicated.

I coordinated onboarding materials such as the employee deck and introductory videos, scheduled sessions, shared invitations, and facilitated smooth communication with new hires. I also documented the entire process and created post-onboarding reports to evaluate outcomes and improve future sessions.

## OFFBOARDING



I managed the offboarding process by preparing the plan, scheduling and facilitating online exit sessions, and ensuring company assets were returned and access was deactivated.

I also created and distributed Google Forms to gather employee feedback, suggestions, and criticisms, designed certificates for participants, and documented the results in an offboarding report for evaluation and improvement.

## KPI



I created a new KPI assessment template tailored to employee performance evaluation, then conducted assessments by gathering structured input from team leaders.

The results were compiled into performance scores for each employee, which served as the basis for measuring individual contributions and identifying areas for improvement.

## RECRUITMENT



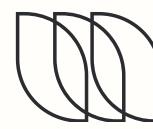
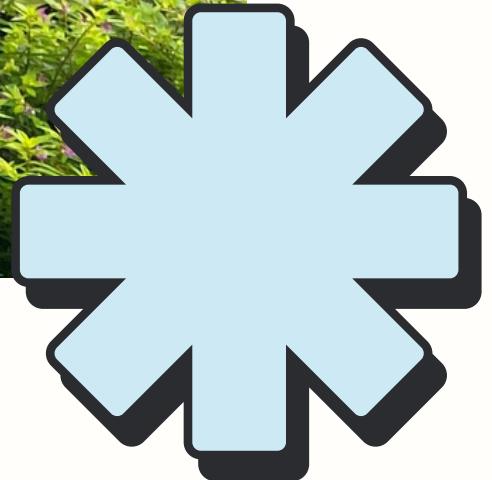
I developed a recruitment plan by analyzing position needs, defining job descriptions and qualifications, and setting priorities with a clear SOP and timeline.

I created and shared job postings, screened CVs, conducted interviews and psychological tests, and finalized candidate selection while preparing backup candidates to ensure continuity.



# THANK YOU

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**CONTACT ME**



**Note: Klik Logo**

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