



Induction and Orientation

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ABSTRACT

Induction and Orientation are the two programs designed to provide new joinee with the information they require to function comfortably and efficiently in the organisation. As the programs take place in the initial days, when the new hires join the organisation, it is quite hard for people, to differentiate the two. Nevertheless, there is a difference between induction and orientation, in a sense that **induction** is nothing but an introduction of the newcomer to their job while an **orientation**, provides basic information about the employer to the fresher. So, read the article to know some more differences.

KEYWORDS :

Induction and Orientation

The Induction duly helps employees to undergo each and every phase of environment of Company and an introduction to his team and others. It gives them the platform of knowing and understanding the culture and knowing "Who is who". It is such a phase which gives a glimpse of entire Organization in that short span.

Definition of Induction

Welcoming new hire to the company is induction. It is a well-planned program to socialise the new joinee with the co-workers and the workplace. The term induction is derived from a Latin term 'inducere' which refers 'to bring or introduce'. In this process, a person is formally admitted to the company as an employee, to take charge of a particular post.

In short, it is a process of introducing an employee that takes place on the day when he joins the organisation and provided with basic information needed to adjust as soon as possible in the new organisation to gain maximum efficiency in the minimum time. The process helps in making a positive first impression on the new recruits that they belong to the company.

Under this process, the employee is made aware of the organisational hierarchy and a review is given in the firm's history. The overview is related to the company's mission, vision, values, policies, norms, history of the employer, clients and partners, dress code and so on.

Definition of Orientation

Orientation is a process of helping the new entrant, to gel up in the organisation, easily and quickly. In this process, a practical overview of the organisation is given, in which the new joinee is introduced to different people working in the organisation, to make him feel 'at home' in the new environment. Companies spend a few weeks or even months on the orientation of the new recruits.

The objective of the program is to remove the anxiety and fear from the minds of the new hires. It is quite a known fact that employees feel anxious when the first join an organisation, they worry about how they will be able to perform the new job. Many employees feel inadequate because they compare themselves with more experienced employees. The orientation program aims at reducing the anxiety of new employees by giving them the necessary information regarding job environment, by introducing them to other employees.

Some common topics included in the employee orientation program are:

Organizational Issues: Probationary period, Disciplinary regulation, Layout of physical facilities, Company policies and rules, etc.

Employee Benefits: Pay scale and pay days, Retirement program, Counseling, Vacations and holidays, etc.

Introduction To: Supervisor, co-workers, team leader, manager, etc.

Job Duties: Job location, job objectives, job safety requirements, an overview of the job, etc.

Objectives of Induction:

When a new entrant joins an organisation, he/she is an utter stranger to the co-workers, workplace and work environment. As such, he/she may feel insecure, shy and nervous. The first few days may be all anxious and disturbing ones for the new entrant.

Particularly when a new entrant comes from rural area, he/she finds himself/herself completely at sea in an industrial town and city. Then, induction helps reduce such anxieties and dispels doubts and nervousness from the mind of the new entrant.

Therefore, an induction programme is designed to achieve the following objectives:

1. To reduce the initial anxiety all new entrants feel when they join a new job in a new organisation
2. To familiarize the new employees with the job, people, workplace, work environment and the organisation.
3. To facilitate outsider – insider transition in an integrated manner.
4. To reduce exploitation by the unscrupulous co-workers.
5. To reduce the cultural shock faced in the new organisation.
6. Benefits of induction programme:

Contents of induction programme:

The induction programme may be informal or formal. These are discussed one by one.

Informal Induction:

This is an unplanned induction programme. This may be simply an introduction to the new entrant about the job and organisation. Such type of induction programme is generally carried out by the medium and small-scale units. Usually, informal induction programme needs to be brief- lasting for one hour or so.

Informal induction programme itself may be in the following two versions:

(i) Supervisory System:

In this system, the immediate job supervisor conducts the induction programme for the new entrant. The supervisor briefs the new comer about the job, the department, introduces to the colleagues, and takes him round the sections/divisions which are related to his job.

(ii) Buddy or sponsor system:

In the 'Buddy System', the immediate supervisor assigns the responsibility of induction of the new entrant to an old employee. The old employee acts as friend, philosopher and guide to the new comer. In order to introduce the new comer to the job and the organisation, the guide, i.e., the old employee arranges meetings with other persons and departments and also supplies him with

relevant documents/literature regarding rules, regulations and other details of the organisation.

Formal Induction:

Formal induction is a planned programme carried out to integrate the new entrant into the organisation. This is usually carried out by the large size organisation. A comprehensive induction programme is carefully designed to introduce the new entrant to all about his job, colleagues and organisation.

Accordingly, the contents of the formal induction programme cover the aspects ranging from the mission, vision, rules and regulations of the organisation to job related particulars like salary, benefits, service conditions, safety and welfare measures, etc.

A formal induction programme, thus, includes the following contents:

1. Brief history of the organisation.
2. Organisational mission, vision, objectives and philosophies.
3. Policies and procedures of the organisation.
4. Rules and regulation of the organisation.
5. Organisational structure and authority relationship.
6. Terms and conditions of job including remuneration, working hours, holidays, promotional avenues, etc.
7. Welfare measures like subsidised canteen, transport, health and recreation facilities, etc.
8. Safety measures.

All the contents of the induction programme are arranged into the three phases which are discussed subsequently. Formal induction programme is carried out by the HR specialists through leaflets, lectures, seminars and conduct tours for a couple of days/weeks. The induction may spread over periods of time ranging from a few days to a few weeks even months.

Go through the following example of the induction programme carried out at TISCO. It will help you better understand the contents of a Formal Induction Programme.

Induction at TISCO:

The formal induction in the TISCO was carried out since late 1960s. The objective of induction was to acquaint the new employee with his surroundings, explain to him the rules and safety measures, etc., and give him an induction of the education, training and welfare activities sponsored by the company.

The induction programme consists generally of the following:

1. Introduction to the Company:

As a first step in the programme, new entrants in batches of not more than 15 are told about the Founder and the history of the Company's development, its organisations and functions, its various products and its personnel policies. The Safety Officer of the Safety & Accident Prevention Services gives a talk on safety and demonstrates the correct use of various safety appliances.

2. Briefing on conditions of service:

The salient features of the Works Standing Orders, Gratuity and Provident Fund rules, medical, housing, and educational and welfare facilities, etc., are explained. A brief talk is also given in respect of wages, overtime, bonus and other remunerations. The rules regarding seniority, leave, acting and promoting procedures, etc., too, are covered by the talk.

3. Introduction to the Officers of the Department and Visit to the Works Location and Environment:

After the new entrants are educated on the subjects indicated above at the Employment Bureau, they are sent to the department concerned where they are introduced to the supervisors in charge of the various sections and the Personnel Officer. They are then taken to the place of work and shown various important places such as the Check Houses, Watch Houses, Rest Rooms, Toilet, etc.

4. Introduction on the Job:

The new entrants are given a brief description of the jobs they are supposed to perform, of the location of their work and the way to approach the jobs. Breakdown signals, fire alarm and other safety precautions are explained. In addition, the method of recording attendance is also indicated to them.

Advantages

Your company will most likely have a higher retention rate from properly inducting employees since the process is your new employees' first impression of what their jobs and corporate atmosphere will be like. According to Business Balls, proper induction acts as reinforcement to new hires that they made the right choice by coming to work for you. Depending on the nature of your business, individual inductions may work better than group inductions, so you can more quickly bring hires up-to-date on the rules and expectations within the departments they will be working in. Equipping your hires with this knowledge will also make them more independent as workers.

Disadvantages

Improper induction can cost your organization by resulting in poor employee retention. For example, if an employee feels confused or lost after her induction process, she may or may not ask for help depending on her personality. In this situation, she may either make mistakes until she gets protocol right, or may take coworkers away from their work to train her with each problem versus being trained before beginning work. This creates a disadvantage in terms of employee efficiency, which may translate into poor company productivity.

Conclusion

The induction and orientation program may differ from organisation to organisation, but their whole-sole aim is just to facilitate smooth rehabilitation of the employee into the new organisation. The program helps to build up trust, confidence, morale and a sense of belongingness in employees towards the organisation. So that, he will give his best to the organisation.

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