

Orientation and Induction

Orientation

Orientation covers the activities involved in introducing a new employee to the organization and to his or her work unit. It expands upon the information received during the recruitment and selection stages and helps to reduce the initial anxiety.

An orientation program should familiarize the new members with organization's objectives, history, philosophy, procedures and rules; communicate relevant personnel policies such as hours of work, pay procedures, overtime requirements and fringe benefits; review the specific duties and responsibilities of the new member's job; provide a tour of the organization's physical facilities; and introduce the employee to his or her superior and co-workers.

How it is done?

through formal programmes

through informal way

Anxiety in new employees

Helps him/her to adjust to new settings

Get to the work procedures quickly

Learns about the organization and develops attachment to it.

In case employee concerns are not handled properly, in some cases, employee might leave the organization.

Understanding Socialization

Organizational Culture

Roles, Values, and Norms

Learning the “Do’s” and “Don’ts”

Advantages of Orientation