

### **J M Baxi Group @ 555**

**Objective** – To enrich new joiner experience by providing comfortable working environment, strategize & maximise work output in a new job by creating specific, manageable goals tied to the company's mission & vision, role's duties, and expectations, hence ensuring a mutually successful and rewarding career with the organisation.

**Scope** – On-roll employees of J M Baxi Group.

#### **Implementation:-**

##### **Stage 1 - Support (Take Off: Focus till 5<sup>h</sup> day in the organization): -**

When an employee joins the organization, he/she feels a rush of anxiety due to new place, process, people etc. If this anxiety is not addressed appropriately, there are chances that employee feels disconnected about the new environment and distances himself/herself. This is the time when an extended support is required to ensure smooth settling down of employee.

In a Take Off stage, the focus is primarily till the 5<sup>th</sup> day from the date of joining. HR, Admin & IT team to provide :

- Necessary facilities and information required by the employee.
- Assets as applicable on the day of joining.
- Information on HRMS/intranet etc.
- Details about colleagues & surrounding premises available to the employee.
- Ensuring that his/her stay & food has been addressed appropriately.
- Details on emergency contact & safety procedure.

- Ensure that employee goes through the Group Induction.
- Buddy may be assigned to the new joiner who partners with him/her to settle down in the organisation. Typically, a buddy would be someone who can show the new hire around the office, familiarize him/her with the Company's guidelines, norms and culture and involve him/her in social/informal activities like lunch, coffee etc.,

These small things give an enormous comfort to employee and makes him/her feel valued. This stage is extremely crucial as the support provided in this stage creates a strong lasting impression of people & processes.

**Feedback :-** The feedback on overall experience of the employee for Stage 1 shall be taken latest by 10<sup>th</sup> day from the date of joining.

**Stage 2 - Settling Down (Flying: Focus till 5<sup>th</sup> week in the organization): -**

Once employee has been given a comfort on people & processes & support to settle down, he/she expects more involvement in the day-to-day functional activities.

- HR to complete the induction with all relevant stakeholders, so that employee gets acquainted with the colleagues and various aligned functions.
- Head of the department to assign roles and responsibilities to the employee and set his/her goals. This will give the employee the clarity required to perform his/her job and the expectation laid about him/her.
- Head of the department to share all the required SOP's/manuals etc. with employee as deemed fit for more information on processes. Meeting with external stakeholders to be ensured during this stage.

The orientation and know-how of people and processes shall help employee to feel accountable about his/her job.

**Feedback :-** The feedback on overall experience of the employee for Stage 2 shall be taken during 6<sup>th</sup> week from date of joining.

**Stage 3 – Functional (Landing: Focus till 5<sup>h</sup> month in the organization): -**

By this time, as the employee has got acquainted with people & processes and have understood the role & function in detail, it is time to review. Head of the department to:

- Have one on one meeting with employee to take feedback about processes, peers & expectations.
- Conduct a detailed feedback on the employee's performance from his/her and peers.
- Adequate support to be provided on the functional areas
- Inputs from process improvement to be taken from employee in the existing systems
- Appreciation / Recognition to be communicated in case of employee has performed an exceptional job.
- Involve employee in communication meeting / management reviews applicable to his/her areas of responsibilities

**Feedback :-** The feedback on overall experience of the employee for Stage 3 shall be taken latest by 1<sup>st</sup> week of 6<sup>th</sup> month from his date of joining.

- ✓ Detailed pointers on things to be addressed at every stage are being provided in the annexure. (Annexure 1.a)
- ✓ Detailed pointers on feedback to be taken from employee at every stage are being provided in the annexure. (Annexure 1.b)

**Benefit –**

- **Enrich employee experience** - To enrich new employee experience & provide support in initial days to develop a rewarding career with the organisation.
- **Focus:** Creating a clear focus for first 5 months on the job ensures that the employee's daily actions will be productive.
- **Goal setting:** The goals set in the 555 plan will help the employee integrate quickly and smoothly into the organization.
- **Success:** Managers will see that the employee is capable of self-management and achieving goals. This indicates that an employee is worthy of development.

**Corporate HR**

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