

FACULTY OF JURIDICAL SCIENCES

Lecture-19



Induction of Employees

According to Edwin B. Flippo, “Induction is concerned with introducing or orienting a new employee to the organization. It is the welcoming process to make the new employee feel at home and generate in him a feeling of belongingness to the organization”.

It is the first step in a proper communication policy which seeks to build a two-way channel of information between the management and employees. The new employee, on his joining the organization, must be helped to get adjusted and acquainted with the fellow employees and the work environment. Rather than leaving him to make his own way through the organization. It is much better to properly and systematically introduce him to the company, its philosophy, its place in the industry or economy, its major policies etc.

Contents of Induction Programme: Topics to be covered in induction –

1. Company's history, mission, vision and philosophy. 2. Products and services of the company. 3. Company's organization structure. 4. Location of departments and employee services. 5. Employee's activities like clubs, credit society. 6. Personnel policies and procedures. 7. Standing orders. 8. Rules and Regulations. 9. Terms and conditions of services. 10. Grievance procedures. 11. Safety measures. 12. Benefits and services for employees. 13. Training, promotions and transfer facility. 14. Career advancement schemes. 15. Counseling facility

Induction Process

The following are the steps in induction process:

(1) Welcoming the New Employees: The first fundamental step in induction is welcoming the new employees as soon as he joins the organizations and is duly placed on the job and gives basic instruction. (2) Induction with Immediate Superior: After welcome of the new employees, the next step is to introduce him with his immediate superior or with his colleagues and briefly explains his duties, responsibilities authorities, work procedure and practices. (3) To Impart Detail Instructions: The third and last important step in induction is to give detail information about the company such as company policies, plans, targets objectives, goals, products services, future prospects, working environment, future facilities, salary structure promotional opportunities, transfer facilities etc. At this stage a new comer knows his job and forms opinion about it,

of course which is positive and starts integrating himself with the organization his job and the environment. Induction takes place sometimes within one week to six months from the time of the initial hiring and orientation. It is generally conducted either by foreman or a specialist. Its main purpose is to find out whether the employee is reasonably satisfied or not.

The information given to various categories of employees at the time of induction is noted to be as follows:

(1) Information about the organization, (2) Information about the company product/products, (3) Information about the working rules and regulations, (4) Information about the company's benefit plans in operation, (5) Information about the company's recreational and educational activities, (6) Information about the union (if the company is unionized).

Job Change

A job change refers to a situation where you are leaving one company and beginning to work for another. The term is a popular one in business and also has application in other fields, from healthcare to human resources to sales. You may also hear the terms "job transition" or "career change," which are essentially the same thing as a job change. Job changes aren't always easy, though they don't necessarily have to be hard either. The transition can be made easier by following certain steps and steps that depend on your individual circumstances. This article will help you understand it better and you have a guide for this change to be successful.

First of all, job change is a process different from a career change, unless you are considering a change in both fields. So job change is the process you follow in order to accept a promotion within your company and take over new responsibilities and most of the time they contain an increased level of responsibility. The reason is that you are promoted from a lower grade to a higher one.

If it's not that, then maybe we talk about a reclassification. Meaning a change from one job code and job title to another due to a significant change in the core functionality of a position.

Your job change could also mean a career development. This means that you will take over a different job title and job description in the same level of grade as you currently are.

Finally, there is the option of lateral. Lateral is when you stay in your current job title and job description but in a different department.