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- Bowersox, Donald J., Closs, David J., (1996), "Logistical Management." Tata McGraw, Hill, New Delhi.
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ONLINE RESOURCES

- Always indicate the date that the source was accessed, as online resources are frequently updated or removed.

WEBSITES

- Garg, Bhavet (2011): Towards a New Gas Policy, Political Weekly, Viewed on January 01, 2012 <http://epw.in/user/viewabstract.jsp>

A STUDY ON EMPLOYEE INDUCTION PROGRAM AT PRIVATE ORGANIZATION

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ABSTRACT

Induction programme is the process used within many businesses to welcome new employees in the organisation and prepare them for their new function and position, it provides guidelines which will act as an indicator of what is the minimum that needs to be done to ensure smooth integration of new employees. The basic objective of the research is to analyse the factors of employee's induction and orientation program. The study reveals that effect of employee orientation on employee performance and the effect of employee satisfaction. The research design of the study is descriptive in nature. In the study primary and secondary data was used. In the research 150 respondent were taken based on random sampling method. The data are collected through the employee of organization by using questionnaire. It is found that company is effectively conducting induction program. The study indicates that the employees are satisfied with the induction programme.

KEYWORDS

induction programme, employee satisfaction and performance

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INTRODUCTION

Here this paper shows that how private organisation provides guidelines, and prepares them for their new role and responsibility, to ensure smooth integration of new employees into the group and the organization. The report also accommodates some research to analyze the employee's induction program. Providing new staff and employees with a thorough introduction and orientation to the organization, leads to significantly improved long-term staff retention.

An induction program should include an introduction to the organization, its value, culture, people and acceptable working practices.

- New full or part-time staff
- Contractors
- Internal promotions
- Holding position

Orientation is a planned introduction of new employees to their work environment co-workers and the larger organization context. It is an opportunity to create a favorable first impression, reduce anxieties and manage employee expectations.

However, the process of orientation goes beyond merely welcoming or conveying the 'need to know' information. A good orientation program provides the necessary information, resources and motivation to assist a new employee to adjust to the work environment and become a contributing member, as quickly as possible.

- IT will acquaint the new employees with the group's mission, vision, corporate structure, culture and values. This will help them see the big picture.
- Provides new employees an opportunity to socialize with other employees.

BENEFITS TO ORGANIZATION

- Reduce start-up costs – helps the employees get "up to speed" much more quickly, thereby reducing the costs associated with learning the 'ropes'.
- Reduces employee turnover – by letting the employee know that the group values the employee and helps provide the tools necessary for succeeding in the job.
- Develops realistic job expectation, positive attitudes – helps employees quickly learn what is expected of them, and what to expect from others.

OBJECTIVES

- To ensure the all-new employees go through consistent and well-managed orientation experiences that enhance the group's reputation as an employer.
- To provide guidelines which will act as an indicator of what is the minimum that needs to be done to ensure smooth integration of new employees into the group and the company.
- Based on the guidelines, each unit will need to formulate and clearly document its own orientation process taking into account its business, culture, location, recruitment patterns, etc.

RESEARCH METHODOLOGY

Descriptive Research Design is used for the purpose of the present study.

- **Primary Data:** Primary data has been collected through use of questionnaire and face to face interaction.

Sample Design

For the purpose of the study the stratified random sampling technique is used.

A sample of 50 employees was taken from manufacturing department and a sample of 50 employees was taken from information of employee training and development.

The process

Every new joined needs an orientation to the new workplace he is joining. Therefore, the orientation program is developed keeping in mind the needs of the new employee who is joining us. This section provides an overview of the orientation process for all private organization.

1. Quick & Easy

Pre joining activities

Introduction Department overview

Job /role overview

2. Structured Orientation Program

People policies & joining formalities

End the day – briefing & feedback

Meeting with relevant stakeholders

NEED/ IMPORTANCE OF THE STUDY

Induction is important for professional, individuals and organisations because the induction is an operation outline to provide new staff to a health and social care organisation the relevant information they need to be able to fulfil their role and responsibility they have accepted. It is important because it gives the means for a new member of staff to be Integrates into an organisation as quickly as possible.

- This Study helps employer will to warm and friendly welcome will reduce the possible problems
- Involvement of top management to determination of information need of the new employees
- An aspect of the induction programme would positions of the new employee at ease.

STATEMENT OF THE PROBLEM

In the organisation to know the needs and competencies of the employee’s induction and orientation program for new employee training and development is essential. Determine the role of induction program and find out the new employee perception about induction program employed by products.

OBJECTIVES

- To familiarize the new employees with the job, people, work place, work environment and the organisation.
- To establish the new activity and involvement of induction in combination with other HR tools such as HRD policies
- Find out the Induction program is the action used within many businesses to welcome new employees in the organisation and prepare them for their new function and position.

LITERATURE REVIEW

- 1) **Dr. Rahul Nandi (2015). “Effective induction for employee’s performance and satisfaction”:** The main objective behind doing this research is to identify the characteristics of employee orientation procedures and the effect of employee orientation on employee performance and find out the effect of employee orientation on employee satisfaction. SPSS was the main analysis software because of its high flexibility in data treatment and management. To help not only in retention of employees, but also enhance performance. A well planned employee orientation programme will help to get new employees off on the right foot immediately.
- 2) **Dr. M. Ashok Kumar (august 2016). “A study on the impact of training on employee performance in private insurance sector”:** The main objectives of this study are; to study the impact of training on employee’s performance. To study the factors determining the employee productivity through training and study the effect of other Human Resource Management (HRM) practices on employee’s performance. The education level, staff category and the work experiences of the employees are the factors determining the growth of employee’s performance in the organisation after the training. The most important resource in an organisation. The employees should be offered with proper training to improve their efficient and effective functioning in an organisation.
- 3) **Hortance Ndayisaba (2017). “Effect of orientation programs on employee performance”:** The general purpose of this study was to establish the effect of orientation programs on employee performance, investigate the methodologies used for the orientation program and their influence to employee performance the effect of orientation on employee predominance and their link to employee performance and identify the factors affecting orientation programs and their link to employee performance. The study recommended a well and planned orientation to new hires as a way of respecting them as first assets of the organization and to apply their suggestions during orientation when necessary.
- 4) **Anthony M. Wanjohi, Kenya Projects Organization (2012). “The Role of the Employee Induction Program in Organizations: A Case Study of Goal Organization in Juba”:** the main objective behind doing this research is to determine the role of induction program in GOAL, and find out the new employee perception about induction program. The questioner was analysis by the use of SPSS software. The study recommended that they should adapt the mission and vision of the organization and work towards improving their performance. Individual organizations should also look into the content of their respective employee induction program and see that it looks into the employees working conditions and motivation with the aim of improving their performance.
- 5) **Mugri Ruth Akpakip Christiana Ekot Covenant University, Nigeria (2017). “Effect of employee orientation in creating satisfaction with work”:** The main purpose of this study is to determine the “Effect of Employee orientation in creating employee satisfaction with work, to determine the effect of employee orientation in creating employee satisfaction with work. This study is mainly 26 and 48 employees respectively, making a total of 74 as the census sample. This study revealed that there is a significant effect of Employee orientation on employee satisfaction with work. It is recommended that Managers must ensure appropriate adherence to induction training as this forms a foundation for development and employees’ satisfaction with work itself.

HYPOTHESIS

Gender	Percentage
Male	80
Female	20

Interpretation: Out of 100 respondents 80 are male and 20 are female.

	N	Mean	Std. Deviation	Std. Error Mean
Q1	100	1.41	.588	.059

Test Value = 2						
	T	Df	Sig. (2-tailed)	Mean Difference	95% Confidence Interval of the Difference	
					Lower	Upper
Q1	-10.040	99	.000	-.590	-.71	-.47

H0: Employees are not agreed with the induction includes setting out work objectives for department and company Goals

H1: employees are agreed with the induction includes setting out work objectives for department and company Goals

	N	Mean	Std. Deviation	Std. Error Mean
Q2	100	1.710	.5559	.0556

Test Value = 2						
	T	Df	Sig. (2-tailed)	Mean Difference	95% Confidence Interval of the Difference	
					Lower	Upper
Q2	-5.217	99	.000	-.2900	-.400	-.180

H0: Employees are not agreed with the Induction provides the newcomers with skills and knowledge to do their duties well.
 H1: Employees are agreed with the Induction provides the newcomers with skills and knowledge to do their duties well.

TABLE 6: ONE-SAMPLE STATISTICS				
	N	Mean	Std. Deviation	Std. Error Mean
Q3	100	1.93	.924	.092

TABLE 7: ONE-SAMPLE TEST						
Test Value = 2						
	T	Df	Sig. (2-tailed)	Mean Difference	95% Confidence Interval of the Difference	
					Lower	Upper
Q3	-.758	99	.450	-.070	-.25	.11

H0: employees are not agreed with the induction provide a warm and sincere welcome in company
 H1: employees are agreed with the induction provide a warm and sincere welcome in the company
Interpretation: from the table, it can be said that p value is 0.450 that is greater than 0.05, so null hypothesis is accepted, it means employees are not agreed with the induction provide a warm and sincere welcome in company.

TABLE 8: ONE-SAMPLE STATISTICS				
	N	Mean	Std. Deviation	Std. Error Mean
Q4	100	1.62	.736	.074

TABLE 9: ONE-SAMPLE TEST						
Test Value = 2						
	T	Df	Sig. (2-tailed)	Mean Difference	95% Confidence Interval of the Difference	
					Lower	Upper
Q4	-5.166	99	.000	-.380	-.53	-.23

H0: Employees are not agreed with the Part of the induction involves imparting and collecting information on policies and procedures.
 H1: Employees are agreed with the Part of the induction involves imparting and collecting information on policies and procedures

TABLE 10: ONE-SAMPLE TEST						
Test Value = 2						
	T	Df	Sig. (2-tailed)	Mean Difference	95% Confidence Interval of the Difference	
					Lower	Upper
Q5	-.993	99	.323	-.120	-.36	.12

H0: employees are not agreed with the induction provides an understanding of company culture and structure.
 H1: employees are agreed with the induction provide an understanding of company culture and structure.
Interpretation: from the table, it can be said that p value is 0.323 that is greater than 0.05, so null hypothesis is accepted, it means employees are not agreed with the induction provide an understanding of company culture and structure.

TABLE 11: ONE-SAMPLE STATISTICS				
	N	Mean	Std. Deviation	Std. Error Mean
Q6	100	2.15	.687	.069

TABLE 12: ONE-SAMPLE TEST						
Test Value = 2						
	T	Df	Sig. (2-tailed)	Mean Difference	95% Confidence Interval of the Difference	
					Lower	Upper
Q6	2.183	99	.031	.150	.01	.29

H0: employees are not agreed with the induction provides good impression of the organisation.
 H1: employees are agreed with the induction provide good impression of the organisation.
Interpretation: from the table, it can be said that p value is 0.31 that is greater than 0.05, so null hypothesis is accepted, it means employees are not agreed with the induction provide good impression of the organisation

TABLE 13: ONE-SAMPLE STATISTICS				
	N	Mean	Std. Deviation	Std. Error Mean
Q7	100	2.07	.832	.083

TABLE 14: ONE-SAMPLE TEST						
Test Value = 2						
	t	Df	Sig. (2-tailed)	Mean Difference	95% Confidence Interval of the Difference	
					Lower	Upper
Q7	.841	99	.402	.070	-.10	.24

H0: employees are not agreed with the induction integrates the newcomer quickly and effectively.
 H1: employees are agreed with the induction integrates the newcomer quickly and effectively.
Interpretation: from the table, it can be said that p value is 0.402 that is greater than 0.05, so null hypothesis is accepted, it means employees are not agreed with the induction integrates the newcomer quickly and effectively.

TABLE 15: ONE-SAMPLE STATISTICS				
	N	Mean	Std. Deviation	Std. Error Mean
Q8	100	2.38	1.062	.106

TABLE 16: ONE-SAMPLE TEST						
Test Value = 2						
	T	Df	Sig. (2-tailed)	Mean Difference	95% Confidence Interval of the Difference	
					Lower	Upper
Q8	3.580	99	.001	.380	.17	.59

H0: employees are not agreed with the induction Important to maintain good and effective induction in work area

H1: employees are agreed with the induction Important to maintain good and effective induction in work area

Interpretation: from the table, it can be said that p value is 0.001 that is less than 0.05, so null hypothesis is rejected, it means employees are agreed with the induction Important to maintain good and effective induction in work area.

TABLE 17: ONE-SAMPLE STATISTICS				
	N	Mean	Std. Deviation	Std. Error Mean
Q9	100	2.03	.797	.080

TABLE 18: ONE-SAMPLE TEST						
Test Value = 2						
	T	Df	Sig. (2-tailed)	Mean Difference	95% Confidence Interval of the Difference	
					Lower	Upper
Q9	.376	99	.707	.030	-.13	.19

H0: employees are not agreed with the Orientation coordinators are supportive and co-operative.

H1: employees are agreed with the Orientation coordinators are supportive and co-operative.

Interpretation: from the table, it can be said that p value is 0.707 that is greater than 0.05, so null hypothesis is accepted, it means employees are not agreed with the Orientation coordinators are supportive and co-operative.

TABLE 19: ONE-SAMPLE STATISTICS				
	N	Mean	Std. Deviation	Std. Error Mean
Q10	100	1.76	1.147	.115

TABLE 20: ONE-SAMPLE TEST						
Test Value = 2						
	T	Df	Sig. (2-tailed)	Mean Difference	95% Confidence Interval of the Difference	
					Lower	Upper
Q10	-2.092	99	.039	-.240	-.47	-.01

H0: employees are not agreed with the induction is important to maintain and control a safe working environment.

H1: employees are agreed with the induction is important to maintain and control a safe working environment.

Interpretation: from the table, it can be said that p value is 0.039 that is greater than 0.05, so null hypothesis is accepted, it means employees are agreed with the induction is important to maintain and control a safe working environment.

TABLE 21: ONE-SAMPLE STATISTICS				
	N	Mean	Std. Deviation	Std. Error Mean
Q11	100	3.14	1.083	.108

TABLE 22: ONE-SAMPLE TEST						
Test Value = 2						
	T	Df	Sig. (2-tailed)	Mean Difference	95% Confidence Interval of the Difference	
					Lower	Upper
Q11	10.530	99	.000	1.140	.93	1.35

H0: Employees are not agreed with the Part of the induction require additional inputs / support from organisation.

H1: Employees are agreed with the Part of the induction require additional inputs / support from organisation.

TABLE 23: ONE-SAMPLE STATISTICS				
	N	Mean	Std. Deviation	Std. Error Mean
Q12	100	2.04	1.154	.115

TABLE 24: ONE-SAMPLE TEST						
Test Value = 2						
	T	Df	Sig. (2-tailed)	Mean Difference	95% Confidence Interval of the Difference	
					Lower	Upper
Q12	.347	99	.730	.040	-.19	.27

H0: employees are not agreed with the induction enables the newcomers to meet colleagues with whom they will be working.

H1: employees are agreed with the induction enables the newcomers to meet colleagues with whom they will be working.

Interpretation: from the table, it can be said that p value is 0.730 that is greater than 0.05, so null hypothesis is accepted, it means employees are not agreed with the induction enables the newcomers to meet colleagues with whom they will be working.

TABLE 25: ONE-SAMPLE STATISTICS				
	N	Mean	Std. Deviation	Std. Error Mean
Q13	100	1.97	1.029	.103

TABLE 26: ONE-SAMPLE TEST						
Test Value = 2						
	T	Df	Sig. (2-tailed)	Mean Difference	95% Confidence Interval of the Difference	
					Lower	Upper
Q13	-.291	99	.771	-.030	-.23	.17

H0: employees are not agreed with the induction provides appropriate training to enable to carry out their duties.

H1: employees are agreed with the induction provides appropriate training to enable to carry out their duties.

Interpretation: from the table, it can be said that p value is 0.771 that is greater than 0.05, so null hypothesis is accepted, it means employees are not agreed with the induction provides appropriate training to enable to carry out their duties

FINDINGS

- 80% of respondents are males and 20% of respondents are females from the 100 sample size.
- All respondents are aware with the Induction enables the newcomers to meet colleagues with whom they will be working.
- Majority of total respondents are satisfied with the Orientation coordinators are supportive and co-operative.
- Majority of respondents are satisfied with Induction integrates the newcomer quickly and effectively and maintain or control a safe working environment are provided by the company.
- All respondents are satisfied with the motivational and effective induction program provided by the company.
- Majority of respondents are satisfied with require additional inputs / support from organisation.
- Majority of respondents are satisfied with the Part of the induction involves imparting and collecting information on policies and procedures.
- Employees are not agreeing with the induction program is essential to improve employee's effectiveness.
- All employees are not agreeing that Induction provides the newcomers with skills and knowledge to do their duties well.
- Employees are agreeing that the Induction provides warm and sincere welcome to employees.
- Employees are agreeing that the induction is more important than other system.
- Employees have a view that management is concern for improving induction program in the organisations.
- Employees have view that company is providing a good impression of the organisation.
- Employees have a view that company is important to maintain and control a safe working environment.
- Employees have a view that the Induction provides appropriate training to enable to carry out their duties.
- Employees have a view that company is appropriate in motivational programs
- Employees have a view that company is appropriate in conducive work environment

RECOMMENDATIONS

- Provide sufficient information to employees about induction program
- Provide more training to the employee regarding employee induction and orientation to developed their skills and new role of the organisation.

CONCLUSION

This study is done private organisation from the study on employee induction programme by the company. To find out the effect of employee orientation on employee performance and employee satisfaction. The paper initially provided a review of induction studies focusing on the relationship between manager and new comers. Employee are satisfied with the Part of the induction involves imparting and collecting information on policies and procedures. The motivational and effective induction program provided by the company. After that, it explained how both trainers and newcomers translate the induction messages and how their Interaction leads to the negotiation and indeterminacy of the induction experience.

LIMITATIONS OF THE STUDY

- The study focus on limited area and time.
- As a student, there is a lack of finance in research.
- The study may be the subject to personal biasness of the respondent while answering the questions.

SCOPE FOR FURTHER RESEARCH

The induction is the first real opportunity new employees get to experience their new employer. New employees may quickly become bored and may even question their choice of employment. Induction training must be comprehensive, collaborative, systematic and coherent to be effective and make a positive impact with the trainee.

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APPENDIX

QUESTIONNAIRE

Age:
 20-25 year [] 26-30 year [] 31-35 year [] 36-40 year [] above 40year []
 Gender:
 Male [] Female []
 Marital status:
 Single [] Married [] Divorced [] Widow []
 Educational Qualification:
 SSC [] HSC [] Graduate [] post Graduate []
 Experience at this concern:
 0-5 years [] 6-10 years [] 10-15 years [] 16-20 years []

	Strongly agree	Agree	Disagree strongly	Disagree	not at all
1. The induction program is essential to improve employee’s effectiveness.					
2. Induction provides the newcomers with skills and knowledge to do their duties well.					
3. Induction provides warm and sincere welcome to employees.					
4. Part of the induction involves imparting and collecting information on policies and procedures.					
5. The induction provides an understanding of company culture and structure.					
6. Induction provides good impression of the organisation.					
7. Induction integrates the newcomer quickly and effectively.					
8. It’s Important to maintain good and effective induction in work area.					
9. Orientation coordinators are supportive and co-operative.					
10. It’s important to maintain and control a safe working environment.					
11. I require additional inputs / support from organisation.					
12. Induction enables the newcomers to meet colleagues with whom they will be working.					
13. Induction provides appropriate training to enable to carry out their duties.					

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