

Induction Programme as A Process of Employee Socialization

***Dr. Premajyothi. D,**

Asst. Professor,
Dept. Of Social Work,
St. Joseph's University, Bangaluru

Introduction:

Induction means the introduction of newly appointed employees and to the organisation by providing him relevant information so that he may not experience any difficulty in discharging his duties and responsibilities properly and effectively.

Induction is considered as an important part of a company's human resource practices. Many aspects should be addressed when discussing the importance and objectives of an induction process. Induction can be defined as the process and support provided by the organization in order to help a new employee to learn to know the new organization and its members as well as the expectations and tasks of the job.

Employee retention and knowledge management is increasingly becoming the watch word of HR professionals. The process towards successful implementation of a knowledge management process and retention policy starts right from the moment the employee enters an organization. An induction program is one of the first and primary components of the process. (Foot and Hook (1999) presents induction as an important aspect of employee retention as it is the first process that the new employee faces and the way it is managed often reflects the values of a company. Paying special attention to the first impression made by the company will make the new employee feel valued and expected. With employee turnover being high, especially in the knowledge industry the importance of induction cannot be felt more now than ever. **Ingersoll and Smith (2004)** rightly put it as a support, guidance and orientation program for a new entrant. Many organizations though, consider it as just another formality and fail to understand the long term riches that it could yield. The effects of a good induction program needs to be analyzed not immediately but after a lapse of sufficient period.

Induction Defined:

Induction is "a formal introduction to a new job or position: [example of use:] an induction course". (www.oxforddictionaries.com, 2010)

An alternative definition of induction is "the process of receiving and welcoming employees when they first join a company and giving them the basic information, they need to settle down quickly and happily and start work". (**Armstrong**, 2003: 453)

It is important to ensure that HR team is aware of their organization's induction process before new employees start. By inducing the employees properly HR will find that new employees contribute more effectively to your team.

Objectives of the Induction

Induction serves the following purposes:

Removes fears, Creates a good impression, Acts as a valuable source of information: Induction Programme steps:

Contents : The topics covered in employee induction programme may be stated thus

Induction Programme: topics

1) Organizational issues	
• History of company	• Names and titles of key executives
• Employees title and department	• Layout of physical facilities.
• Products/services offered	• Probationary period.
• Overview of production process	• Company policies and rules
• Employees handbook	• Disciplinary procedures
• Safety steps	
2) Employee benefits.	
• Pay scales, pay days	• Vacations, holidays
• Training avenues	• Rest pauses
• Counseling	• Insurance, medical, recreation, retirement benefits
3) Introductions .	
• To trainers	• To supervisors
• To employee counselor	• To co-workers
4. Job duties	
• Job location	• Job tasks
• Overview of jobs	• Job objectives
• job safety needs	• Relationship with other jobs

b) Socialization: Socialization is a process through which a new recruit begins to understand and accept the values, norms and beliefs hold by others in the organization. HR department representatives help new recruits to "internalize the way things are done in the organization". Orientation helps the newcomers to interact freely with employees working at various levels and learn behaviors that are acceptable. Through such formal and informal interaction and discussion, newcomers begin to understand how the department/company is run, who holds power and who does not, who is politically active within the department, how to behave in the company, what is expected of them etc. In short, if the new recruits wish to survive and prosper in their new work home, they must soon come to 'know the ropes'. Orientation programmes are effective socializations tools because they help the employees to learn about the job and perform things in a desired way.

The purpose of induction is to provide necessary information, resources and motivation to assist a staff member to adjust to a new work environment and to encourage the development of loyalty and enthusiasm towards the organization. Induction is a time of change and adjustment to a new culture and environment, which presents exciting opportunities and challenges.

Literature Review:

Viljanen, Keijo (2018) In their study “**Impact Of Employee Induction Programme On Performance And Development: Case Sector Alarm**” highlighted about concentrates on how an employee induction programme affects the development and performance of new employees during and after the recruitment process. Employee induction programme (EIP) consists of various areas and stages to be recognized, analyzed and implemented at Sector Alarm. The goal of the work is to address three main issues; what are the expected outputs of an induction programme, why induction is important at the case company and how the current induction programme could be improved.

Worlu Rowland, et all (2017): The main purpose of this study is to determine the "Effect of Employee orientation in creating employee satisfaction with work, using United bank for Africa (UBA), Plc, as case". The continuous quest for training pervades all levels of industry, from the national level to individual companies' level. Thus from national wellbeing to individual company productivity. An organization that wants to maintain a sustainable level of success and development and be able to stand in the face of competition must be able to have a workforce, where people are willing to learn and develop continuously.

Research Methodology:

Aim of the study:

To study Induction programme as a process of employee socialization.

Objectives:

- To know about the induction practice in the organization.
- To analyze Effectiveness of the induction programme on socialization of employees.
- To know the employee opinion on the induction program.
- To study the employee's co-ordination with subordinates and superiors through induction programme.
- Explore the helpfulness of induction program among the employees.

Hypothesis:

H₁: There is a positive effect of induction on socialization of employees.

H₂: The induction program is very helpful to the employees.

Research design:

The present study adopted a descriptive research design to meet the aim of the study.. In the current study, the researcher is interested in finding out Induction programme as a process of employee socialization, thus descriptive research design would suit to fulfill the aim of the study.

Tool of the study: Primary data: For the study, the primary data was collected through Questionnaires, prepared by the researcher to gather required data. The Questionnaires have respondent's personal information and objective related questions.

Secondary data: Secondary data was collected by reports, journals, magazines previous researches, text books and internet source.

Scope of the study:

The study looks in to role of induction on employee socialization in Rishi FIBC solutions pvt ltd, Nanjangudu.

Universe and sampling:

The universe of the study is permanent employees of “Rishi FIBC solutions Pvt ltd”, Nanjangudu.

Inclusion Criteria:

Permanent Employees of Rishi FIBC solutions Pvt ltd.

Exclusion criteria:

Temporary or contract Employees of Rishi FIBC solutions Pvt ltd.

Sampling:

For the study the researcher has used Simple random sampling method. The sample size for the study is 61 questionnaires were given to the employees.

- Total permanent employees 150
- Total departments 32(except Admin department), in that departments researcher take 16 (50%) departments.

Data analysis:

The data gathered from Questionnaires had been scrutinized thoroughly to check the completeness of information. The data analysis done by SPSS (Statistical presentation of social science).

Age of the Respondents			
Sl. no.	Age Group	Frequency	Percentage (%)
1	18-27	12	19.7
2	28-37	24	39.3
3	38-47	21	34.4
4	48 and above	4	6.6
	Total	61	100

Qualification of the Respondents			
Sl.no		Frequency	Percent
1	SSLC	2	3.3
2	PUC	6	9.8
3	Graduation	30	49.2
4	Others	23	37.7
	Total	61	100

Working Experience of the Respondents			
Sl.no		Frequency	Percent
1	6months-1year	1	1.6

2	2years-4years	26	42.6
3	5years-7years	22	36.1
4	8years and above	12	19.7
	Total	61	100

Benefiters of the Induction program			
Sl.no		Frequency	Percent
1	Yes	61	100

Punching number of the Respondents during the induction program			
Sl.no		Frequency	Percent
1	Yes	59	96.7
2	No	2	3.3
	Total	61	100

Respondents awareness of the company History			
Sl.no		Frequency	Percent
1	Yes	53	86.9
2	No	8	13.1
	Total	61	100

Respondents awareness of the company Activities and Functions			
Sl.no		Frequency	Percent
1	Yes	51	83.6
2	No	10	16.4
	Total	61	100

Introduction of the Unit heads to respondents during the induction program			
Sl.no		Frequency	Percent
1	Yes	57	93.4
2	No	4	6.6
	Total	61	100

Awareness about company Rules by the respondents			
Sl.no		Frequency	Percent
1	Yes	56	91.8
2	No	5	8.2
	Total	61	100

Leave rules of the company			
Sl.no		Frequency	Percent
1	Yes	48	78.7
2	No	13	21.3
	Total	61	100

Promotion policy of the company			
Sl.no		Frequency	Percent
1	Yes	44	72.1
2	No	17	27.9
	Total	61	100

Opinion of the Induction system of the respondents			
Sl.no		Frequency	Percent
1	Excellent	14	23
2	Fair	14	23
3	Good	19	31.1
4	Average	13	21.3
5	Poor	1	1.6
	Total	61	100

Satisfaction of the induction training			
Sl.no		Frequency	Percent
1	Extremely satisfied	11	18
2	Very satisfied	18	29.5
3	Moderately satisfied	14	23
4	Slightly satisfied	17	27.9
5	Not satisfied	1	1.6
	Total	61	100

Induction as a tool of socialization			
Sl.no		Frequency	Percent
1	Strongly agree	23	37.7
2	Agree	21	34.4
3	Neutral	8	13.1
4	Disagree	9	14.8
	Total	61	100

Importance of employee socialization in the company			
Sl.no		Frequency	Percent
1	Strongly agree	16	26.2
2	Agree	29	47.5
3	Neutral	12	19.7
4	Disagree	3	4.9
5	Strongly disagree	1	1.6
	Total	61	100

Induction program Helps to be socialized with other employees			
Sl.no		Frequency	Percent
1	Strongly agree	18	29.5
2	Agree	27	44.3
3	Neutral	12	19.7
4	Disagree	4	6.6
	Total	61	100

Induction provide a strong Linkage between superior and subordinates			
Sl.no		Frequency	Percent
1	Strongly agree	15	24.6
2	Agree	24	39.3
3	Neutral	16	26.2
4	Disagree	6	9.8
	Total	61	100

Induction is a time saver for employee supervisors			
Sl.no		Frequency	Percent
1	Strongly agree	15	24.6
2	Agree	20	32.8
3	Neutral	16	26.2
4	Disagree	10	16.4
	Total	61	100

Induction is helpful to perform task successfully			
Sl.no		Frequency	Percent
1	Highly helpful	17	27.9
2	Very helpful	23	37.7
3	Moderately helpful	11	18

4	Slightly helpful	8	13.1
5	Not helpful	2	3.3
	Total	61	100

Induction is helpful for company to know the expectation of new employees			
Sl.no		Frequency	Percent
1	Highly helpful	13	21.3
2	Very helpful	24	39.3
3	Moderately helpful	11	18
4	Slightly helpful	13	21.3
	Total	61	100

Opinion of the purpose of induction program			
Sl.no		Frequency	Percent
1	Information gathering	11	18
2	Creating healthy environment	7	11.5
3	To quick settle down in their job other	8	13.1
4	All the above	35	57.4
	Total	61	100

After the induction program attended On job training by the employees.			
Sl.No		Frequency	Percent
1	Yes	11	18
2	No	50	82
	Total	61	100

Testing of Hypotheses

The hypotheses of the study are tested in the following:

Hypothesis 1:

H_1 : There is a positive effect of induction on socialization of employees.

H_0 : There is no positive effect of induction on socialization of employees.

Regression model has been used to test hypothesis that how the induction programme has impacted on the socialization of employees. The induction programmes has used as an independent variable and following variables are used as a dependent variable individually. The results of the regression model has mentioned in the following table.

Coefficient Results:

Model	Mean	Std. Error	R	R Square	Standardized Coefficients Beta	t	Sig. value
Perception on tool for employee socialization	2.0492	.331	.259	.067	.259	4.306	.001
Importance of Employees socialization	2.0820	.100	.302	.091	.302	2.430	.008
Socialized with other employees	2.0328	.102	.249	.052	.249	1.378	.041
Time Saver for employee supervisors	2.3443	.116	.250	.062	.250	1.983	.042

The hypothesis of the study has tested with the regression model which showed the results of all the variables in the above table. The null hypothesis of the study ‘there is no positive effect of induction on socialization of employees’ tested and the variables considered are Perception on tool for employee socialization, Importance of Employees socialization, Socialized with other employees and Time Saver for employee supervisors. The mean values of all the variables are 2.0492, 2.0820, 2.0328 and 2.3443 respectively and the standard deviation values are also mentioned which shows the positive results.

The correlation coefficient values of all the variables are 0.259, 0.302, 0.249 and 0.250 respectively which reveals that there is a positive relationship between the independent variable and all dependent variables.

The tested t values of all the variables like Perception on tool for employee socialization, Importance of Employees socialization, socialized with other employees and Time Saver for employee supervisors are 4.306, 2.430, 1.378 and 1.983 respectively which shows the significant impact of independent variable on the dependent variables individually.

Therefore the null hypothesis of the study ‘There is no positive effect of induction on socialization of employees’ has been rejected at one per cent for the first two variables and 5 per cent for the next two variables and accepted the alternative hypothesis ‘There is a positive effect of induction on socialization of employees’ on the basis of the results of the tested hypothesis which concludes that there is a significant impact of induction programme on socialization of employees namely Perception on tool for employee socialization, Importance of Employees socialization, socialized with other employees and Time Saver for employee supervisors.

Hypothesis 2:

H₁: The induction program is very helpful to the employees.

H₀: The induction program is not helpful to the employees.

One-Sample Statistics

Variable	N	Mean	Std. Deviation	Std. Error Mean
Linkage between superior and subordinates	61	2.2131	.93300	.11946
Helpful to perform better	61	2.2623	1.10908	.14200

Opinion on helpfulness for company	61	3.0984	1.19310	.15276
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One-Sample Test

Variable	t	df	Sig. value	Mean Difference
Linkage between superior and subordinates	18.526	60	.000	2.21311
Helpful to perform better	15.931	60	.000	2.26230
Opinion on helpfulness for company	20.282	60	.000	3.09836

The hypothesis of the study has tested with the one sample mean test which showed the results of all the variables in the above table. The null hypothesis of the study ‘The induction program is not helpful to the employees.’ tested and the variables considered are Linkage between superior and subordinates, Helpful to perform better and Opinion on helpfulness for company. The mean values of individual variable are 2.2131, 2.2623 and 3.0984 respectively and the standard deviation values are also mentioned in the above table.

The results of the one sample t test for the variables like Linkage between superior and subordinates, Helpful to perform better and Opinion on helpfulness for company are 18.526, 15.931 and 20.282 respectively which shows the highly significant importance of induction programme among the different variables of the company.

Therefore, on the basis of the above result the null hypothesis of the study ‘The induction program is not helpful to the employees’ has rejected at one per cent level of significant for all the variables mentioned in the above table and accepted the alternative hypothesis ‘The induction program is very helpful to the employees’. It is concluded that the induction programme is very much essential for the newly joined employees to know the structure and features of the company.

MAJOR FINDING:

- ✧ The study shows that most of the respondents said Induction program is very satisfied in the company.
- ✧ The study shows that most of the respondents are agree to the Induction as a tool of socialization.
- ✧ The study shows that most of the respondents are agree to employee socialization is important to the company.
- ✧ The study shows that most of the respondents are agree to the Induction program Helps to be socialized with other employees.
- ✧ The study shows that most of the respondents are agree to the Induction provide a strong Linkage between superior and subordinates.
- ✧ The study shows that most of the respondents are agree to the Induction is helpful to perform task successfully.
- ✧ The study shows that most of the respondents are agree to Induction is helpful for company to know the expectation of new employees.
- ✧ The study shows that most of the respondents are says induction is Information gathering, Creating healthy environment and To quick settle down in their job other.
- ✧ The study shows that most of the respondents are not got any on job training in after Induction program.

SUGGESTIONS:

- Increase duration of induction program.
- Prepare a checklist before the induction programme.
- An Effective Induction programme covers employee training.
- Encourage social interaction with your team.
- Discuss Company Goals and Mission.
- Ask Employees for feedback on the Induction programme.

CONCLUSION:

The Human resource development division should intensively give training and development programs regarding culture and belongingness for existing staffs so that they would influence new entrants in a good way till an induction and socialization training program is organized. The researchers would like to conclude that induction and socialization is an integral aspect of strategic human resource management that can help employees to connect to the new working environment in their head and their heart.

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