

THE EFFECT OF EMPLOYEE INDUCTION PROGRAMME ON EMPLOYEE SATISFACTION AND PERFORMANCE

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Abstract

The process of introducing a new employee to the organization's various procedures and rules is referred to as induction. In the employee induction, a new employee's tasks and responsibilities are explained. The function of human resources in employee induction is examined in this evaluation. The steps involved in employee induction are then established. This assessment also discusses the importance of employee induction. In addition, the many roles of employee induction in an organisation are studied. With the aid of employee induction, which is assessed in this evaluation, the employee's satisfaction and performance may be improved. In this examination, the induction and contentment of a certain employee are looked into. In the present study, a review of the existing literature indicates that good induction programmes affect employees' satisfaction and performance level in a positive way. The factors like Workplace culture, Productivity, Retention, Compliance, Save time and money, the reputation of a company influence the induction criteria of an employee in to an organization.

Keywords: Employee Induction, Workplace Culture, Productivity, Performance, Satisfaction.

Introduction

Employers thought that "Employee induction" was played a minute role in an organizational success in the previous century of the timeline. At that time it was just a part of traditional approach to introduce a new employee to the existing environment. As the world has been turned into a global village, and span of business cycles have been shortening day by day, the employee induction plays a vital role in any organizational success.

According to El-Shamy (2016), an organization's human resource department plays a crucial role in employee onboarding. The process of orienting new workers is known as employee induction. New workers are taught about the many types of jobs and duties. It is quite difficult for a new employee to adjust to the company's culture. Induction is essential since this circumstance might be unpleasant for an employee. As a result, an employee induction is a must-attend neighborhood event. Human Resource, on the other hand, assists new workers in meeting the various current employees in the organisation, as recommended by Rowland, et al., (2017). The human resource department explains the employment terms and conditions to the organization's new workers. With the aid of employee induction, new employees were able to find numerous methods to work in their new company.

According to Salau, et al., (2014), during the induction, the new employee might learn what the company expects from him or her. The objective for this is to ensure that the new employee fits into their new environment. Different sorts of expectations might exist between the company and the new employee, and these expectations are communicated to the new employee through human resources.

Rowland et al. (2017), A human resource utilized to offer a checklist to new employees in various organisations addressing employee induction. This checklist is given to employees to see if they have completed all of the phases in the induction process. Unlike what Nisar and Yeung (2015) claim, online induction programmes are more helpful than those currently employed by human resources in various organisations. The employer provides vital information about the organisation, perks, entitlements, opportunities, and support services for online induction.

The virtual employee induction is useful to new workers since it can be seen several times, which helps inspire them (Chidambaram, 2013). With the aid of this online induction programme, new employees will be able to learn about all areas of the company.

Objectives of the Study

- To review the existing research literature for employee induction, satisfaction and performance.
- To study explore the attributes of employee induction and its effect on employee satisfaction and performance.
- To open new vista for further research.

Phases of Employee Induction Programme

Employee induction usually consists of three major phases, according to Chidambaram (2013). The general orientation of the employees is completed in the first stage. This phase provides a quick overview of the organisation. This stage provides information about the organization's history. In this phase, the new employee is taught about the various activities that are carried out in the company. The major goal of this stage is to pique an employer's interest in the new employee.

According to Fenton-Smith & Torpey (2013), the next phase in an organization's process is customised orientation by the job supervisor. This form of employee orientation involves a tour of several departments for the new hire. The new employee is learning how the many departments work together to support the organisation. The new employee is made aware of the various production and operational facilities that exist inside the organisation. This stage introduces the new employee to the company's standard operating procedure

and client base. This is the procedure that is followed for a new employee in order for them to acclimatise to the organization's working environment.

According to Burt (2016), follow up orientation is the third phase in the employee induction process that is followed by many organisations. This phase is followed by different organisations within the first six days of a new employee's arrival. It might take up to six months in some cases. This phase is carried out by the organization's department staff. It is determined whether or not the new employees are happy with their new workplace. This stage entails one-on-one conversations between the department's specialist and the incoming employee. This stage is followed by an expert from the department in which the new employee is employed. According to Emery, et al., (2014), there may be employee feedback in which a new employee is dissatisfied with their job in a particular area. This type of circumstance is possible. This might be due to a flaw in the employee's training or a poorly planned training programme.

The follow-up is critical since it reveals whether or not a specific employee is capable of adjusting to the working environment of any organisation. This stage also allows you to learn about the many issues and requirements of a new employee in an organisation. Preventive steps are performed in the form of department specialist follow-up for the new employee so that he or she can function successfully.

The Necessity of Employee Induction

Employee orientation, according to Saha & Pandita (2017), is the greatest approach to deliver vital information to new workers of the company. This is the technique by which the information may be broken down and appropriate information given to the new employee based on the department to which he or she belongs. At the time of employee induction, the organization's employment contract and procedures are explained to the employee. According to Arulrajah, et al., (2015), critical information might be lost by a new employee if all of the material is delivered in the induction and the employee is not given enough time to recall and comprehend it.

Employee Induction is Critical

Employee induction programmes are extremely important in any organisation. With the aid of the following points, this may be fully comprehended: –

Workplace Culture

The new worker is unfamiliar with the organization's culture. It's simply the new employee's hiring procedure. As a result, it is critical for the new employee to understand the company's culture. This gives a means for the employee to adapt to the organization's culture. This also gives employees the chance to learn about the behaviours and values that might be useful in running an organization's values (Leigh, et. al., 2013). With the aid of employee induction, a new employee may quickly integrate into the workplace culture.

Productivity

According to Kellner, et al., (2014), an organization's human resource department analyses the employee's needs and desires. The new employee receives training based on the training requirements. The new employee is taught how to work for the company in the proper manner. This improves the organization's productivity. The new workers of the company are given a detailed roadmap to follow while working for the company. It is

far preferable to provide shortcuts to the new employee.

Retention

Employees of the organisation make adjustments in accordance with their new duties. The easier transition is handled by the organization's new employee. It is critical to do so for the organization's new workers in order for the effect to be realised. This, in turn, aids in the creation of stability among the organization's personnel, resulting in employee retention (Leigh, et. al., 2013). Because of the new employee's stability in the organisation, the cost of recruiting new employees is reduced.

Compliance

According to Arulrajah, et al., (2015), it is critical for new workers to grasp the rules and processes that an organisation follows for its personnel. The laws that the organisation follows are also taught to the new workers of the organisation. The employee induction also includes a discussion of the company's safety policy. The new employee is also exposed to the many critical circumstances that might occur in the organisation, as well as the regulations that govern them. This is advantageous since no incident should occur in an organisation that harms the company's reputation.

Save Time and Money

Employee induction programmes have been well-developed by many organisations. Employees might be given crucial information that will help them operate more efficiently. On a long-term basis, the organization's time and money are saved (Feagan, et. al., 2013). The information may be updated for the benefit of the organization's personnel as needed, which is also a cost-cutting measure.

The Reputation of a Company

Employee induction may be used to assess the professional impression of a company, according to Feagan, et al., (2013). Employee induction is crucial in establishing a company's reputation among new workers. Because of efficient employee induction, the organization's overall image in the market improves. This is because people will believe that the company does not hide anything from both new and existing workers.

Discussion

Good Induction directs towards employee Satisfaction

In the year (2010), his research on the topic of 'diagnose before training' was completed, and a comprehensive overview of the strengths and weaknesses of promotional applicants could be assessed in order to determine the type of practice that would be mutually beneficial to the person and the company. This approach is said to be superior to a specific course designed to cover broad topics like communication, motivation, and management while ignoring relevant data about the trainees available in other areas of the company According to the author, all available facts on a person should be combined, and then differentiated therapy should be offered based on how well his strengths and weaknesses coincide. This technique is claimed to be slightly more expensive, but also more beneficial and successful, due to its integrated approach.

In the year 2010, Thang, N. N., Quang, T., and Buyens, D. completed research on the topic "The Relationship between Training and Firm Performance," and he conducted a thorough examination of the impacts of training on firm performance. The author aims to present important theoretical methodologies and proposes a

framework for examining training and business performance issues. Staff comprehension and attitude might influence the link between training and business performance, according to the findings.

In the year 2012, Rohan Singh and Madhumita Mohanty conducted research on the topic "Impact of Training Practices on Employee Productivity: A Comparative Study." The author has written a thorough review of the current situation regarding training practices and their impact. The author's goal is to illustrate how training affects employee productivity in both scheduled and unstructured training programmes. The author suggests that training programmes will have an influence on employee product, and that a comparative research of training practices and other macroeconomic and market dynamics, both of which have an impact on productivity, be conducted.

Induction of new employees and their performance

According to Atarashi et al. (2013), the new employee's performance is influenced by the organization's culture. If a new employee is given accurate information about the company's culture, he or she will be more productive. In this case, the new employee's performance will improve during the course of his or her employment. According to Lai et al., (2017), a new employee's lack of self-motivation can lead to ineffective performance, which can negatively impact the organization's overall performance and goals. The new employee is able to comprehend the organization's organisational hierarchy. This organisational chart aids a new employee in comprehending the many options available to them. The new employee will put in a lot of effort to make the most of such possibilities. As a result of the employee induction, the employee's performance will improve, and the company organisation will benefit.

New employees might be given a more welcoming environment, making them feel more positive about the company. The organization's new workers should be made to feel welcome. For this reason, helium balloons might be placed on a new employee's table (Feagan, et. al., 2013). This will also contribute to the organization's positive working atmosphere. New workers will work more efficiently in a positive working atmosphere, and their performance will increase day by day. Employee induction includes the participation of several persons who are specialists in the relevant area, as recommended by Mogorosi (2014). This is useful for new employees to learn about the various sectors and how they function inside the company. This also outlines the new organization's operating methods and procedures. This will eventually result in the new employee giving an excellent performance.

The company organisation will benefit from social engagement with the new employee and team since it will foster involvement in one another. This allows a new employee to understand current workers and vice versa. This will eventually result in greater cooperation among the company's personnel. For the organization's working viewpoint, cooperation is critical. As a result, the performance of the new employee in the company will improve.

In the employee induction, the employer's expectations are made extremely apparent. If a new employee is aware of the employer's expectations, he or she will be able to better satisfy the employer's various viewpoints (Boyd & Sheen, 2014). The new employee does a good job for the company and the boss by meeting the various expectations of the boss.

The employee induction follow-up step is a useful step that the employer of the organisation may do for the employee of the organisation. This sort of analysis is used to determine the needs and demands of a new employee in the organisation. This phase can also be used to determine whether the new employee is a good

fit for the company. This stage also assesses if the new employee's adaptation to the organisation has been achieved. In this approach, the follow-up step demonstrates that it is a beneficial step that may be utilised to improve the new employee's performance in the organisation (Boyd & Sheen, 2014). With the aid of a follow-up step, all of the new employee's requirements and expectations from the standpoint of the organisation are met. This is advantageous to the employee in terms of improving the new employee's overall performance. The feedback on the induction might be obtained from the organization's new employee. On the basis of comments, more enhancements can be made. The organization's induction programme will be developed as a result of this (Milligan, et. al., 2013). This will be advantageous to the organization's new workers. Successful induction will aid in the effective performance of a new employee in this way.

According to Lai, et al., (2017), good training offered during employee induction helps the employee to get the abilities needed to accomplish the key tasks of the organisation. The new employee's assigned tasks and operations may be completed quickly with the aid of such abilities. Employee satisfaction & performance may be achieved in this way as a result of good training and induction. Providing precise information to a new member of the organisation builds confidence among the employees. This leads to a high degree of satisfaction & performance among the organization's employees. Unlikely According to Boyd & Sheen (2014), a forced introduction might cause tension in the thoughts of new employees in the organisation, which can have a detrimental influence on their retention. A forced introduction might be anything as simple as presenting a new sales manager to an organization's existing account manager. This might be owing to the fact that the sales head was unavailable at the time of induction due to a heavy workload. An account manager will not obtain a "yes" vote from the new sales manager in this circumstance.

Employee induction helps to create a competitive edge through effective performance. The term "competitive advantage" refers to a company's superior performance. This will result in employee satisfaction & performance as a result of the organization's personnel coordinating their efforts (Dragomiroiu, et. al., 2014).

Conclusion

From the past literature in Induction, it is very clear that meeting the existing employees as many as possible, if online induction program is there, many past activities and their success cases should be facilitated in front of the new employees. It is very important that 'how much a new employee is mingling with existing environment of the firm. It can be measured by the way of his happiness. As he/she feels happy with the organization, his responsibilities in the firm will be turned in to reality. Employee induction plays a significant function in the organizational setting, according to the assignment. New workers benefit from induction by obtaining a quick overview of the company. The organization's beliefs and ideals can be conveyed to new workers in an appropriate manner. Employee induction is critical in the workplace since it gives the company a competitive advantage. Because of the employee induction programme, the new employee will be able to function successfully. Employee induction refers to the introduction of a new employee with tangible and intangible assets of the organization up to the level of both organizational adoptability and new employee psychological standards. It may also be stated that employee induction plays an essential part in ensuring the happiness of the organization's new employees. If all three steps of employee induction are completed effectively, the new workers of the company will perform well. In this sense, it can be argued that employee induction is a vital task that must be completed by an organization's human resources department.

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