

Human Resource Management And Development

Topic:
Orientation



Mohammad Yousuf Barech
(Department of Social Work, University of
Balochistan, Quetta)

Orientation

◆ When starting new job, many employees wonder:

1. Will I be able to do the job?
2. Will I fit in around here?
3. Will the boss like me?

These “first-day jitters may be natural, but they reduce a new employee’s satisfaction and ability to learn.

Orientation

- Psychologists say that initial impressions are strong and lasting because new comers have little else by which to judge.
- **Orientation program** helps employees to fit in, get familiarized with their roles, responsibilities, the organization, its policies and other employees.
- In orientation programs, employees are give some basic information.

Orientation and Socialization

- ◆ The HR department's effort help integrate newcomers into the organization and enable socialization to take place.
- ◆ ***Socialization*** is the ongoing process through which an employee begins to understand and accept the values, norms and beliefs held by others in the organization.

Contents and responsibility for Orientation Programs

- ◆ Formal orientation programs usually rely on the HR department and the supervisor.
- ◆ Orientation programs are usually *two-tiered* – because the issues covered in an orientation fall into two broad categories:
 1. General topics (by HR Department)
 2. Specific job-related issues (by supervisor)

Major topics covered in Orientation Programs

1. Organizational Issues (General)

This section covers information/issues related to the organization such as;

- History of employer
- Employee's title and department
- Layout of physical facilities
- Probationary period
- Organization policies and rules
- Disciplinary regulations etc.

Major topics covered in Orientation Programs

2. Employee benefits (General)

This section covers information/issues related to the employee benefits for example;

- Pay scales
- Vacations and holidays
- Rest breaks
- Insurance benefits
- Retirement program
- Training and education benefits
- Counseling etc.

Major topics covered in Orientation Programs

3. Introductions (Specific job-related)

This section of orientation programs help employee to have introduction to different other staff of the organization such as;

- Supervisor
- Coworkers
- Trainers
- Employee counselor
- Etc.

Major topics covered in Orientation Programs

4. Job duties (Specific job-related)

This section of orientation programs help employee to get information regarding their job duties such as;

- Job location
- Overview of job
- Job tasks
- Job objectives
- Job safety requirements
- Etc.

Benefits of Orientation

- Reduces employee anxiety
- Reduces hazing by peers and criticism by supervisor
- Have more realistic job expectations
- After orientation, new employee will need less attention from coworkers and supervisor
- Improved performance
- Lesser chances to quit job.



THANK YOU