

# MS-108 (Human Resource Management)

## Unit- 7: Selection- Induction and Placement

Compiled By:

Dr. Sumit Prasad

Uttarakhand Open University

# Induction defined

- ❑ Induction is also called orientation.
- ❑ The process of induction starts immediately after selection. Induction is meant for the newly appointed employees. The newly appointed employees get the first impression of the organization through the orientation programmes.
- ❑ Induction enables the employees to easily settle in the new environment and understand the work norms.

# Induction defined

- ❑ The duration of an induction programme may last from one day to several months.
- ❑ The duration depends upon the job requirements. In orientation programmes, employees are usually briefed about the history of the organization, its culture, values and attitude, the expectations of the management, the job and department details, and the product or service information.

# Induction defined

According to Michael Armstrong

“Orientation 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.”

# People involved in Induction Programme

- New Entrants
- Promoted Employees
- Existing Employees

# Significance and Purpose of Orientation

- Welcoming New Employees
- Overcoming Initial Uneasiness
- Controlling the HR Cost
- Socializing Employees

# Components of Orientation Programme

- ❑ Formal or Informal Orientation
- ❑ Individual and Collective Orientation
- ❑ Serial or Disjunctive Orientation

# Evaluation of Induction Process

Turnover

Absenteeism

Exit Interviews



# Placement defined

- ❑ Placement refers to the assignment of job to the candidate for which s/he is hired.
- ❑ Right person is placed on a right job.
- ❑ The job offered is according to the expertise and area of specialization.
- ❑ The step of placement comes just after selection. When the candidate is selected he is placed in a particular department under a particular head and is explained about the standards and duties and responsibilities.
- ❑ The right placement is essential for employee commitment and his long term stay in the organization because if the employee is wrongly placed he will lose interest in the work and in the long run he might plan to leave that organization.

# Issues related to Placement

- ❑ Employee Expectations from the job
- ❑ Technological changes
- ❑ Change in the organizational structure

# Reference

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Thank You!