

A STUDY ON IMPORTANCE OF ORIENTATION PROCESS

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ABSTRACT

A Study on Importance of Orientation Process aims to understand the importance and the effectiveness of the orientation process in Vistonsoft Technologies. From the study we analyze the opinion of the employees about the orientation programme conducted in Vistonsoft Technologies. This study also helps to determine the relationship between the orientation input and opinion about the employee output by collected through questionnaire for this analysis.

Keyword: *Orientation, Vistonsoft Technologies.*

1. INTRODUCTION

Orientation is the principal essential advance during the time spent human asset administration. It includes acquaintance of the recently delegated representatives to the workplace of the association and also to the kindred workers [1-5]. Enlistment is a mingling process by which the association tries to make an individual its specialist for the accomplishment of its goals. The new workers ought to be arranged to the association and to its approaches, standards and controls [6]. This section explains and justifies the research strategy chosen. Research design issues, which include the sampling technique, questionnaire, process and data analysis techniques, are addressed.

2. RESEARCH METHODOLOGY

2.1. RESEARCH DESIGN:

Research Design is the blue print of any research and it's the strategy to integrate the different components of the research project in a cohesive and coherent way. The design used for studying the employee welfare measures is descriptive research. The research strategy used for the study is survey strategy. Survey is that the assortment of knowledge from a given population for the aim of study of a specific issue. Here questionnaire is given to the respondents for getting information.

2.2. NATURE OF DATA:

Primary Data

Primary information assortment is critical once a scientist cannot notice the info required in secondary sources. This data is collected from the employees directly by means of collecting the filled questionnaire and interviewing with the workmen of the company for finding their responses for different questions.

Secondary Data

Secondary information is information collected by somebody apart from the user.

2.3. SAMPLING TECHNIQUE:

The sampling technique used to collect the data from different respondents is convenience sampling. When population parts are elite for inclusion within the sample supported the benefit of access, it can be called convenience sampling.

2.4. SAMPLE SIZE:

Sample size refers to the number of items to be selected from universe to constitute a sample. 110 respondents working in the HR department were taken.

3. DATA ANALYSIS AND INTERPRETATION

3.1. METHOD OF DATA COLLECTION:

The data are collected in two ways

- Primary data source
- Secondary data source

PRIMARY DATA SOURCE

The source used for collecting primary data is through questionnaire where the population and the sample size are designed.

SECONDARY DATA SOURCE

The data collected from secondary means is through

- Company records
- Websites
- Books
- Records

4. FINDING SOLUTIONS- TOOLS AND TECHNIQUES USED FOR DATA ANALYSIS:

4.1. DESCRIPTIVE ANALYSIS

Descriptive analysis mean and standard deviation has been analysis by using the variable like Understanding of the company, Includes setting out, Training opportunities, Sincere welcome, Overview of job roles, Communication techniques, Job specific training opportunities, Feel comfortable, Pre-planned, Office hours and payroll policies.

4.2. SIMPLE PERCENTAGE ANALYSIS

Simple percentage analysis deals with the demographic factors of the respondents' age, gender and experience.

4.3. CORRELATION ANALYSIS

Correlation is the statistical analysis which measures and analyses the degree or the extent to which two variables fluctuate with reference to each other. The correlation measures the closeness of the relationship between the variables. Thus the association of any two variables is known as correlation.

4.4. ONE WAY ANOVA

ANOVA helps to look at the many mean distinction among over 2 teams on Associate in Nursing interval. The result of ANOVA show whether or not the means of various groups are significantly from one another. In this test two significant hypotheses are used. The Null Hypothesis is used for testing. It is the statement that no difference exists between the parameter and the statistic being compared to it. The Alternative Hypothesis is logical opposite to null hypothesis.

Table 1.

Fields of participants

Field	Frequency	Percent
Health Care	24	7.5
Social Service	2	0.6
Professional Service	17	5.3
Manufacturing	143	45.0
Agriculture	2	0.6
Transportation	7	2.2
Construction	18	5.7
Finance	4	1.3
Retail Sales	3	0.9
Other	98	30.8
Total	318	100.0

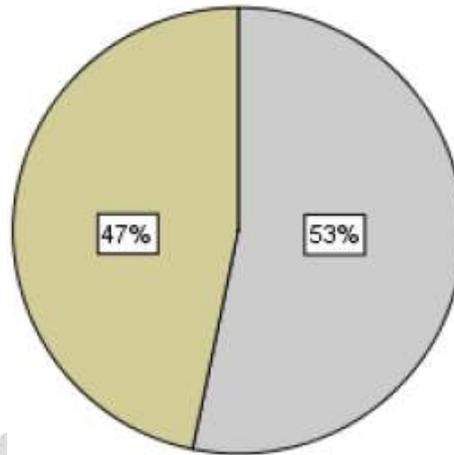


Figure 1. Percentage of participants in orientation process

Table 2: Components of Orientation Process

Response	Frequency	Valid Percent
Tour of Organization and Departments	275	88.4
Introduction to Fellow Team Members	254	81.7
Introduction to Company Goals and Mission	256	82.3
Welcoming Social Gathering	62	19.9
Completion of HR Paperwork and Forms	299	96.1
Safety Procedures	286	92.0
Other	125	40.2

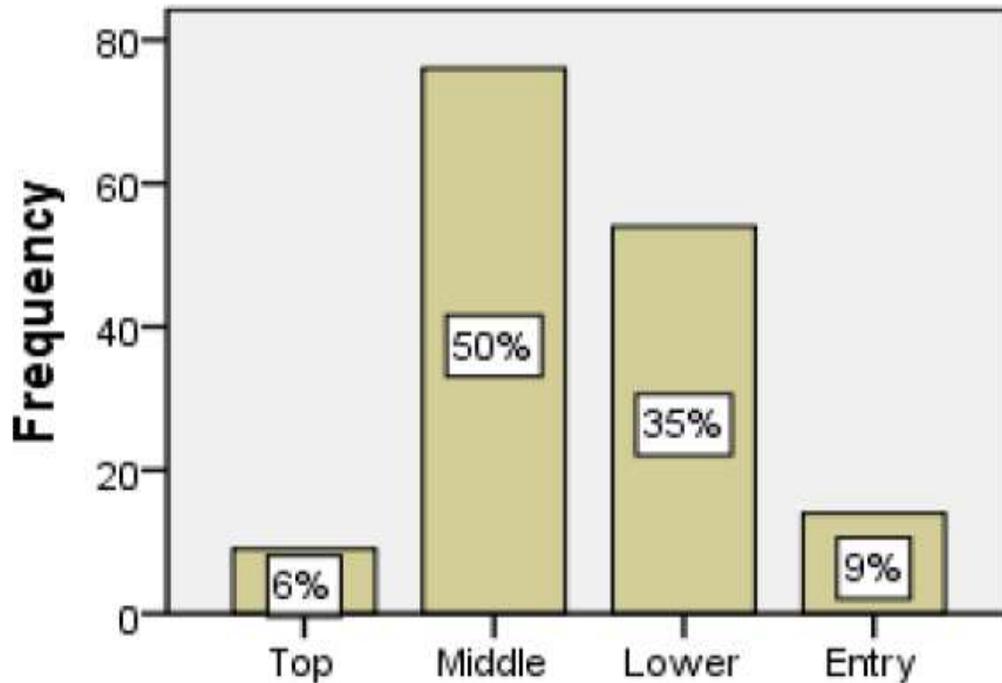


Figure 2. Level of Orientation

4.6. OBJECTIVES OF THE STUDY

The following are the objectives of the study undergone at Visonsoft Technologies

PRIMARY OBJECTIVE

To study about the effectiveness of the orientation program at Visonsoft Technologies

SECONDARY OBJECTIVES

- To analyze the opinion of the employees about the orientation programme.
- To understand whether the orientation program is well structured and pre-planned
- To assess the explanations given about the rules and regulations relating to the organization including Office hours, dress code, sick leave and payroll policies
- To know whether the initial study material provided is enough to understand the company procedures.
- To determine the relationship between the orientation input and opinion about the employee output.
- To offer suggestions for the improvement of the orientation programme.

4.7. NEED OF THE STUDY:

- To develop the new representative's trust in the association and in him/her with the goal that he/she may turn into a productive worker.
- To create among the newcomers a sentiment steadfastness towards the association.
- To encourage a nearby and genial relationship among the workers.

- Providing them a review of a portion of the essential advances, examination and plan procedures, testing techniques, and so forth.
- Training them on the programming gauges, and so on of the association.

Enlistment and introduction preparing programs for new representatives are fundamental nowadays for all organizations so as to guarantee that the new worker can embrace the new workplace quick easily and solace.

4.8. SCOPE OF THE STUDY:

A very much created and sorted out enlistment will shape a base for future preparing and advancement. It can spare the high cost of enrollment and choice. Introduction projects may likewise be through giving enlistment preparing to the new representatives where they are acquainted with the workplace and the kindred workers. The new representatives are shown essential strategies or techniques to take the necessary steps for which they are selected, and so forth. It brings about incorporation of the new workers with the group.

Orientation process offers the below benefits to the company:

- It makes a positive impression of the association and a comprehension of the corporate culture, values, vision, mission and objectives.
- It can set a point of reference for continuous preparing, by demonstrating the representative that the association is not kidding about building up his abilities to play out his activity ably.
- A great enlistment program can likewise help in chopping down enrollment costs as new staff will probably give longer term sense of duty regarding the association.
- Can advantage from the experiences, objectivity and crisp thoughts of another representative. Another worker can likewise give bits of knowledge onto how the organization is seen remotely.

Orientation process offers the below benefits to the employees:

Feel welcomed and comfortable (building relationships)

- It affirms the worker's choice to join the association.
- It assembles confidence, spirit and inspiration.
- It builds up great correspondence and connection between the representative and his manager from the main day.

This makes the representative acquainted with the professional workplace, principles, frameworks and directions of the association. This makes the employee familiar with the corporate environment, rules, systems and regulations of the organization.

5. LIMITATIONS OF THE STUDY

The following are the limitations of the study:

- The number of respondents is restricted to only 110.
- Personal bias is possible because of direct questions.
- The study is limited only to Vistonsoft Technologies.
- Hesitation on the part of employees was observed in giving the right feedback about the company.
- The project duration was short for collecting the data.

6. CONCLUSION

A Sample of 110 employees has been chosen for this study. Simple percentage analysis, one way Anova and correlation analysis are used to analyze this project statistically. We recommend that employee orientation should last more than one day, usually 2-5 days. Employee orientation should always start with HR's welcome from the appointed host from that department, who is responsible to guide newcomer through department in order to introduce him to the other. Based on the other findings, suitable suggestions have been given to the management in the orientation process.

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