



# ORIENTATION: THE ACCULTURATION PROCESS

## Chapter 8





# ORIENTATION

- Is the socializing process, the welcome and the initial introduction to the organization, and the work of the employee.
- Gives opportunity to new employees to familiarize themselves with the organization
- The introductory stage in the process of new employee assimilation, and a part of his continuous socialization process in the organization.





# Major Objectives of Orientation

Gain employee commitment

Reduce one's anxiety

Help the employee understand

Organization's expectations

Convey what he can expect from the job and the organization

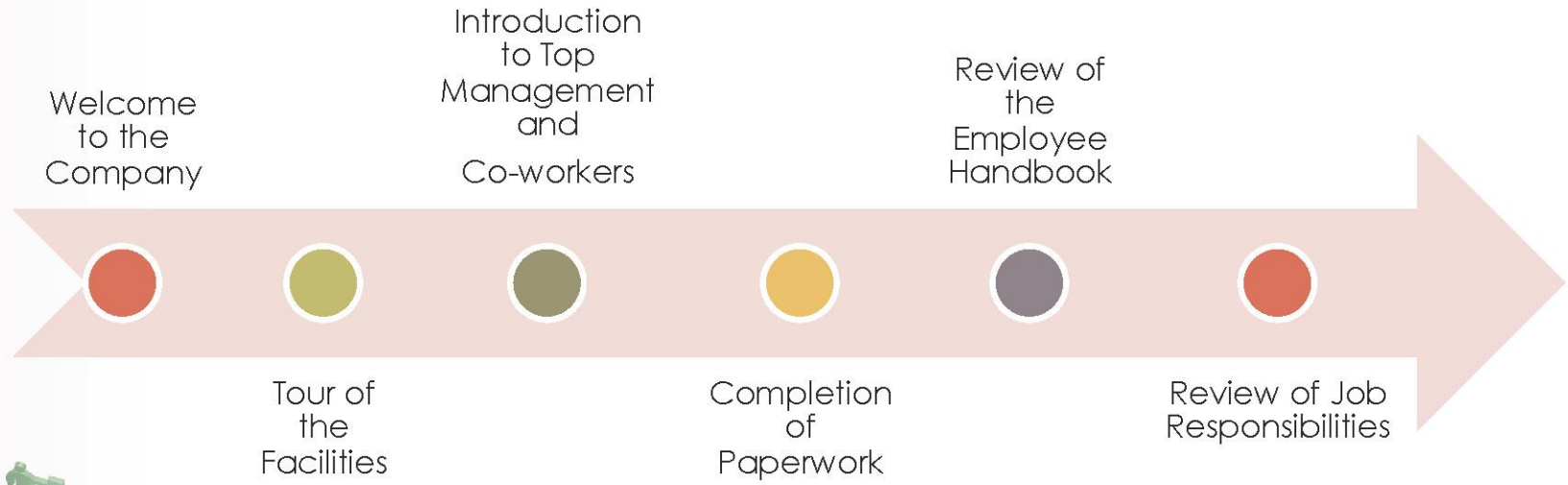


# Orientation Process

- Introduction of the new employee to co-workers
- Giving of information such as:
  - working hours,
  - place of work
  - performance standards
  - benefits and facilities
  - names of the immediate superior and other officers



# ELEMENTS OF A GOOD ORIENTATION PROGRAM



Welcome to the Company

Introduction to Top Management and Co-workers

Review of the Employee Handbook

Tour of the Facilities

Completion of Paperwork

Review of Job Responsibilities





## Welcome to the Company

- Welcome by the human resource department head
- Welcome talk by the CEO
- Overview of the company, mostly done now in power point or video presentation
- Explain the Vision, Mission, Values and Culture of the company

## Tour of the Facilities

- Helps employees feel “at home” in their surroundings
- The tour should include the plant or office facilities especially the medical clinic, cafeteria, locker rooms and rest rooms



## Introduction to Top Management and Co-workers

- To be introduced and welcomed on board by top executives gives a sense of importance to new employees.
- It is also important to be introduced to co-workers and immediate superior with whom they will be interacting with regularly.

## Completion of Paperwork

- Vital paperwork should be completed at the time of the orientation.
- Documents to be completed – enrollment with the SSS, BIR, medical plan, and compliance with payroll requirements.



## Review of Employee Handbook

- The Employee Handbook provides the new employees thorough information about the company's history, policies, rules and regulations with corresponding penalties and disciplinary procedures, and benefits.

## Review of Job Responsibilities

- The best time to review a new employee's job responsibilities is at the time of the induction session. Its purpose is to ensure that his expectations are aligned with the organization's expectations.





# AVOID INFORMATION OVERLOAD

- An induction program could either be short and sloppy or long, overwhelming and boring.
- Stick to the basics and do not make it too long that the incoming employee is bored to death and overloaded with so much information about the company.
- An orientation is boring if you overwhelm the new hires with facts, figures, names and faces packed into one whole day.

Shorten you lengthy front-of-the-room lectures and boring orientation videos.



- A half day to one day orientation covers the basics of an orientation program.
- It should be followed by another review after six months.
- Provide employees with an evaluation feedback to assess whether the whole orientation process meets all the information they need.





# EFFECTS OF GOOD ORIENTATION PROGRAM

Reduces Start-Costs

Reduces Employee Turn-over

Saves time for Supervisor and Coworkers

Develops Positive Job Expectations, Positive Attitudes and Job Satisfaction