

# PLACEMENT

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- ✘ Placement involves assigning a specific job to each one of the selected candidates.
- ✘ Placement is not simple as it looks. It involves striking a balance between the requirements of a job and the qualifications of a candidate.

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- ✘ Pigors and Myers has defined placement as, “the determination of the job to which an accepted candidate is to be assigned, and his assignment to that job. It is a matching of what the supervisor has reason to think he can do with the job demands and what he offers in the form of pay rolls, companionship” with others, promotional possibilities etc.

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- ✘ The importance of placement is that it reduces employee turnover, absenteeism, accidents and dissatisfactions.

# INDUCTION

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- ✘ Induction is introducing the new employee to work surrounding and people already working there.
- ✘ In other words, induction is the process of receiving and welcoming an employee when he first joins a company, and giving him basic information he needs to settle down quickly and happily and start work.

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- ✘ According to R.P. Billimoria, “induction is a technique by which a new employee is rehabilitated into the changed surroundings and introduced to the practices, policies and purposes of the organizations.”

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✘ Conveys 3 types of information-

- (i) General information about the daily work routine,
- (ii) About the firm's history, founding fathers, objectives, operations and products or services, as well as how the employee's job contribute to the organisation's needs and

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(iii) A detailed presentation of the organisation's policies, work rules and employee benefits.

# OBJECTIVES OF INDUCTION

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- ✘ 1. To reduce the initial anxiety which all new entrants feel, when they join a new job in a new organization.
- ✘ 2. To familiarize the new employees with the job, people, work-place, work environment and the organization.
- ✘ 3. To facilitate outsider – insider transition in an integrated manner.



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- ✘ 4. To reduce the cultural shock faced in the new organization and
  - ✘ 5. To reduce exploitation by the unscrupulous co-workers.

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- × Formal Or Informal
  - × Individual or Collective
  - × Serial or Disjunctive
  - × Investiture of Divestiture

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- ✘ **Formal Induction** is a planned programme .
  - ✘ Following are the contents in a formal induction programme:
    - ✘ Brief history of the organization.
    - ✘ Organizational mission, vision, objectives and philosophies.
    - ✘ Policies and procedures of the organization.
    - ✘ Rules and regulations of the organization.

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- ✘ Organization structure and authority relationship.
  - ✘ Terms and conditions of the job including remuneration, working hours, holidays, promotional avenues etc.
  - ✘ Welfare measures like subsidized canteen, transport and recreation facilities.
  - ✘ Safety measures.

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## × Information Induction

In this system, the immediate job supervisor conducts the induction programme for the new entrant. He briefs the new entrant about the job, the department, routine and introduces to the colleagues, and various sections.

# MAKING INDUCTION PROGRAMME SUCCESSFUL

- ✘ Effective induction needs-
- ✘ Good reception when receiving the new employee.
- ✘ Finding the needs and doubts of new employee.
- ✘ Proper and good presentation about the company and work culture.
- ✘ Induction training by the right instructor.
- ✘ Proper evaluation and follow-up measures.