

OBJECTIVES OF INDUCTION PROGRAM

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- **Inclusion:** Inclusion is an important aspect for an individual entering a new group. Making them feel a part of organization can be done with a warm welcome by the team members.
- **Introduction:** The new employee should be introduced to all the departments and colleagues.
- **Rules and Regulations:** A key part of induction is explaining the rules and regulations of the organization like work hours, dress code, annual leaves, appraisals, incentives, and flexible working arrangements.
- **Vision and Mission:** The aims and objectives of the organization, and its work culture should be made clear, so that the employee has a clear idea of the work environment and how to behave.
- **Job description:** The incumbent's job profile along with their responsibilities and challenges needs to be briefed to them.
- **Role training:** Practical execution is always easier after an employee knows all the aspects of a particular job profile.
- **Feedback:** After a few weeks of joining the employee can be asked about his experience and if any suggestions or modifications should take place. An employee feels motivated and appreciated, when such feedback is taken.

