

**A**  
**PROJECT REPORT**  
**ON**  
**“AN ANALYSIS OF HOW POLICIES AND PROCEDURES  
IMPACT ON EMPLOYEES PERFORMANCE”**

UNDERTAKEN AT  
**“PHN TECHNOLOGY PUNE”**  
IN PARTIAL FULFILMENT OF  
**Post Graduate Diploma in Management**  
MIT SCHOOL OF DISTANCE EDUCATION, PUNE

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**PUNE - 411 038**  
**YEAR 2023-2024**

**To**  
**The Director**  
**MIT School of Distance Education,**

Respected Sir,

This is to request you to kindly exempt me from submitting the certificate for Project Work due to as per the Rules of the Organization.

Thanking you in anticipation of your approval to my request.

Regards

Student Sign: -



Student Name: - **Aditya Prakashrao Harshe**

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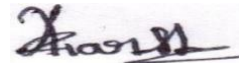
## **DECLARATION**

I hereby declare that this project report entitled “An Analysis of How Policies and Procedures Impact on Employees.”

Bonafide record of the project work carried out by me during the academic year 2023-2024, in fulfillment of the requirements for the award of “Post Graduate Diploma in Management” of MIT School of Distance Education.

This work has not been undertaken or submitted elsewhere in connection with any other academic course.

**Sign:-**



**Name:- Aditya P Harshe**

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## **ACKNOWLEDGEMENT**

I would like to take this opportunity to express my sincere thanks and gratitude to “Prof. Bhagyashree Pande”, Faculty of MIT School of Distance Education, for allowing me to do my project work in your esteemed organization. It has been a great learning and enjoyable experience.

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At last, but not least, I am thankful to my Family and Friends for their moral support, endurance, and encouragement during the course of the project.

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## **INTRODUCTION**

Human resource management (HRM) is the practice of recruiting, hiring, deploying and managing an organization's employees. HRM is often referred to simply as human resources (HR). A company or organization's HR department is usually responsible for creating, putting into effect and overseeing policies governing workers and the relationship of the organization with its employees. The term human resources was first used in the early 1900s, and then more widely in the 1960s, to describe the people who work for the organization, in aggregate.

HRM is the process of recruiting, selecting employees, providing proper orientation and induction, imparting proper training and developing skills. HRM also includes employee assessment like performance appraisal, facilitating proper compensation and benefits, encouragement, maintaining proper relations with labour and with trade unions, and taking care of employee safety, welfare and health by complying with labour laws of the state or country concerned.

HRM is a relatively new approach to managing people in any organization. People are considered the key resource in this approach. It is concerned with the people dimension in management of an organization. Since an organization is a body of people, their acquisition, development of skills, motivation for higher levels of attainments, as well as ensuring maintenance of their level of commitment are all significant activities. <sup>7</sup> These activities fall in the domain of HRM. Human Resource Management is a process, which consists of four main activities, namely, acquisition, development, motivation, as well as maintenance of human resources.

## **Objectives of Human Resource Management :**

HRM can be broken down into the following four category objectives :

- 1. Societal objectives :** These are measures put in place to respond to the ethical and social needs or challenges of the company and its employees. This includes legal issues such as equal opportunity and equal pay for equal work.
- 2. Organizational objectives :** These are actions taken to ensure organizational efficiency, including providing the appropriate training, hiring the right number of employees for a given task and maintaining high employee retention rates.
- 3. Functional objectives :** These are the guidelines used to keep HR functioning properly within the organization. They include ensuring all HR resources are allocated to their full potential.
- 4. Personal objectives :** These are the resources used to support the personal goals of each employee. They include opportunities for education and career development, as well as maintaining employee satisfaction.

## **FEATURES OF HUMAN RESOURCE MANAGEMENT**

Human Resource Management as a discipline includes the following features:

- It is pervasive in nature, as it is present in all industries.
- It focuses on outcomes and not on rules.
- It helps employees develop and groom their potential completely.
- It motivates employees to give their best to the company.
- It is all about people at work, as individuals as well as in groups.
- It tries to put people on assigned tasks in order to have good production or results.
- It helps a company achieve its goals in the future by facilitating work for competent and well-motivated employees.
- It approaches to build and maintain cordial relationship among people working at various levels in the company.

Basically, we can say that HRM is a multi-disciplinary activity, utilizing knowledge and inputs drawn from psychology, economics, etc.



## Functions of Human Resources Management

The main functions of human resource management are classified into two categories:

- Managerial Functions
- Operative Functions

### Managerial Function of Human Resources Management

1. **Planning:** The planning function of human resource department pertains to the steps taken in determining in advance personnel requirements, personnel programmers, policies etc. After determining how many and what type of people are required, a personnel manager has to devise ways and means to motivate them.
2. **Organization:** Under organization, the human resource manager has to organize the operative functions by designing structure of relationship among jobs, personnel and physical factors in such a 10 way so as to have maximum contribution towards organizational objectives.

In this way a personnel manager performs following functions:

- Preparation of task force.
- Allocation of work to individuals.
- Integration of the efforts of the task force.
- Coordination of work of individual with that of the Department.

**Directing:** Directing is concerned with initiation of organized action and stimulating the people to work. The personnel manager directs the activities of people of the organization to get its function performed properly. A personnel manager guides and motivates the staff of the organization to follow the path laid down in advance.

**Controlling:** It provides basic data for establishing standards, makes job analysis and performance appraisal, etc. All these techniques assist in effective control of the qualities, time and efforts of workers.

## Operative Function of Human Resources Management

**Procurement of Personnel:** It is concerned with the obtaining of the proper kind and number of personnel necessary to accomplish organization goals. It deals specifically with such subjects as the determination of manpower requirements, their recruitment, selecting, placement and orientation, Etc.

**Development of Personnel :** Development has to do with the increase through training, skill that is necessary for proper job performance. In this process various techniques of training are used to develop the employees. Framing a sound promotion policy, determination of the basis of promotion and making performance appraisal are the elements of personnel development function.

**Compensation to Personnel :** Compensation means determination of adequate and equitable remuneration of personnel for their contribution to organization objectives. To determine the monetary compensation for various jobs is one of the most difficult and important function of the personnel management. A number of decisions are taken into the function, viz., job-evaluation, remuneration, policy, incentive and premium plans, bonus policy and co-partnership, etc. It also assists the organization for adopting the suitable wages and salaries, policy and

payment of wages and salaries in right time.

**Maintaining Good Industrial Relation:** Human Resource Management covers a wide field. It is intended to reduce storifies, promote industrialpeace, provide fair deal to workers and establish industrial democracy. It the personnel manager is unable to make harmonious relations between management and labor industrial unrest will take place and millions of man-days will be lost. If labor management relations are notgood the moral and physical condition of the employee will suffer, and it will be a loss to an organization vis-a-visa nation. Hence, the personnel manager must create harmonious relations with the help of sufficient communication system and co-partnership.

**Record Keeping :** In record-keeping the personnel manager collects and maintains information concerned with the staff of the organization. It isessential for every organization because it assists the management in decision making such as in promotions.

**Personnel Planning and Evaluation :** Under this system different type of activities are evaluated such as evaluation of performance, personnelpolicy of an organization and its practices, personnel audit, morale, survey and performance appraisal, etc.

## **IMPORTANCE OF HUMAN RESOURCE MANAGEMENT**

Human Resource Management has a place of great importance. According to Peter F. Drucker, The proper or improper use of the different factors of production depend on the wishes of the human resources. Hence, besides other resources human resources need more development. Human resources can increase cooperation but it needs proper and efficient management to guide it. Importance of personnel management is in reality the importance of labor functions of personnel department which are indispensable to the management activity itself. Because of the following reasons human resource management holds a place of importance.

It helps management in the preparation adoption and continuing evolution of personnel programmers and policies.

It supplies skilled workers through scientific selection process.

It ensures maximum benefit out of the expenditure on training and development and appreciates the human assets.

It prepares workers according to the changing needs of industry and environment.

It motivates workers and upgrades them so as to enable them to accomplish the organization goals.

Through innovation and experimentation in the fields of personnel, it helps in reducing costs and helps in increasing productivity.

It contributes a lot in restoring the industrial harmony and healthy employer-employee relations.

It establishes mechanism for the administration of personnel services that are delegated to the personnel department.

Thus, the role of human resource management is very important in an organization and it should not be undermined especially in large scale enterprises. It is the key to the whole organization and related to all other activities of the management i.e., marketing, production, finance etc. Human Resource Management is concerned with the managing people as an organizational resource rather than as factors of production. It involves a system to be followed in business firm to recruit, select, hire, train and develop human assets. It is concerned with the people dimension of an organization. The attainment of organizational objectives depends, to a great extent, on the way in which people are recruited, developed and utilized by the management. Therefore, proper coordination of Human Efforts and effective utilization of human and others material resources Issues

## ORGANIZATIONAL PROFILE

### **PHN Technology Private Limited**

PHN Technology Journey Set About 09 January 2018, is a Private Limited Company. An IT Company Promoted by Pradip Hanuman Narayankar and Laxmi Hanuman Narayankar.

**Company Specializes:** Mobile Applications for ios & Androids.

PHN Technology's ERP & SAP Solutions real Time Data Access And Unwavering Support.

### Training and Education :

PHN focus on ensuring that they are providing industry relevant training programs to ensure that candidates are ready for the JOB.

- ❖ The Methodology is to take a very critical look at the curriculum being offered for different courses across the spectrum of degree courses. Identifying relevance of the topics being offered and marry the aspirations of the candidates with the specialization they want to pursue and design a customized learning offering for candidates in different streams of Education.
- ❖ Learners needs to be ready for the job we need to train them based on the core requirements of the company they would want to work for. The candidates are asked for their top 3 companies of choice, and identify the company's core skillset 17 requirements and put together a learning track customized for every company and learners needs.

### **Continuous Learning**

Continuous learning is the ability to learn to learn. Learning need not be a linear event where a learner goes to a formal learning program, gains areas of knowledge and skills about a process, and then the learning ceases.

### **Training**

This term is often interpreted as the activity when an expert and learner work together to effectively transfer information from the expert to the learner (to enhance a learner's knowledge, attitudes or skills) so the learner can better perform a current task or job.

### **Development**

The development often includes a wide variety of methods, e.g., orienting about a role, training in a wide variety of areas, ongoing training on the job, coaching, mentoring and forms of self-development.

### **Perceptions**

Perceptions are a way of interpreting or coming to understand something. When people are stuck in solving a problem, it is often because they are stuck in how they see the situation.

## TERMINOLOGIES

**Appraisal:** Are meetings set up by the employer that allow the employer to discuss the performance of their employees.

**Cross-Functional Team:** It is a group in an organization that is made up of members from different departments or different specializations.

**Employee Onboarding:** Is the process of onboarding new hires into organization. Sometimes used synonymously with new hire orientations.

**Functional Job Analysis:** Functional job analysis is a method of gathering specific and detailed job information.

**Gross Salary:** Gross salary can be defined as the amount of money paid to an employee before taxes and deductions are discounted.

**Job Analysis:** A process aimed at codifying the nature of a job role to help organizations understand the types of people.

**Outsourcing:** Outsourcing is the business practice of hiring a party outside a company to perform services.

**Performance Appraisal:** Performance Appraisal is a regular review of an employee's job performance and overall contribution to a company.

**Quality Management:** A system to make sure that a product or service meets standards of excellence.



1. **Recruitment:** It refers to the process of identifying, attracting, interviewing, selecting, hiring and on-boarding employees.
2. **Training And Development:** Training and development describes the formal, ongoing efforts that are made within organizations.

## **OBJECTIVES OF STUDY**

1. To review the Interview process and to make improvement to the following forthcoming Onboarding programs at PHN TECHNOLOGY.
2. To find out the effective of the Interview procedure at PHN TECHNOLOGY.
3. To know the various sources of Interview and their availability at PHN TECHNOLOGY.
4. To obtain the feedback of employee about the Interview and Onboarding procedures followed in the Phn Technology.
5. To ensure effective utilization of human resources, all other organizational resources will be efficiently utilized by the human resources.
6. To establish and maintain an adequate organizational structure of relationship among all the members of an organization by dividing of organization tasks into functions, positions and jobs, and by defining clearly the responsibility, accountability, authority for each job and its relation with other jobs in the organization.

## **Scope of the study**

The scope of the study includes following aspects of interview and onboardings.

1. The Feedback of the employees cost effectiveness.
2. Proper utilization of the Human resource planning.
3. Effectiveness of interview process and techniques.
4. The Onboarding is effective or not.

## **Research Methodology**

Research methodology simply refers to the practical “how” of any given piece of research. More specifically, it’s about how a researcher systematically designs a study to ensure valid and reliable results that address the research aims and objectives.

Research in common parlance refers to a search for knowledge. One can also define research as a scientific and systematic search for pertinent information on a specific topic. Research is an academic activity and the term should be used in a technical sense.

### **Data Collection**

While deciding about the method of data collection used for the study of research should keep on mind two types of data i.e., primary and secondary, the primary data are those which are collected a fresh and for the first time, the secondary data on the other hand are those which have already been collected by someone else. Therefore, data collection can be broadly classified in to two types.

1. Primary Data
2. Secondary Data

**PRIMARY DATA:**

Primary data is collected in order to avoid any mistake due to transcription which may arise when collected through secondary sources the data is collected by questionnaire.

**SECONDARY DATA :**

Secondary data is collected from the companies report manuals and brochures company records, books, HR reports etc.

## **Interview**

Interview means deliberate, active listening with a purpose to draw the other person out, to discover what he really wants to say, and to give a chance to express himself/herself freely.

The interview is used in practically every business and profession. Some activities call for a high degree of proficiency in interviewing; such as appointment of Engineers, Lawyers, Managers, Salesmen and Supervisors.

The interview is also widely used in securing credit information, making loans, selling, and adjusting complaints as well as in personnel administration and management.

According to McFarland, “an interview is a purposeful two-way exchange of information between the participants. Both learn things of vital importance to their mutual decision, some intended and others not intended.”

Interview is one of the important steps in selection procedure. It is probably the most widely used selection tools.

Employment interview and tests are two of the most important screening devices generally used in hiring procedure. Interview is the oldest method of evaluating a person’s potential for a job.

“An interview is an attempt to secure maximum amount of information from the candidate concerning his suitability for the job under consideration.”

“An interview is a purposeful exchange of ideas, the answering of questions and communication between two or more persons.”

The interview is used in practically every business and profession. Some activities call for a high degree of proficiency in interviewing; such as appointment of engineers, lawyers, managers, salesmen and supervisors. The interview is also widely used in securing credit information, making loans, selling, and adjusting complaints as well as in personnel administration and management.

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It assists to reveal, examine and assess the capabilities, qualities and traits of an individual to be selected for the job in an organization. Interview technique is quite complex in substance and difficult to use properly. Its scope includes measuring all the relevant characteristics and integrating and classifying all other information about the applicant.

Through this technique, needed information like nature, attitude, behaviour, perception, interest, motives, likes, dislikes, intelligence, personality etc. of candidate can be obtained by a face-to-face contact. This technique is practically used in every business and profession.

Some activities call for a high degree of proficiency in interviewing candidates for the Posts like professors, engineers, psychiatrists, clinical psychiatrists, lawyers, social workers, employment managers, industrial relations, managers, market analysts, salesmen, supervisors etc.



## **Objectives of Interviewing**

**The following are the objectives of a well-designed and an effective interview:**

To seek more information about the candidate, which is not mentioned in “Application Blank.”

1. To judge an applicant’s qualities and characteristics as a basis for sound selection and placement.
2. To verify the information given in the application form and in the Application Blank.
3. To give essential and accurate facts about the job and the organization such as nature of the job, hours of work, opportunities for advancement, employee welfare facilities, benefits and services available, organization’s policies, plans, future prospects etc. to the candidate. So that the candidate will be in a position to decide, whether to accept or not the employment in that organization.
4. To establish rapport to create a feeling of mutual understanding, confidence and trust between the organization (personnel department) and the applicant who is to be employed.

5. To create a good image and to promote goodwill towards the organization, whether the interview culminates in employment or not.
6. To give an idea of disciplinary action, grievance handling and relations with unions to the candidate, because interview is a valuable tool for all these.

**Interview offers the following importance:**

(i) Helps in Selection of a suitable candidate – Candidates who have claimed different qualities in their application can be tested directly through face to face conversation and those who are suitable can be selected.

(ii) Exchange of information – Face to face conversation helps to exchange views and opinions between interviewer and interviewee and any doubt regarding the terms and conditions of the job can be cleared then and there only.

(iii) Helps to know the facilities – Interview helps to know the facilities offered and opportunities available to the employees and also the terms and conditions of employment. This helps the candidates to decide whether to offer their service or not to the organization.

(iv) Helps to tell about company – Interview helps to tell about company's policy, rules, regulations, discipline and conditions of appointment. If the conditions are acceptable, candidates may accept the job and vice-versa.

(v) Widely accepted tool – Interview is the oldest and most commonly used device in selecting the employees. Though test and group discussion are conducted to select the employees, they do not provide complete information about the candidates. Under such circumstances interview acts as a great help to the organization.

## Types of Interviews

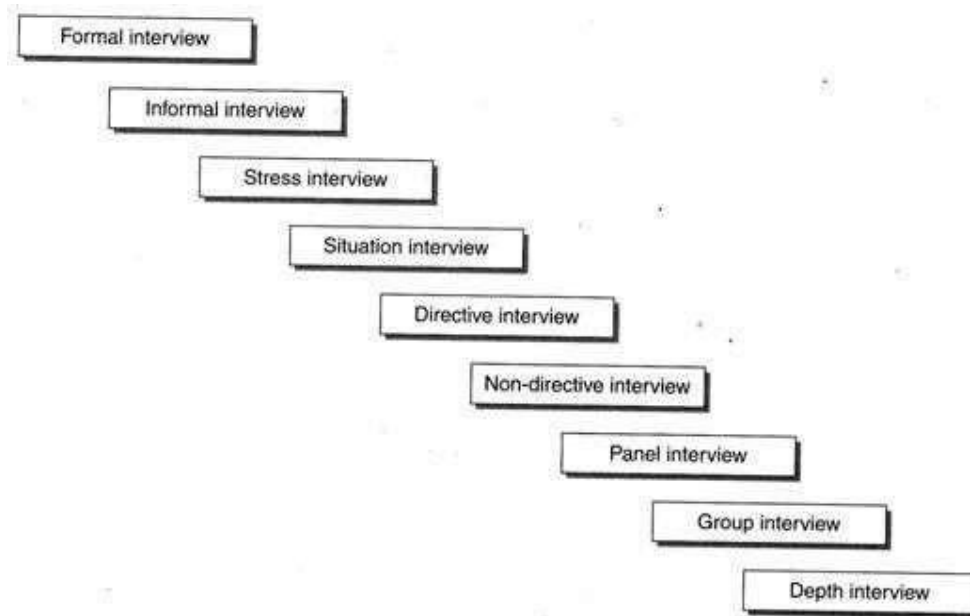


Fig. 5.8 Types of Interviews

### **Formal Interview:**

It is held in formal atmosphere with pre-decided and planned procedures and questions.

### **Informal interview:**

There is no specific procedure followed in this case. They are conducted at any place, and any types of questions can be asked to the candidate.

### **Stress Interview:**

It is conducted to evaluate the behavior of the candidate under stressful conditions. How does a candidate react to stress? Whether they remain quiet and calm or become stressed, can be judged by creating different stressful conditions around, and the case with which they get out of it indicates their stress-handling capacity in the future.

### **Situation Interview:**

An imaginary situation is told to the candidates and they are asked to respond to it.

### **Directive Interview:**

It is a structured interview. A same set of questions is repeated for every candidate to make the comparison among the answers received from them.

**Non-directive Interview:**

It is non-structured interview. There is no specific format, and any questions can be asked to candidates. Candidates are free to express themselves under this type.

### **Panel Interview:**

A selection committee appointed for interviewing candidates is called a panel. It generally consists of three or more members who collectively perform the task of selection. The final decision is taken with the consent of all panel members.

### **Group Interview:**

Candidates are supposed to form groups, and one group together will be interviewed at one time. It is a sort of group discussion. The person's ability to lead, their presence of mind and communication can be evaluated under this technique.

### **Depth Interview:**

All the minute details of important nature are asked to a candidate to have the extensive information about them.

## **INTERVIEW PROCESS AT PHN TECHNOLOGY**

### **Interview Rounds**

1. Technical
2. HR

3. Group Discussion



## **Interview Questions**

- Q1. Tell me about yourself.
- Q2. Why are you applying for this position?
- Q3. Why do I want to work here?
- Q4. Will this job motivate you to be a great employee? Do the career path here excite you?
- Q5. Why would you be a good fit for this position means: What have you done that proves you'll do a good job?
- Q6. How can you say what you're not good at and still get the job?
- Q7. What interests you about this position?
- Q8. Tell me about how you dealt with a tough challenge?
- Q9. What are your strengths?
- Q10. Why should we hire you?
- Q11. Describe what you do in your current position
- Q12. Why did you leave your last job?
- Q13. Where do you see yourself in 5 years?
- Q14. What are your salary requirements?
- Q15. What are you passionate about?
- Q16. How do you deal with pressure?
- Q17. What do you know about our organization?

## **Interview details**

**Phn**

**Technology**

**interview**

**Rounds: Round**

**1**

Round type: Technical

**Round 2**

Round type : Group Discussion

**Round 3**

Round type :Group Discussion

## **Onboarding Employees at PHN Technology**

In human resources, onboarding is defined as the process of familiarizing a new employee with the organization. Onboarding begins from the moment an offer is made to the employee until the time the employee becomes a productive member of the organization.

Employee onboarding is broadly defined as the process of familiarizing a (new) employee with the organizations policies, the employees role in the organization, and the organizations culture. It also involves creating an environment in which the employee is made comfortable enough to interact freely with their colleagues and establish social relationships in the workplace.

Specifically, it involves getting the employee to complete the necessary paperwork for Labour law compliance and equipping them with all the tools they need to do their job well. During onboarding, employees learn what the organization expects from them in terms of skills, communication style, and attitude.

We read through a number of research papers and studies on onboarding and its effectiveness. The findings from all of them can be summarized in two key points:

- Hiring is not only time-consuming, but it is also an expensive affair.
- Retaining employees depends on how these difficult-to-find employees are onboarded. If they are not onboarded optimally, you may lose them, and that will result in another expensive hiring cycle.

The success of employee onboarding depends on the efficiency of the onboarding program. The quicker employees are empowered to do their jobs, the faster they are likely to become valuable, contributing members of the organization.

Onboarding is not just HRs job. It also the responsibility of the immediate manager, who will familiarize the employee with their role in the company, their performance expectations, and the culture of the team they are going to be a part of.

In addition, onboarding is not only associated with new employees. Employees move laterally into new roles, known as cross boarding (covered later in this article), and they also need to be onboarded following

a similar process. While they may be familiar with organizational culture,  
team culture may be different.

While they may be familiar with company policies, they may still need a mentor to guide them through their new role.

According to the Society for Human Resources Development (SHRM), employee onboarding (also known as organizational socialization) is the “process of helping new hires adjust to social and performance aspects of their new jobs quickly and smoothly, and learn the attitudes, knowledge, skills, and behaviours required to function effectively within an organization.”

In short, employee onboarding involves the processes that help you ensure that your new hires get started on the right foot. These processes can be broken down into two categories:

- **Formal onboarding:** Encompasses the organized tasks and procedures that help a new employee adjust to his or her new position. Under formal onboarding, new hires are often segregated from existing employees to experience coordinated activities for orientation, in-classroom training, and socialization.
- **Informal onboarding:** Refers to the ad hoc and semi-organized activities by which a new employee learns about

his or her new job. Informal onboarding can include job shadowing and impromptu one-on-one coaching or meetings with management and new colleagues, as well as the minutiae of getting started at a company, such as receiving badges and equipment.

Regardless of whether an organization chooses formal onboarding, informal onboarding, or a mix of both, getting new hires up to speed is an expensive task. According to management consultants Mark Stein and Lilith Christiansen in their book, *Successful Onboarding*, companies spend up to 30% of a new hire's annual salary during the onboarding process.

While the expense of onboarding new employees can be daunting, it's money that's well spent a centralized, properly resourced process of welcoming new employees may prevent early turnover for as many as 1 in 4 new hires. And the faster that your new hires feel welcomed and adjusted to their new roles, the faster that they can begin contributing value to your company.

HR organizations have been able to improve employee onboarding in the following ways:

**Reduce training program costs:** By Substituting video for in class trainings and smaller Events , Companies such as IBM & Microsoft have been able to save millions of Dollars in travel & lodging alone.

**Improve knowledge Retention:** The use of video has been shown to improve people's ability to remember concepts and details with effects that actually increase over time. Additionally, enterprise video platforms enable people to search across an entire library of



training videos, as well as search inside each video, for any word that was spoken or appeared on screen. This ability to search gives employees a searchable resource that enables them to find the information they need on demand.

**Ensure consistency of training materials:** For larger organizations or companies that are geographically dispersed, having multiple trainers can introduce challenges to providing a consistent onboarding experience for all new employees. Video solves this problem by ensuring that companies maintain a consistent, high-quality messaging standard regardless of who conducts the training.

**Help employees feel more engaged and connected:** Establishing strong interpersonal networks and relationships is one of the most overlooked aspects of employee onboarding. Video can help expand the reach of your onboarding programs worldwide through the use of company and team introductions that can help your new hires place faces and personalities to the names they'll see in their company directories and email inboxes

## The Employee Onboarding Process:



## **1. Provide information on company policies and benefits**

Provide comprehensive information about policies and employee benefits on the employees first day in the organization. The training session or materials should include everything from compliance to insurance to tax liabilities to company policies on leaves and diversity and inclusion.

In this step, also have the employee sign all the compliance forms that formally validate them as members of the organization.

Depending on the country you are in, if digital signatures are accepted on

state/federal compliance forms, you can use employee onboarding software to share the necessary documentation with new employees before their first day in the company. This means they can complete all compliance formalities beforehand and become contributing members of the team right from day one.

Using digital signatures is also helpful when you have to onboard remote employees into the company.

## **2. Provide role clarity**

What exactly is an employee expected to do as part of their job? A breakdown of all their daily tasks is important to help them gain clarity about their role.

Who communicates this information? This is the best time for the manager to step into the onboarding process, as they are best positioned to offer a clear picture of what an employee's role will involve.

This information should be provided over the first 30 days on the job, as the new employee learns and slowly takes ownership of their role. In this process, it is also important to inform the employee of whom they must collaborate with to get their job done: members of their own teams as well as members of other teams along with the reporting matrix for such collaborations.

With an automated solution such as Bamboo HR, new employees can be introduced to members of their team and supporting teams much before they join the organization. These employee onboarding software solutions allow each team member to create an online profile, which a new employee can go through to learn more about

their team members. Similarly, employees can create their own profile and introduce themselves to their team members much before they join the organization.

Even in the case of cross boarding, you can share the employees profile beforehand.

The benefit? There is already a certain amount of familiarity and friendliness between the employee and their colleagues right from day one.

### **3. Facilitate training**

Training is part of the long-term onboarding process and is best facilitated by the immediate manager. Even the most experienced employee needs to be provided with a training period to understand how processes function in their new organization or new team.

Companies can start delivering this training even before employees first day at the organization. Basic training materials can be sent across, and employees can be given a breakdown of the tasks they are expected to accomplish through employee onboarding software.



Hibbs employee onboarding software allows HR to set up customized workflows for new employees, giving them a sense of what in store for them when they enter the company.

Bourdon is also a pre-onboarding software that allows you to use the time before the onboarding efficiently.

Fresh team is an all-in-one hiring, onboarding, and employee data management solution that can help you streamline the entire onboarding process.

#### **4. Induct into organizational culture**

Assimilation into organizational culture is an ongoing process. However, HR managers and team managers must give an employee a broad overview of the culture when they join the company.

How can they do this? One way is to make sure that culture is reflected in the company vision and mission statement.

Is your organization output-oriented or outcome-oriented?

How easy is it for your employees to come up to you and discuss a problem they're experiencing at work?

How open are managers to entertaining non-work conversations?

Define what the company culture stands for, and then ensure this culture is communicated to the new employee.

You can also do this through your onboarding software, which gives new hires direct insights into the team members, the profile of the company, and as a result, an insight into the culture of your organization.

## **5. Help form social connections with colleagues**

While this is not entirely the responsibility of the manager/HR, it is their job to facilitate communication between employees, even if some employees are not very open to integrating. This involves creating an environment where friendships between colleagues are encouraged.

A lot of organizations employ the system of new-hire buddies, where they dedicate one employee to help the new employee navigate the workplace from job-related tasks to administrative queries and everything in between.

However, a Hibo survey found that 49% of the employees surveyed would rather make friends with their co-workers instead of limiting their interactions to their new-hire buddy.

This information, however, should not discount the value of a new-hire buddy. Not everyone is comfortable going up to their new co-workers and forging relationships with them.

If new employees or team members have simple queries like how to work the printer or whom to speak to for an ergonomic laptop stand, a new-hire buddy can help easily. And in the age of AI, chatbots (discussed below) can serve as great new-hire buddies.

## **DURATION OF EMPLOYEE ONBOARDING?**

In our recent Hibo survey, we found that a majority of new hires spend between two and five hours being onboarded for their new roles, says **Ronni Zehavi, co-founder and CEO of Hibo**, in an exclusive chat with HR Technologist.

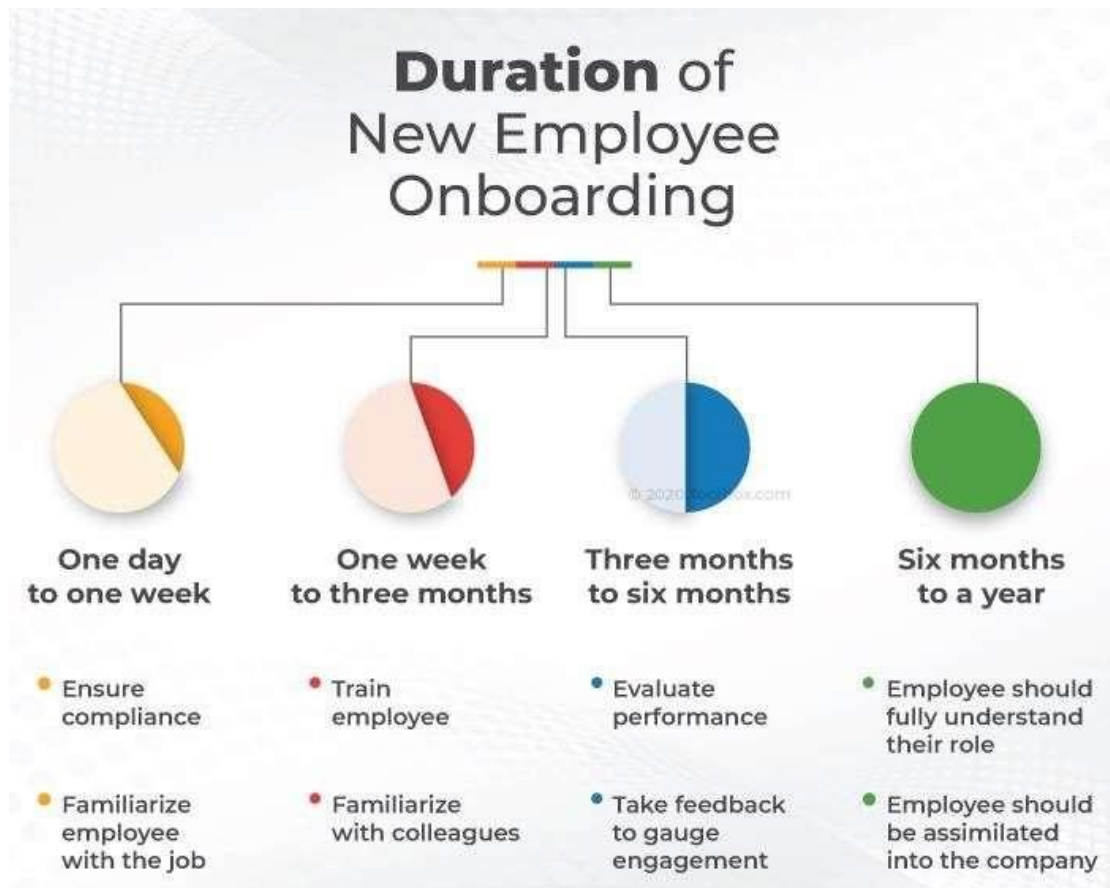
This is the amount of time it takes to get the employee to sign their compliance documents and for a general introduction to the rest of the team. However, the real onboarding begins once this process is over.

A formal onboarding program can range between 30 days, 90 days, 180 days, or a good 365 days. This phase is used to complete all the tasks mentioned in the previous section through an environment of ongoing support.

Ideally, onboarding begins or should begin as soon as the employee accepts the offer letter.

Invite new hires to join internal platforms ahead of their first week so that they can not only get a head-start on reading the employee handbook and policies, but also so they are able to put faces to names, learn about company news, and get involved in social or cultural events at the company such as clubs that bring people together of shared interests helping employees find their niche, recommends Zehavi

## Duration of New Employee Onboarding



**1. One day to one week:** Ensure compliance, familiarize the employee with their role.

**2. One week to three months:** Train the employee to perform their job.

Familiarize them with their colleagues who are key to their function. Help them get a sense of the culture of the organization.

**3. Three months to six months:** Evaluate their performance and ensure that they have everything they need to perform their jobs optimally. Take their feedback to gauge their engagement.

**4. Six months to a year:** The employee should have developed complete knowledge about their role, the market, the company, and the industry. They should have assimilated into the company and company culture.

## **Learnings During the Project**

1. Understand the purpose of Project.
2. Collect information of the company.
3. To study about Phn Technology and its related aspects like its product and services, history, organization structure, subsidiary companies etc.
4. To learn about various channels of getting basic necessity to poor people, etc.
5. To understand meaning and needs of financial products.
6. To learn effective communication skill, while contacting to students.
7. Gain a proper knowledge of problems faced by slum poor people and also company.
8. To learn various selling skills.
9. To enhance my ability and develop my skills.
10. Learn the rules and regulation which are follows by All National Government organization.

