A Study On Employee On-Boarding Formalities At Software Companies
The Case Of Tech Aspect Solutions Pvt.Ltd.

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Abstract

Several researches point out that new employees are most susceptible to leave an organization within the first 18 months of employment. Today’s millennial workplace has been equipped with sophisticated technology, increased automation and mechanization changes jobs twice as frequently as the current working population, even without necessary orientation which is leading to leaving their employers. This throws a challenge to employers to re think an ever-growing need to invest in on boarding success and continued employee engagement. The current research throws light on On-Boarding Formalities in software companies the case of Tech Aspect Solutions Pvt.Ltd.

Key Words: Millennial Work Place, On-Boarding Formalities and Susceptibility of employees.

“"The oldest and strongest emotion of mankind is fear, and the oldest and strongest kind of fear is fear of the unknown.” — H.P. Lovecraft

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Employee Onboarding is one of the most decisive and calculated functions at for company, but are often fascinated inside administrative software and fusty checklists.

On boarding is a well planned process that includes an array of actions, new hires should complete in order to become engaged and productive in their departments in a short amount of time. When new hires attend Orientation, they are taking the first step in becoming informed about the Organizational Strategic Plan, the company’s Brand and Identity and various benefits available to employees. Tactics used in this process include formal meetings, lectures, videos, printed materials, or computer-based orientations to introduce newcomers to their new jobs and organizations. Tactics used in this process include formal meetings, lectures, videos, printed materials, or computer-based orientations to introduce newcomers to their new jobs and organizations especially for 3 P’s i.e. People, Process/Procedures and Policies.

Research from Boston Consulting Group revealed that on boarding ranks #2 (after recruiting) with the second highest impact to revenue and profit margin of all HR practices. This makes more interest to do research in this area. The current research paper throws light on On-Boarding facilities in software companies – the case of Tech Aspect Solutions Pvt. Ltd. Hyderabad.

Objectives of the Study

1. To study the process and On-Boarding facilities at case organization
2. To collect the employee’s opinion and Feedback on On-Boarding formalities at Study Unit.
3. To offer possible suggestions for responsible bodies at study unit.
Significance of the study

This study is helpful for the organization for the following reasons;

- The objective of the current study is to examine the On-Boarding formalities in software companies. So the outcomes of this study will be helpful for the organization and to have a better understanding and implementation of On-Boarding formalities.
- On-Boarding formalities as one of the important activity of the firm to enable employees interact with each other and work better.
- This study will help the organization to identify the success and challenges that occur in implementation of On-Boarding formalities/checklist, give a chance to take remedial action to achieve positive results.

Scope of the Study

The software industry is one of the pioneering fields which are generating great income in India. The sector has increased its contribution to India's GDP from 1.2% in 1998 to 7.5% in 2012. According to NASSCOM, the sector aggregated revenues of US$160 billion in 2017, with export revenue standing at US$99 billion and domestic revenue at US$48 billion, growing by over 13%. USA accounts for more than 60 per cent of Indian IT exports. They provide opportunities for privileged percent of employees. In this run, Software undertakings does succeed, due to their policies towards employees. Of late, they have identified that the potential is there in their employees and try to exploit it for benefit of both the industry and nation.

Amid the software companies, Tech Aspect is worth nothing, since it is one of the organizations, which continuously makes profit. Employees of different categories exist here, employees working in at Tech Aspect exhibit a variety of skills and potentials required to perform a wide range of jobs. Tech Aspect places much importance on its employees, since it believes that it makes profit from the efficiency of its human resources. As it employs more number of employees in various cadres, research studies based on employees are given due weightage in this organization. Even though the research will be limited to a single Software company, the findings and recommendations may be applicable to most of the other similar organizations.

Study Design

The study organization is the software company which is engaging in Digital Marketing Online Customer Experience Management (CXM) Solutions, CRM, web analytics, social media, enterprise search and ecommerce solutions, we have helped companies drive customer acquisition, retention and revenue growth through their online channels. The study was conducted by using both quantitative and qualitative data collection methods and approaches were more concerned with On-Boarding formalities, HR Issues. The population for this study is the employees of Tech Aspect. A sample of 40 employees’ opinions was taken for the study. Simple random sampling technique was used to collect the opinions of respondents because of which respondents diverged from every age group, gender, organization, marital status etc. but were restricted only to low and middle level employees, where the attrition is high. The questionnaire was intricately designed to tap the information about the factors responsible for attrition, and their overall level of satisfaction, motivation, involvement and life interest and work compatibility at Tech Aspect. 45 days of onsite observation has given us accurate information about the study and its objectives.

Glance of Tech Aspect

Tech Aspect is a technology firm with a focus on Digital Marketing, which provides cutting-edge web, and mobile solutions with great customer experience. We help companies achieve digital marketing success with a robust implementation of Online Customer Experience Management (CXM) Solutions. Using our insights about various web development platforms and integrating them with CRM, web analytics, social media, enterprise search and ecommerce solutions, we have helped companies drive customer acquisition, retention and revenue growth through their online channels.

Tech Aspect is a complete employee friendly organization where employee’s number of work is balanced with the capacity of the employee. HR provides stress free organizational environment. We educate employees regarding the corporate social responsibility as per the regulations. We provide
training and development programs, which boost up the work performance and balanced work life of the employees. The company offers a variety of services to its clients, such as Recruiting and Hiring, Benefits and Compensation, Training and Development, Reward & Recognition, Performance Appraisals, Employee Relations, Compliance and Separation.

**HRMS (Human Resources Management System) at Tech Aspect**

Tech Aspect uses unique HRMS which is a combination of different HR functions, such as storing employee data, managing payrolls, recruitment processes, benefits administration and keeping track of attendance records. It ensures everyday Human Resources processes are manageable and easy to access. Supervisor can able to view the list of all his/her subordinates and all the relevant employee related information, including different types of personal information, detailed qualifications and work experience, etc.

It has 4 modules. 1) Personal information 2) Project 3) Attendance & Leaves 4) Resignations

In addition to that the company is using Tech360; is an intranet portal which is built on Microsoft SharePoint technology, which has built-in features like item level permissions, folder level permission and Site level permissions. It is for Multiple Business applications like, PMS (Performance Management System), HRMS, Expense Reimbursement, Hiring Dashboard, Trainings, Sales Dashboard and Help Desk…etc. Each application will have unique permission levels, adding and removing the users to the corresponding applications. This will be handled by the Technical team by raising a ticket to the help desk.

**Discussion of Research Results**

We were collected the data by using structured questionnaire and informal interviews with employees as per our convenience. In the questionnaire we were included such a statements related to our objectives and to extract the information related to the On-Boarding Formalities followed by Tech Aspect Solutions Pvt.Ltd. In addition to these 5 hours every day onsite observation has furnished us lot of useful information for our study. When we interacted with them informally they are discussing very freely and we have asked the respondents to narrate about their experience about On-Boarding formalities at Tech Aspect.

The survey information revealing us 80% of respondents felt that they were properly oriented with the organizational issues. 75% of respondents felt that the presenter at the time of orientation has been explained all the contents which are necessary. 75% of respondents were strongly agreed that the On-Boarding formalities were up to mark. 50% of respondents felt that they were properly explained with the roles and responsibilities. 75% Respondents are felt that the administrative team courteously helped them in each and every aspect. 100% Respondents were given by the both Physical and other facilities on time. 70% of respondents were felt that they were clearly explained about compensation policy and other salary related issues. 75% of Respondents felt that they have been given by sufficient time to clarify their doubts.

On the other hand 50% of respondents were felt that they have not been properly explained by the tasks, duties and responsibilities have to undertake in their positions. 25% of respondents strongly felt that the Tech Aspect should concentrate on; more clarity in presentation, more explanation about salary structure and compensation policy and other issues in On-Boarding formalities.

Surprisingly all the respondents are strongly opined that they need at least 2 days of Orientation rather than one day. Their opinion is; Induction program could have been continued for two more days from the day of joining. We are put on projects immediately after one day from the date of joining.

**References**

**Books**


Articles


