[Name of the Writer]

[Name of the Institution]

[Title]

 Employee orientation and onboarding techniques are very essential and effective practices that are carried on by all good organizations to introduce the newly inducted employees to the company.

**Components of the Employee Orientation or Onboarding Techniques:**

Although all the parts of an employee orientation play a crucial role in making a new employee comfortable in the new organizational setup, some of the components garner more importance than others (Brown, 2007). These components are as follows:

**The New Job Description:**

 Job description is the main concept that needs to be explained during an orientation session as it the set of duties the new employee has to perform. For instance, a new accountant hired for the job will be introduced to the job duties he or she is going to perform in the new role.

**Organizational Culture:**

The second most important component of an employee orientation process is the introduction of the newly hired worker to the organization culture or environment of the new workplace, to make them comfortable in the new setup. For example, the introduction of a new employee to the events held in the company, can be taken in this regard.

**Role of HR in Employee Orientation:**

 Human resources do not only play an integral part in the recruitment and motivation of the employees; its role in terms of employee orientation is also very crucial. It is the duty of the HR department to make sure that a newly hired employee acclimates quickly to the new culture and environment of the company (Cascio, 2016). For example, it is the duty of the human resource department to provide the necessary resources, tools, and checklists to a newly hired employee to enable him or her to make a confident entry into the organization.

**Role of Line Managers in Employee Orientation:**

Line managers also play a critical role in the orientation of a newly hired employee, in collaboration with the human resource department. As the line manager is the primary or the first person, to whom the newly inducted employee is going to report, it is very much essential for them to take part in the process and explain the policies, procedures and job descriptions to the new worker. Example of the contribution of a line manager in the orientation process may be taken in the form of a line manager explaining the job description and soft wares used for the completion of various projects in the department, a recently hired employee.

**References**

Brown, J. (2007). Employee orientation: Keeping new employees on board. *human resources. about. com/library/weekly/research/nuc042102a. htm*, *20*(02), 2014.

Cascio, W. F. (2016). *Managing human resources*. McGraw-Hill.