



Al-Farabi University



Changing the status of an employee *organizational socialization and staff adaptation*

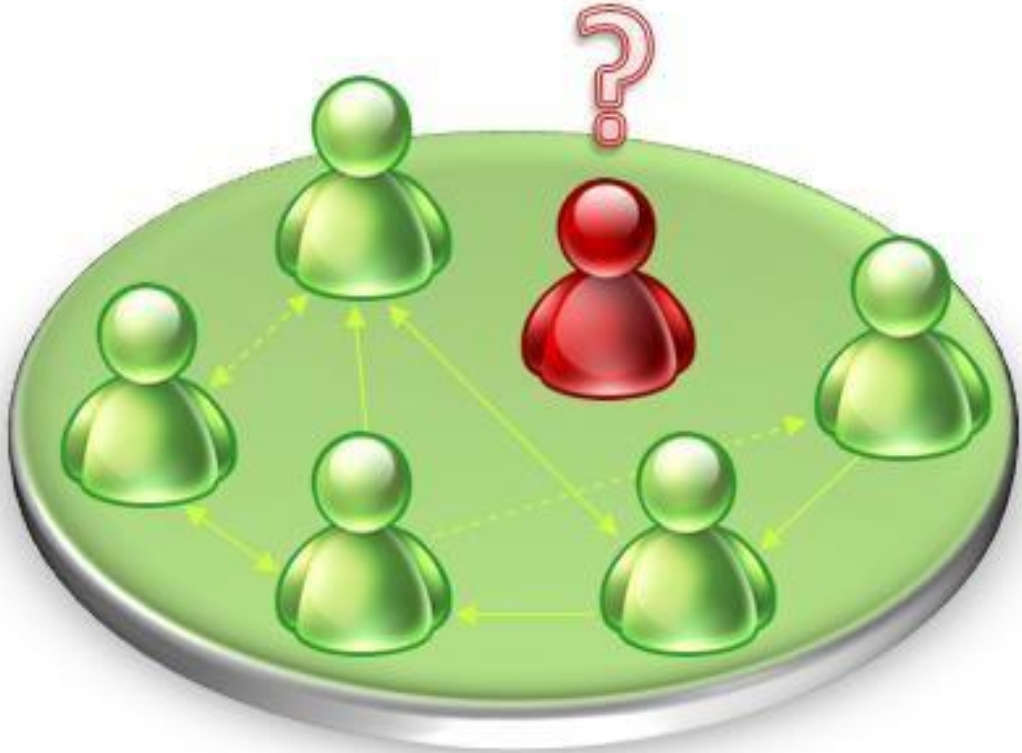
- Department of Management
- Course " Human Resources management
- Professor Adambekova A.A.

Changing the status of an employee

01 | Socialization

02 | Personnel (staff) adaptation

03 | Career guidance



Socialization

Socialization is the assimilation by a person independently and through the purposeful influence (education) of a certain system of values, social norms and patterns of behavior necessary for the formation of a personality, its acquisition of a social position (status) in a given society

- **assessment** - the employer evaluates the skills and abilities of the employee



- **orientation** - the employee is directly acquainted with his duties



- **effective socialization** - the employee is involved in interpersonal relationships within the organization



- **functioning** - overcoming by an employee of all major production and interpersonal problems

Socialization

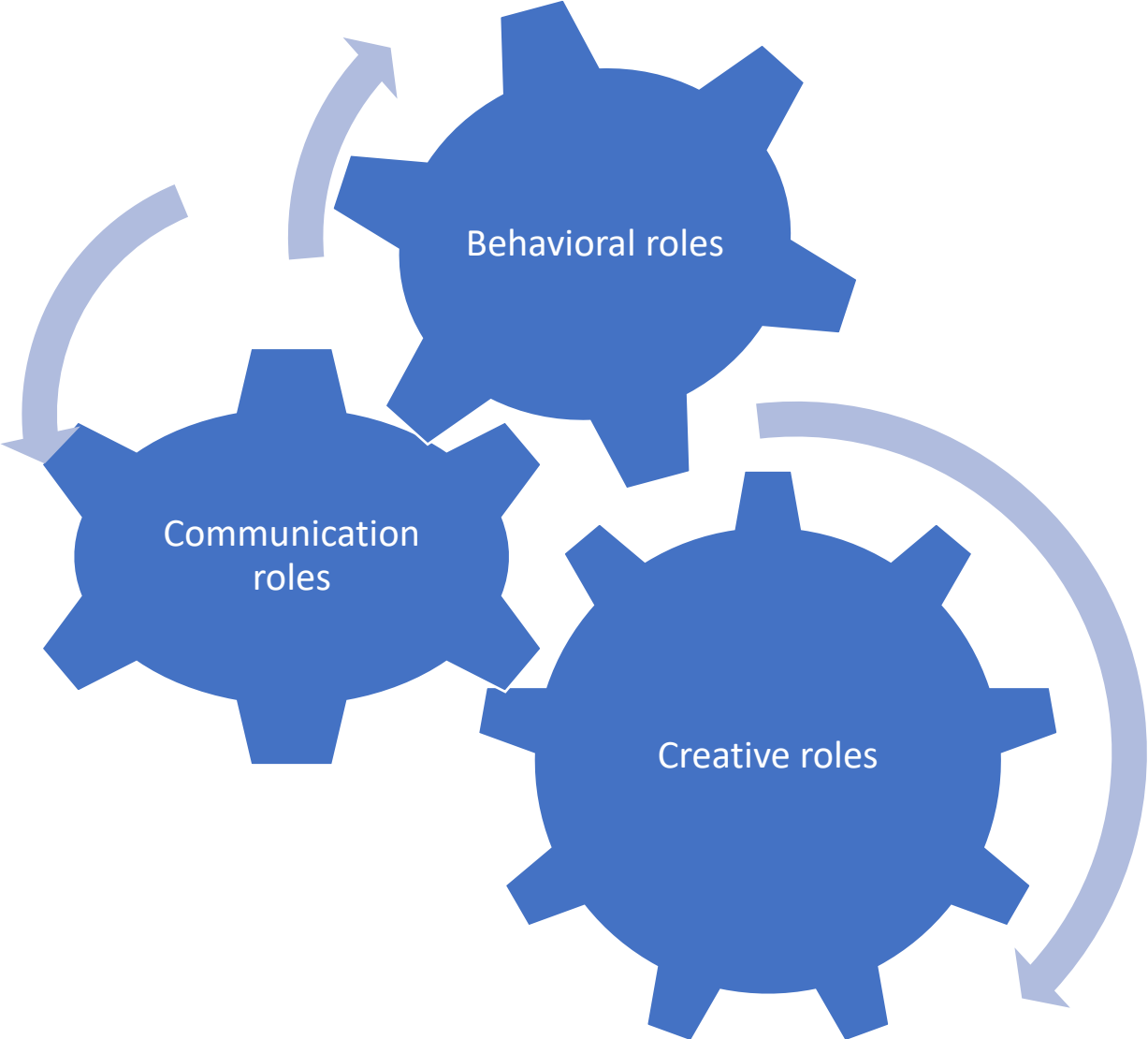
The social structure of the team includes the following indicators:

- gender,
- age,
- work experience,
- education,
- social status,
- nationality,
- marital status
- type of motivation,
- level of progressiveness,
- standard of living,
- attitude to property.



Socialization

Role structure of the team



Socialization - Creative Roles

Name	Content
Idea Generator	Promotes fundamental ideas, identifies key problems, offers alternative solutions, determines ways and means of implementing ideas
Compiler of Ideas	Brings fundamental ideas to an applied solution, has the ability to connect different ideas, develops technology using advanced ideas in practice
Erudite	A carrier of encyclopedic information on a wide range of problems
Expert	Has the ability to assess the expediency of this or that idea and give the right advice during the discussion
Enthusiast	Personal example and charm infects the group with faith in the success of the common cause, encourages others to work conscientiously
Critic	Critically analyzes the progress and results of the group's work, gives a critical and often negative assessment of the ideas put forward
Organizer	Organizes the work of the group, ties in the process of "brainstorming" the work of individual members of the group from the position of achieving the final goal

Socialization – Communication roles

Name	Content
Leader	A person who has high personal and professional authority in the group, influencing the behavior of the group as a whole and its individual members
Closer	Performs important routine work on fixing ideas, references, opinions and compiling the final report of the group
Handler	Connects on an informal interpersonal basis the members of the group, sometimes conflicting with each other, provides external relationships of the group
Coordinator	Links the actions of individual members of the group in terms of achieving the ultimate goal in contact with the leader
Nihilist	He is always unsure of the success of the common cause, has a critical point of view, most often different from the generally accepted one
Conformist	Follows generally accepted norms of behavior, passively agrees with the group's decision, representing the "silent majority"
Dogmatic	Stubbornly adheres to known norms, stands to the last in his opinion, disagreeing with the rational decision of the group
Commentator	Records and comments on events taking place in people's lives, in the world, at work, in sports and everyday life
Pettifogger	Collects and promotes the spread of rumors, often unverified and false. He sees a personal insult in everything and is ready to write complaints to all instances
Fighter for the truth	He is the bearer and spokesman of public morality, philosophy of the enterprise, human rights. Can play both progressive and conservative roles

Socialization - Behavioral Roles

Name	Content
social activist	He is passionate about social work, often comes up with and performs "initiatives" and "events" during working hours. He is mediocre in his duties in the service
"Important Bird", big shot	He puts on a mysterious important look, making it clear that he knows a lot and he has a "hand"
"Kazan orphan"	Seeks sympathy from others, complaining about his plight and misunderstanding in the team and among management
"Ruff"	Usually in an irritable state, pushing away friends and making enemies, conflicts with management and colleagues
"Canny"	Engaged mainly in personal affairs during working hours (lectures, writes a dissertation, equips an apartment and a summer house, etc.), while using his official position
sluggard	Does not show any activity in work, is engaged in secondary affairs (sleeps, reads newspapers, smokes, walks around departments), carries on empty conversations
"Napoleon"	A vain person, usually of small stature with megalomania, genius, unrecognized, aspiring to occupy a leadership chair, likes to talk about his successes and achievements

Personnel adaptation

Adaptation is an opportunity to adapt to a new situation, reduce and even remove the emotional and psychophysiological tension that arises when joining a new team.

The adaptation period is a probationary period during which the candidate must prove his professional aptitude, sociability and ability to get along in a new team.



Personnel adaptation

Adaptation, accelerating the entry of a new employee into the business rhythm of the company, thereby reduces the costs associated with the entry of a newly hired specialist into a position and mastering his duties.

The program of adaptation measures includes:

- Positioning the company to a potential employee
- Preliminary socio-psychological adaptation
- Assistance to a new employee at the beginning of the start by the manager
- Assistance in psychophysiological adaptation
- Fixing the adaptation time until reaching full efficiency

Personnel adaptation



Personnel adaptation is the process of adapting the team to the changing conditions of the external and internal environment of the organization

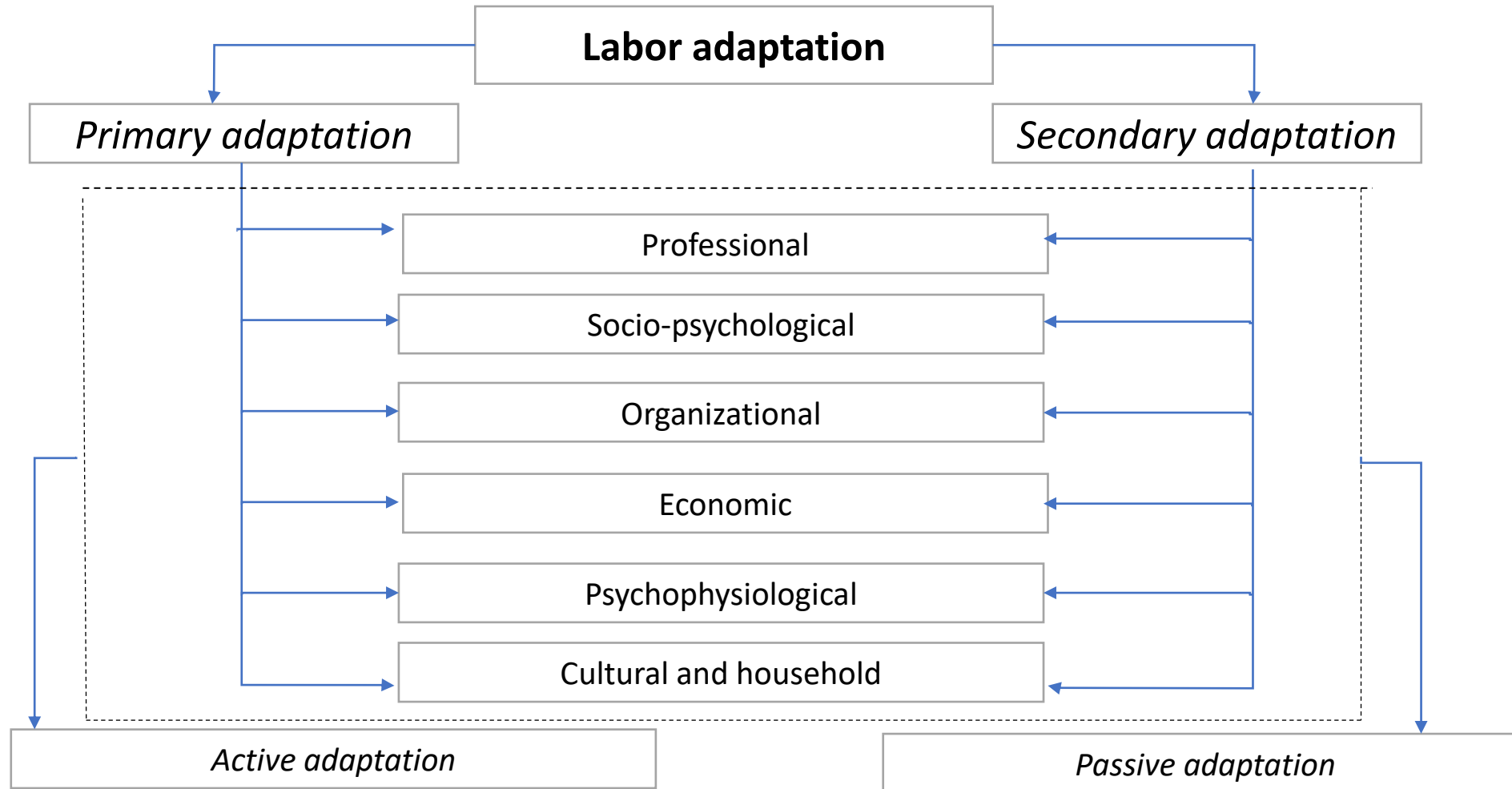


Adaptation of an employee is the adaptation of an individual to the workplace and the workforce.



Socio-psychological adaptation - the interaction of the individual and the social environment
- leads to the optimal ratio of goals and values of the individual and the group

Personnel adaptation



Personnel adaptation

Labor adaptation has a complex structure

Psychophysical adaptation is the process of mastering the totality of all the conditions necessary for an employee during work.

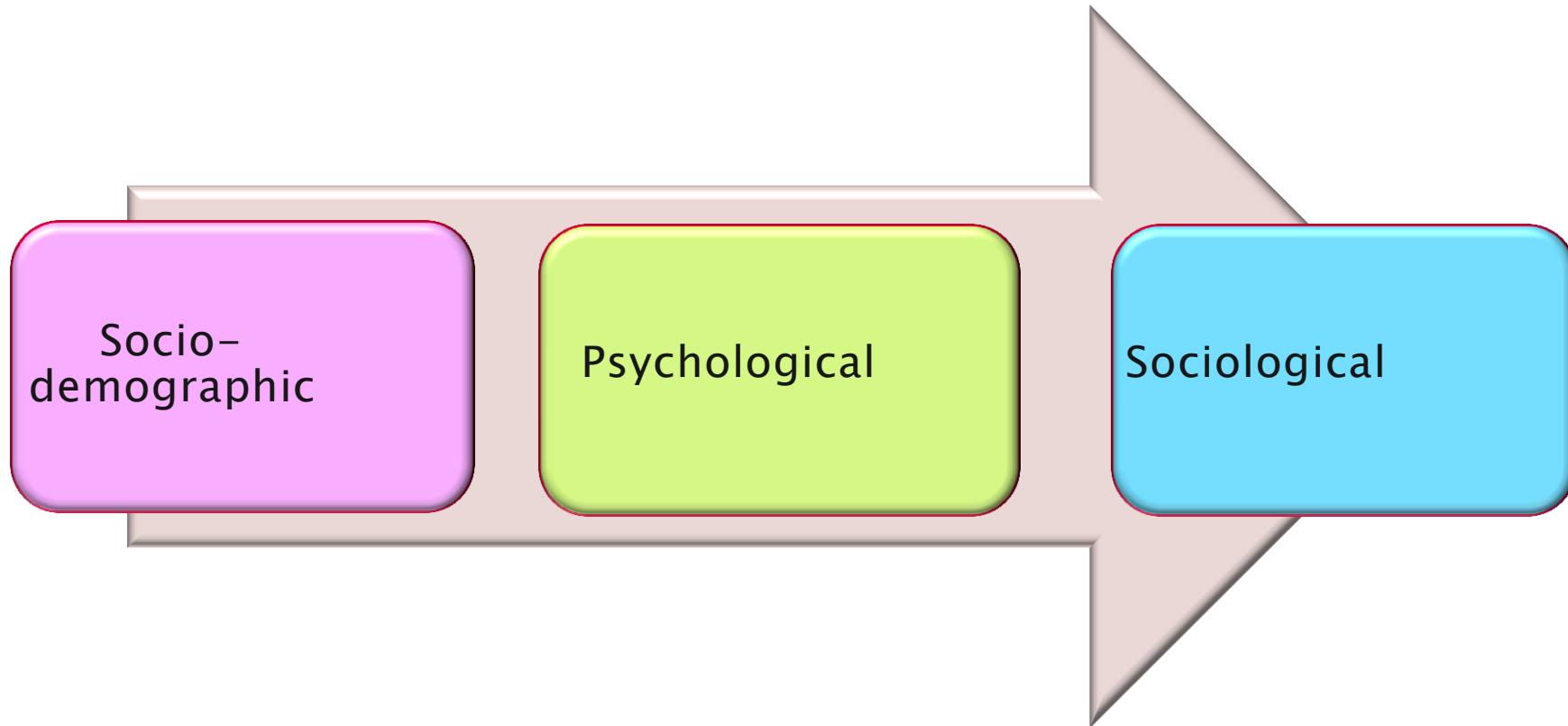
Socio-psychological adaptation is the inclusion of an employee in the system of relationships of the team with its traditions, norms of life, value orientations

Professional adaptation is expressed in a certain level of mastery of professional skills and abilities

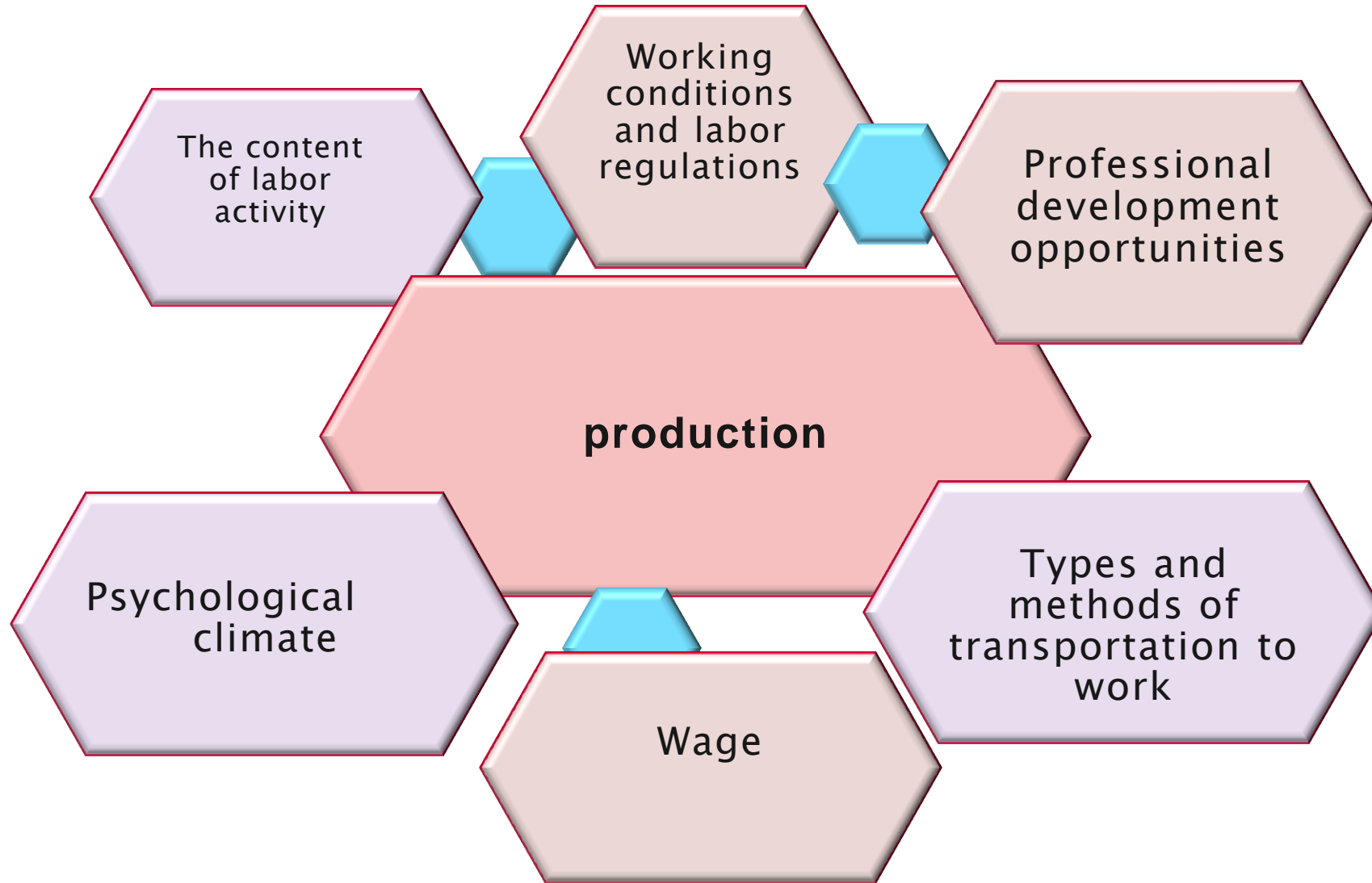
Personnel adaptation

Labor adaptation factors – conditions that affect the course, timing, pace and result of this process.

Personal

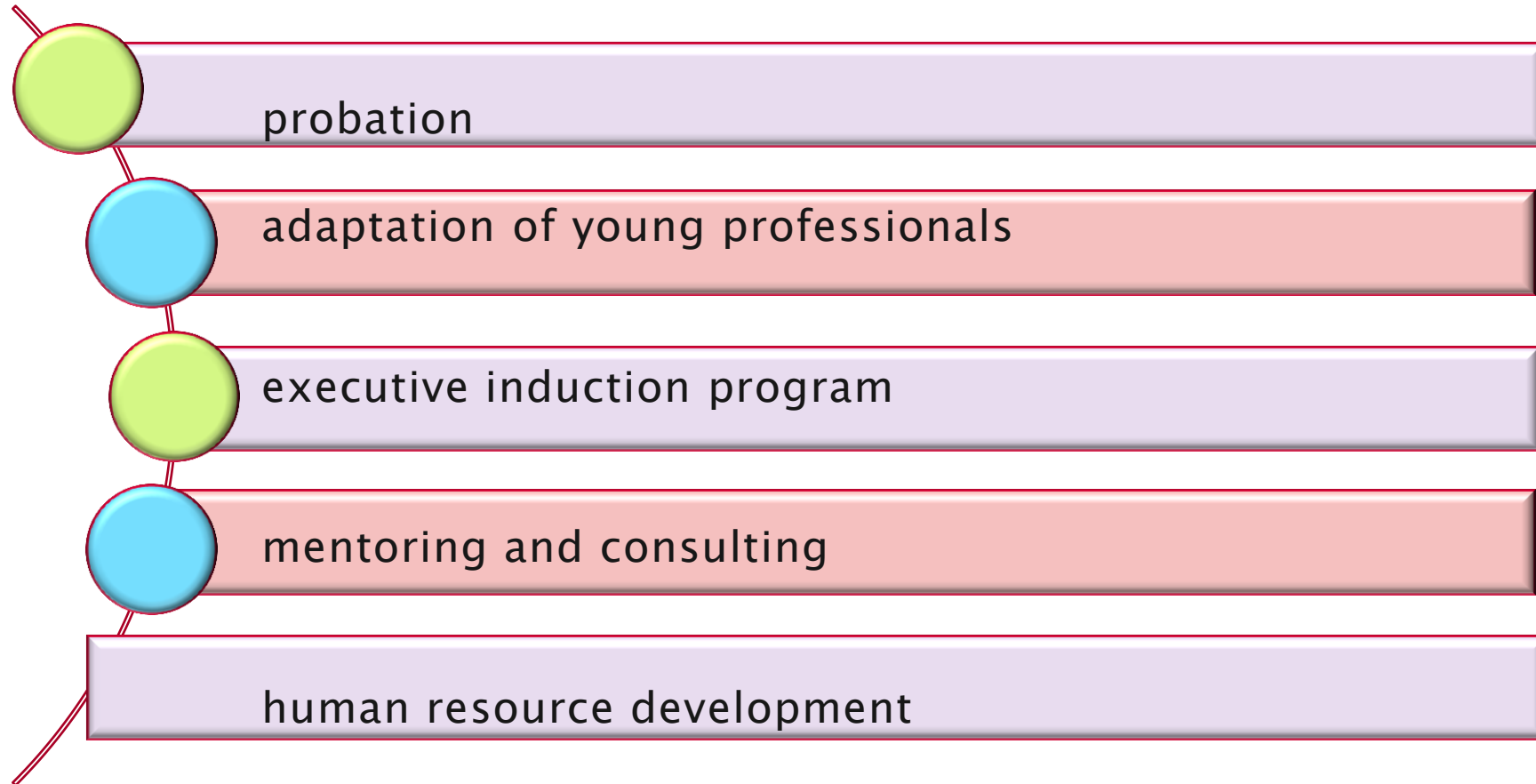


Personnel adaptation



Personnel adaptation

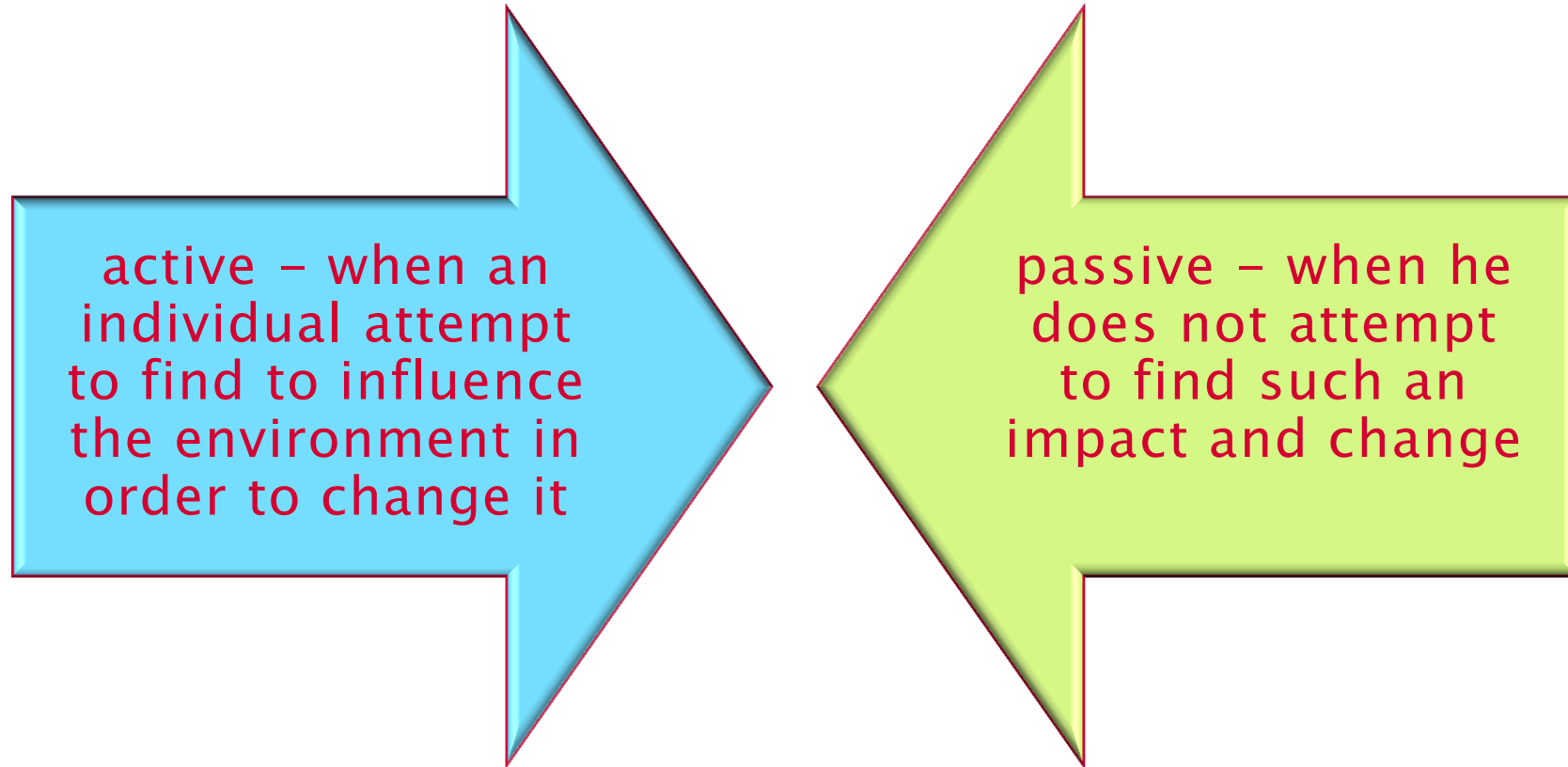
There are the following stages and forms of personnel adaptation



Personnel adaptation

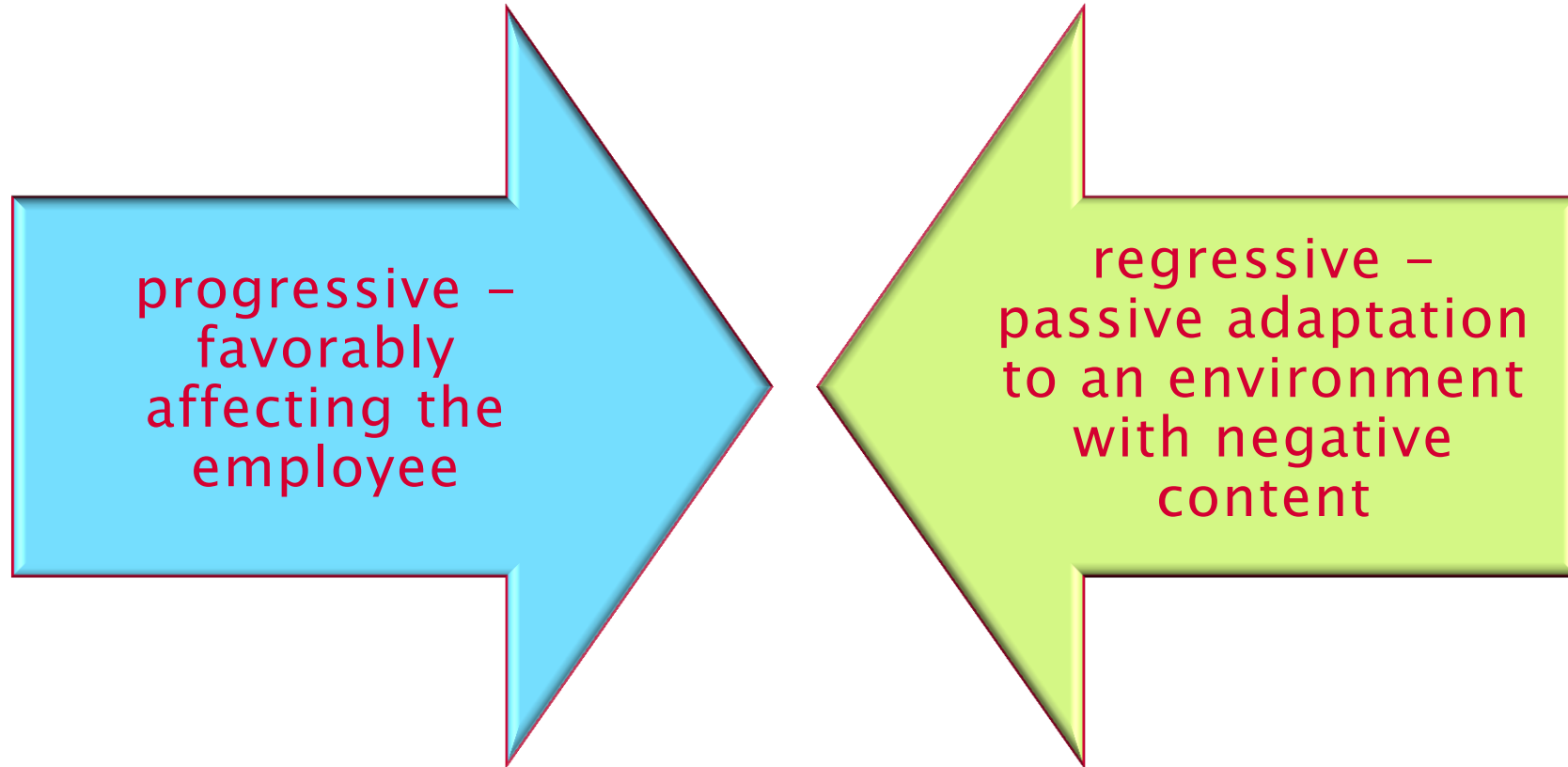
Types of adaptation

By subject-object relationship



Personnel adaptation

By impact on the employee



Personnel adaptation

By impact on the employee

adaptation of an
employee in a new
position

employee
adaptation to
demotion

production

non - production

Personnel adaptation

The adaptation process can be divided into four stages

- 01 An assessment of the level of preparedness of a beginner is necessary to develop the most effective adaptation program.
- 02 Orientation – practical acquaintance of a new employee with his duties and requirements that are imposed on him by the organization
- 03 Effective adaptation
- 04 Functioning

Career guidance

Professional orientation is a complex of interrelated economic, social, medical, psychological and pedagogical activities aimed at forming a professional vocation, identifying abilities, interests, suitability and other factors that influence the choice of a profession or a change in activity



Career guidance

Tasks of career guidance



- informing interested parties to facilitate the choice of the type of professional activity



- creation of conditions for the development of professionally significant abilities of future employees



- determination of the conformity of the psychophysiological and socio-psychological qualities of those who applied for advice to the professional requirements of the type of work they have chosen

Career guidance

Professional orientation is a system of measures for professional information, professional advice, professional selection and professional adaptation, which helps a person to choose a profession that best meets the needs of society and his personal abilities and characteristics



Career guidance

Professional consultation is the provision of assistance to interested people in choosing a profession and place of work by studying the personality of the person who applied for advice in order to identify their state of health, orientation and structure of abilities, interests and other factors that influence the choice of profession or the direction of retraining



Career guidance

Professional selection - participation in the recruitment and selection of personnel, taking into account the requirements of specific professions and jobs in order to better career guidance for employees



Thank you for your attention