

# An Analysis of Establishing New Staff Education Training System and Mechanism in Colleges and Universities

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**Abstract:** The importance of university human resource management to the development of universities is self-evident. Whether universities can achieve sustainable development depends on a high-quality human resource management system. University faculty and staff have the dual identities of not only engaging in education work, but also responsible for certain administrative tasks. How to establish a set of education and training systems and mechanisms for new recruits in line with the university's own development concepts to help new recruits form a correct teaching attitude and cultivate excellence the ability to execute is of great significance, which is also the focus and difficulty of the training of new recruits in colleges and universities.

**Keywords:** Colleges and Universities; New Employees; Education and Training System

As the highest institution and an important cradle for the country to train outstanding talents, colleges and universities must introduce a large number of high-quality talents in their own development and growth. Human resources are the first element, and sufficient talent reserves are the first-class development for colleges and universities. The teaching and scientific research environment provides a basic guarantee, and it also provides a basic guarantee for universities to send more outstanding and high-quality talents. As the department responsible for the management and training of human resources in colleges and universities, it should consider how to establish and improve the education and training system mechanism for new recruits in colleges and universities, which will contribute to the sound development of the education and training of the high-tech faculty.

## 1. Specific problems existing in the management of new employees in colleges and universities

### 1.1 Fragmented system management restrains new employees' self-worth appeals

At present, many colleges and universities in our country are more accustomed to adopting a "block-based" management approach to the induction training of newly introduced talents. The content of induction education and training is more about learning various rules and regulations. Most of the new university employees belong to the intellectual class. A relatively rigid and procedural employee education and training mechanism, to a certain extent, ignores the urgent need for new employees to reflect their self-worth and the exploration of new employees' own value potential. Paying too much attention to systematic training and ignoring the value demands of new employees will greatly affect the work enthusiasm of new employees and consume the motivation of new employees.

### 1.2 The incentive and reward system and mechanism are not sound

In the induction training for new employees, the necessary incentive and reward measures taken by the human resources

department of colleges and universities are an important means in the induction training. With certain incentive and reward measures, it is easier to stimulate new employees' recognition of the new position. Full understanding and firmness of professional beliefs can enable them to actively accept relevant business knowledge and skills requirements, with hope and vision for future development, to devote them to work with enthusiasm and wholeheartedness. In the absence of a certain incentive and reward mechanism, the impact of new positions on the freshness of new employees will be limited after all. New employees will quickly fade their positive attitudes and enthusiasm for new jobs. In a fragmented, mechanical working environment after being "assimilated", new employees have lost the motivation to move forward and the initiative and enthusiasm of work. New employees have no way of talking about how to play innovatively at work, how to reflect their own value, and the development of the future.

### **1.3 Lack of an effective restraint mechanism**

An unconstrained mechanism system with incentives and rewards for a unit is terrible and unimaginable. The important purpose of the restraint mechanism is to regulate the work behavior of new employees, so that their behavior can be controlled within the framework of the university rules and regulations, step by step, not to violate the rules, not to cross the line, and to carry out the work in a practical and safe manner. However, at present, some colleges and universities in our country still lack a set of standardized and scientific restraint mechanisms, so that the deterrence of new employees is not strong enough, and the binding force is not strong. This has to a large extent also produced the results of the induction training for new recruits.

## **2. Measures to establish and improve the education and training system and mechanism for new employees in colleges and universities**

### **2.1 Establish a perfect induction training mechanism for new employees in colleges and universities**

The training of new employees in colleges and universities is a highly professional job, so the routine processing is that each related business department organizes and conducts induction training for new employees according to their discipline construction. However, due to the strong professional nature of human resource training, a complete set of systematic training content should be established, and necessary job adaptability training should be carried out before new employees enter the job. Therefore, in order to successfully organize and carry out relevant training, it is necessary to do well in the following five aspects: First, before the training is carried out by the various business departments of the university, the relevant content of the training plan should be organized in advance to determine the appropriate training teacher, and training teachers need to be familiar with and master the training content in advance, prepare relevant lesson preparation content and high-quality courseware, to ensure that the induction training can achieve the expected goals. Second, the business departments of universities should be strict in the process of induction training for new employees. Adopt strict attendance, and resolutely prevent new employees from absenting the induction training for various reasons. For leave under special circumstances, sufficient reasons must be provided, and relevant supporting materials can be provided when necessary to prevent new employees from being procrastinated and deliberately not participating in training. Relevant personnel should be severely punished. The third is the business department of the university before organizing the induction training for new employees in colleges and universities, the content and purpose of this training must be explained. The self-management and self-improvement capabilities of new employees must be cultivated, and the new employees' work cooperation and organizational coordination capabilities must be strengthened new employees' thinking development and problem-solving capabilities are the core content of new employee training. Fourth, when various colleges and universities conduct new employee induction training, they must pay more attention to the flexibility of training forms and training content, and avoid "cracking ducks". Training methods, to place new employees in a prominent position as the main body of training, to fully tap the potential of new recruits, to give full play to the initiative and enthusiasm of new employees, to flexibly carry out situational teaching, team development training and other training methods to stimulate the enthusiasm of new employees to participate in training and learning makes them learn and enjoy it, which can increase the cohesion of the team. Fifth, after the training of new employees, the business departments of universities should set up seminars and exchanges to discuss the content of the training. Impressions, suggestions, and review of the new employees' summary and language skills are main points. In addition, new employees are required to submit a certain number of written training summaries and learning experiences for this training. Finally, each business department will score based on the actual performance of each new employee during the training period, and incorporate the training performance into the new employee personal files.

## **2.2 Establishing a sound mechanism for ideological construction and business theory training for new college employees**

Colleges and universities should closely follow the requirements of the times for the induction training of new employees. The core point of the training is to reflect the learning of the party's theory, policy, and guidelines in the new era, so that new employees can stand in a unified mind before entering new positions. The second is to focus on the basic professional ethics of college employees, the analysis of the professional characteristics of college employees, and the summary of key disciplines of the colleges and departments. The third is to focus on the psychological characteristics and analysis of college students. It is necessary special research and discussion can be organized at the time.

## **2.3 Establish a sound incentive and reward mechanism for new employees in colleges and universities**

Colleges and universities should closely focus on the school-running philosophy and the development direction of each department, and on this basis, fully grasp the specific situation of new employees, establish a set of highly feasible, fair and credible incentive and reward systems, so that new employees can see in their work. To hope, we can be full of pride in life, so that new employees can always maintain a positive attitude. The establishment of an evaluation and reward mechanism requires a comprehensive evaluation of the all-round performance of new employees, organize rankings of all personnel participating in the training, and give certain recognition and encouragement to the top employees in the evaluation, so as to stimulate everyone's enthusiasm to actively participate in learning. In this way, a benign competitive learning and active training atmosphere can be formed among new employees.

## **2.4 Establishing a sound restraint mechanism for new employees in colleges and universities**

In the process of induction training for new employees in colleges and universities, it is not only necessary to have an effective incentive and reward mechanism, but also to cooperate with the corresponding restraint mechanism. Within the framework of establishing a complete restraint mechanism, new employees must feel certain system constraints, so as to fully ensure that the induction training for new employees can be carried out smoothly. This is also the mechanism guarantee for the success of the induction training for new employees. Therefore, colleges and universities have established a complete restraint mechanism for new employees, and adopted system restraints on new employees to avoid unnecessary confusion in management after new employees enter new positions.

## **3. Conclusion**

All in all, when colleges and universities recruit high-quality talents, it is necessary for them to carry out relevant induction training and education after recruiting new employees. The human resources department of colleges and universities is usually responsible for the implementation of the content of this work. Colleges and universities must establish a complete set of training mechanisms for new employees' induction education and training, so as to carry out relevant work in a targeted manner. Colleges and universities should establish a long-standing concept of talent introduction and cultivation. The core of new employee education and training is to establish a comprehensive new employee induction training mechanism, establish a comprehensive new employee ideological construction and business theory training mechanism, and establish a comprehensive new employee incentive for colleges and universities. Reward mechanism and a complete restraint mechanism for college employees.

## **References**

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