



Human resources

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Abstract. This article contains thoughts and opinions about the personnel department, which is one of the main important departments of every enterprise or organization.

Key words. Personnel department, employee, legal service, enterprise, institution, head, activity.

The achievements and status of any enterprise, organization and institution are closely related to the potential and skills of the employees working in it. In this regard, the importance of the personnel service, which directly implements important issues such as hiring and managing employees, motivating them on time, ensuring and monitoring compliance with labor discipline, concluding or canceling employment contracts in accordance with the law, is incomparable. .

In most organizations, enterprises and institutions, the personnel service department operates as an independent department and is headed by the head of the department appointed by the manager. The main task of the department is to draw up documents related to the activities of the organization's employees, to assist in the organization of the attestation of employees working in the main staff positions, to present their documents for awarding them with state, ministerial and industry awards, to maintain and ensure the preservation of personal documents of employees, according to the procedure, it consists of organizing information on labor activities on behalf of the organization, formalizing excerpts from documents, sending questionnaires received from the relevant state bodies and responding to citizens' appeals in a timely manner.

According to practice, regardless of the form of ownership in enterprises, managers gradually began to understand that their employees and the enterprise have become a decisive resource capable of bringing social, economic and technological results to the creation of a competitive advantage in complex market conditions. The main part of the company's labor resources is covered by the personnel policy. Personnel management is becoming the only system that enables effective organization of labor resources and achieving the goals of effective management. Personnel policy is a concept that has been used in the field of human resources of our country for a long time.

In modern conditions, the personnel policy of the enterprise is an important element of the workforce and, in general, personnel, production. Therefore, the current and future strategy of the company's production activities is closely related to the personnel policy, which includes:

- * recruitment, deployment and planning of the workforce;
- * training, training and professional development of employees;
- * promotion of personnel to higher positions;
- * hiring conditions, labor and payment conditions;
- * creation of a comfortable mental (psychological) environment in the work team.

The personnel policy of enterprises, although the director of the enterprise assumes the main responsibility for all aspects of production and economic activity, including the selection and



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placement of personnel, as the sole responsible person, he does not implement it alone. In addition to the director, department and service heads, personnel department, economic and production department, labor and remuneration department, technical department and others also participate in it. In addition to taking into account the formation of a healthy and capable team, the composition and qualifications of personnel according to gender and age, as well as their correct placement in production, the personnel policy in the enterprise is based on changes in production and working conditions. should focus on time, introduce new, advanced achievements of science and technology into production, stimulate the increase of labor productivity of employees. In other words, the personnel policy should, first of all, form a new ethic of man in production and life, and secondly, develop his interest in innovation and high labor productivity. In practice, the personnel policy of the enterprise, in addition to solving only internal tasks and problems, relies on the state policy in the field of employment and envisages the following:

- * to ensure that citizens have the same opportunities in exercising the right to work and the freedom to choose a profession;
- * supporting labor and business initiatives of citizens, helping to develop their production abilities by harmonizing employment activities with other directions of economic and social activity;
- * ensuring social protection of employees during work and after retirement;
- * solving employment problems, creating joint ventures and conducting international cooperation through the implementation of projects related to production, etc.

Personnel policy at various levels of economic management, including enterprises, is a multifaceted, complex and long-term process that requires a lot of resources and time. Workers or highly educated specialists, that is, with different personnel, different levels of costs are envisaged.

Personnel management includes the issues of personnel movement, personnel management and reporting, organization's employees' working hours, and documentation of personnel settlements. Today, the activity of any organization, institution or enterprise cannot be imagined without documents. These documents, which are different in content and form, regulate the continuous activity of the personal society. After all, the documents were not just a thing that appeared yesterday, but as soon as the society was formed, the members of the society regularly recorded important situations in their mutual relations. Today, establishing a high-quality management of public and private organizations, institutions and enterprises, in particular, in the personnel service, is one of the main factors necessary for the development of our independent state.

At the present time, personnel policy should be not only known and understood by specialists, who are considered important strategic resources in every company, but should also be implemented implicitly. For this, it is difficult to give a clear answer to the question of how to skillfully manage an enterprise on the basis of personnel policy, because the national personnel policy developed with specific goals in all sectors of the national economy is now being formed.

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