

SUMMARY

Subject matter: The Staffing System of an Enterprise: the Current Practice and Ways of Its Improvement (by the Example of the Caucasian Branch Office of the Public Limited Company «Megafon»).

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Information about customer organization: the Caucasian Branch Office of «Megafon» plc.

Topicality of the research: Under present-day conditions of civilized market relations formation in Russia the competitiveness of enterprises and organizations is determined to a large extent by the quality of their personnel. The higher the level of employees' skills and qualifications, eventually, the higher the chances of an enterprise to increase the manufacturing efficiency and the product quality, to implement all necessary innovations in time and to ensure the compliance of production with consumers' requirements. That is why the staffing system needs to be well formalized, procedurally described and supported with appropriate regulations, instructions, model forms and so on.

Objectives of the research: are the all-round analysis of the staffing system of a modern enterprise as well as the elaboration of recommendations on its improvement.

The tasks of the research:

- to study the nature and peculiarities of the staffing system;
- to analyse the nature, content and the place of personnel planning, personnel recruitment and selection in the staffing system;
- to reveal and to analyse the personnel recruitment and adaptation as a final stage of the staffing system at a modern enterprise;
- to give a concept description of the Caucasian Branch Office of «Megafon» plc.;

- to carry out the analysis of the staffing system at the Caucasian Branch Office of «Megafon» plc.;
- to work out recommendations on the improvement of the staffing system at the Caucasian Branch Office of «Megafon» plc.

The theoretical significance of the research consists of the enlargement of the scientific notions about the staffing system, its methods and its place in personnel management. **The practical significance** lies in the use of the offered recommendations on the company's staffing system improvement in the work practices of the Caucasian Branch Office of «Megafon» plc. and at other enterprises of various forms of property.

The results of the research: The company's staffing system is an important line of policy of an enterprise, the platform of principles, methods, forms and organizational mechanism to work out goals and tasks, aimed at retaining, improving and developing the human resources potential, at creating a highly-qualified and highly efficient consolidated team, that is promptly able to respond to constantly changing market requirements taking into account the enterprise's development strategy.

Recommendations:

- to work out clear requirements to every vacant position in every organizational department of the company and to pass them with internal regulations or documents in the Personnel Department of the Caucasian Branch Office of «Megafon» plc.;
- to define clearly and to approve of the personnel selection principles at the Caucasian Branch Office of «Megafon» plc.;
- to use a standard application form that must be universal and can be applied in any organizational department of the company;
- to use a battery of assessment methods when selecting candidates, because only that way the disadvantages of some methods will be compensated at the expense of the advantages of others;

- to make the personnel selection process more technological – that will enable the company save money and resources, make this process more objective;
- to treat the personnel adaptation not as a package of uncoordinated measures but as an efficient process that can familiarize an employee with the organization or change his or her behavior in accordance with his or her job responsibilities and the rules of organizational culture of the Caucasian Branch Office of «Megafon» plc.