

## TYPES OF EMPLOYEES AND THEIR FEATURES

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*Резюме – в данной статье анализируются различные типы работников и подходы к их управлению. Также в статье приводятся характеристики распространенных типов персонала и предлагаются рекомендации по эффективному управлению определенными группами сотрудников.*

*Resume – this article analyzes different types of employees and approaches to personnel management. The article also provides characteristics of common types of workers and offers the recommendations for the effective management of certain employees' groups.*

**Introduction.** As a manager, a person may face to several types of employees. It is very important to know the approach to each of the employees and provide them with comfortable working conditions. In this article we'll describe the main types of people at work and their features.

**The main part.** Let's start with describing full-time employees. These are people who work for an organization on a regular basis usually on a full-time schedule about 40 hours a week. By working full-time, employees can earn maximum money. However, the work schedule for such employees is as a rule 2/2 to 12 hours. It is very difficult to work a whole shift and still do something after work. To manage these people effectively, it is important to set clear expectations, provide regular feedback, and offer opportunities for growth and development. Also an employer should organize rooms for lunch and rest, provide employees with uniforms. As a rule, a company must offer a healthcare coverage to their full-time employees [1].

**Part-time employees.** Part-time employees work fewer hours than full-time employees but still contribute to the success of the organization. As a rule, the working day of such employees is 5–6 hours in the evening or morning shifts. Such a schedule is great for students who want to earn extra money, people who are not able to work a whole shift for any reason. To manage them effectively, it is important to plan their shifts carefully, communicate regularly and provide them with some flexibility.

**Temporary workers.** These are employees who are hired on a temporary basis to perform specific tasks or projects [1]. Typically, a contract is drawn up for 3 months and it is easy to terminate. To manage them effectively, it is important to give clear instructions, set deadlines and pay them on time.

**Interns.** Interns are typically students or recent graduates who work for an organization to gain experience. Also, novice workers undergo a mandatory internship. It is different time for different companies. Payment for an internship also depends on the company [2]. As a rule, an internship in shops and cafes lasts a couple of days and is not paid. To manage interns effectively, it is important to

provide mentoring and guidance, assign tasks, create a special assessment form, explain the essence of the work.

Remote workers are employees or contractors who work outside of the office environment. Communication with such employees is maintained through mail or online conferences. As a rule, remote workers are employees of IT companies. To manage them effectively, it is important to establish clear communication channels, use collaboration tools, and trust them to do their job themselves. You also need a manager who will control the entire process of completing the task and maintain communication between the employee and the company.

Different employees also have their own special traits that help them advance in their careers. For example, responsibility and punctuality are highly valued in a hard-working employee. The boss must be able to motivate the team and he should provide it with a reliable support. Only hard work will help an employee achieve excellent results and climb the career ladder.

**Conclusion.** Thus, for a better understanding of how to work with different types of personnel the boss should work for some time in these positions by himself. It will help to understand well the needs of employees and successfully solve problems at work. In general, effective personnel management requires a clear understanding of personnel responsibilities, delimitation of the area of responsibility, comfortable working conditions and timely payment of wages. It is very important to take into account the interests of each employee.

#### REFERENCES

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#### IMPORT SUBSTITUTION IN BELARUS

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*Резюме – в данной статье анализируются проблемы и возможности импортозамещения в Беларуси. Рассматривается конкурентоспособность отечественных производителей и ограниченность внутренних рынков являются значительными проблемами для Беларуси. Мы рассматриваем растущий спрос на товары местного производства и анализируем результаты государственной поддержки отечественного производства.*

*Resume – this article analyzes the challenges and opportunities of import substitution in Belarus. We consider the lack of competitiveness of domestic*