

GUIDE TO EFFECTIVE EMPLOYMENT

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IN LIEU OF FOREWORD

*One man's dream
can turn the whole world upside down.*

From the address of Steve Jobs, founder of Apple, to the graduates of Stanford University

... You can't connect the dots looking forward; you can only connect them looking backwards. So you have to trust that the dots will somehow connect in your future. You have to trust in something ...

... Woz and I started Apple in my parents' garage when I was 20. We worked hard, and in 10 years, Apple had grown from just the two of us in a garage into a \$2 billion company with over 4000 employees. We had just released our finest creation – the Macintosh – a year earlier, and I had just turned 30. And then I got fired... I'm convinced that the only thing that kept me going was that I loved what I did. You've got to find what you love. And that is as true for your work as it is for your lovers. Your work is going to fill a large part of your life, and the only way to be truly satisfied is to do what you believe is great work. And the only way to do great work is to love what you do. So keep looking until you find it. Don't settle...

...When I was 17, I read a quote – something like this: "If you live every day as if it is your last, someday you will be right." The quote impressed me and since then, for 33 years now, I look in the mirror every day and ask myself: "If today was the last in my life, would I want to do what I am going to do today?" And as soon as the answer was "No" for several days in a row, I realized that something had to be changed. Remembering that I'll be dead soon is the most important tool I've ever encountered to help me make the big choices in life. Almost everything – all external expectations, all pride, all fear of embarrassment or failure – these things just fall away in the face of death, leaving only what is truly important... Your time

is limited, so don't waste it living someone else's life. Don't be trapped by dogma – which is living with the results of other people's thinking. Don't let the noise of others' opinions drown out your own inner voice. And most important, have the courage to follow your heart and intuition. They somehow already know what you truly want to become. Everything else is secondary...

ABOUT THE INTERNATIONAL ORGANIZATION FOR MIGRATION

The International Organization for Migration (IOM) is an inter-governmental agency with 173 member states and 9 states holding observer status, headquartered in Geneva, Switzerland. IOM operates worldwide through its offices in over 100 countries.

The International Organization for Migration works to help ensure the orderly and humane management of migration, to promote international cooperation on migration issues, to assist in the search for practical solutions to migration problems and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people.

Within the framework of assistance to governments and civil society of states, the IOM implements the following programmes in cooperation with its partners in the international community:

- ❖ humanitarian migration;
- ❖ migration for development;
- ❖ technical cooperation programs;
- ❖ research and information analysis.

ABOUT THE ASSISTED VOLUNTARY RETURN AND REINTERGATION PROGRAMME OF THE INTERNATIONAL ORGANIZATION FOR MIGRATION

The Assisted Voluntary Return and Reintegration (AVRR) Programme is a core activity of the International Organization for Migration (IOM) and an important component of an effective and humane migration management system.

IOM is convinced that, where feasible, AVRR is the most desirable form of return given that it takes the individual's decision into account and allows returnees to prepare for their return while avoiding the stigma of deportation and its negative repercussions. It can also provide a viable and humanitarian response to migrants who are stranded and often destitute.

AVRR is based on:

- a) the concept of voluntary return, which incorporates free choice of migrants and informed decision to return to the country of origin, as well as
- b) reintegration assistance, i.e. assistance to persons returning to their country of origin in creating appropriate socio-economic and other conditions.

In implementation of AVRR programme, IOM is committed to principles of respect for human rights of migrants and the state sovereignty of the countries of destination and origin of migrants.

Facilitation of voluntary return and reintegration includes organizational and financial assistance for the return and,

where possible, voluntary returnees are offered reintegration activities.

IOM considers AVRR to be more beneficial to migrants and governments than forced return because the programme, among other things:

- represents a more humane and dignified approach to return and improves prospects for reintegration in the home country;
- helps to ensure that the return process is properly managed, taking into account the protection concerns; and that the return process is devoid of human rights violations;
- allows the migrants concerned to identify potential opportunities for socio-economic reinsertion into communities of origin prior to departure, thereby facilitating the sustainability of their return;
- may help to address the root causes of irregular migration and support institutional and economic development efforts in countries/regions of origin, through targeted returns and reintegration support to returnees;
- provides the possibility for more effective reintegration assistance that can respond in some capacity to the immediate needs of returnees and contribute to their self-sufficiency upon return;

Typically, the AVRR programme includes the following:

- assistance and preparation for the return to the country of origin;
- assistance with the actual return to the country of origin;
- post-arrival assistance to returnees to ensure their socio-economic reintegration.

JOB SEARCH: WHERE TO START?

When a person decides to find a job, they might not yet know what steps they will have to make so that everything works out. The labor market situation is constantly changing. Something that was important yesterday may lose its relevance today.

Career building

You may perceive your career as a set of coincidences, otherwise you may pursue a plan. A person may start planning a career at any age; what one has to do is just think about the factors that will help them achieve the desired life meaningfully, rather than groping the way.

Successful people plan their career and systematically pursue their goals. We all want to be successful, but few people think that a career is not just a coincidence.

What is career planning?

Career planning presumes setting and identifying a goal in work or business, analyzing the current situation and forecasting the possibility to achieve it. Career planning is not a one-step activity. Just like any other plan, it requires regular monitoring of intermediate results and assessment of the current situation, as well as making adjustments in accordance with the results obtained. It is important to implement each career plan item in a timely manner.

What makes career planning?

1) Request.

In order to make the right decision, you need to understand who you are and what you hope to achieve in life. To prevent the fear of failure from blocking one's capabilities, we suggest the following exercise: imagine that there are no restrictions and give yourself answers to a few questions:

- ✓ What do I want in this life?
- ✓ What do I want to change in my work life?
- ✓ What kind of work do I want to do?
- ✓ What is the schedule and conditions I want to work in?
- ✓ What are my salary expectations?
- ✓ What work load is optimal for me?
- ✓ How many people work in the organization/company that is ideal for you, where is it located?



Dream about **what you want**, rather than what other people expect from you! Remember: any business starts with the phrase "I want ..."

2) Labour market analysis.

To understand what specialists are currently most in demand in the labor market, you can analyze the information available on various job search sites (the information on **where** to look for a job is available in respective section of this guide).

It is important to determine your value in the labor market, to calculate an adequate salary that suits you as a specialist with certain experience and skills. To do this, give answers to the following questions to yourself:

- ✓ How much do professionals with my specialization earn?
- ✓ What is the current demand for my specialization?
- ✓ Are there many candidates applying for these jobs?

- ✓ What is the minimum and maximum salary for this specialization in different locations (big town ... small settlement) or for the required experience?

You can independently conduct a mini-research of the market: review job advertisements and resumes of competing colleagues in your town, ask questions to the individuals who already work in this or a similar position.

So, you have identified the average salary for your specialization in your town. However, this is just the average. Adjust the average value you obtained taking into account your experience: reduce the value in case you are a beginner, and raise it if you have become a pro.

3) Assessment of the personal situation.

This is a sort of revision of your achievements. After you have estimated what is currently in demand, answer the following questions:

- if you do not have professional education or you want to do something new, do you know which type of profession is right for you? In case you don't, take the test "Types of jobs" (Annex 1);
- do you know the professional skills that you will need for your future job? In case you don't, take the practical exercise "Dembo's self-evaluation test" (Annex 2);
- do you have the necessary education/knowledge/experience to start looking for a job? If not, complete the practical exercise "The first plan" (Annex 3).

After completing these three steps, you will have to fill your career plan with more detailed objectives, including description of your career path, SWOT-analysis and individual development plan. You can do this yourself or refer for support to a career consultant who will tell you the methods that you can use to assess your capacity and labor market opportunities.

JOB SEARCH: WHERE AND HOW TO SEARCH?

JOB SEARCH SOURCES

Job search may be **passive** (review of job advertisements on web sites, in newspapers) and **active** (posting a resume, applying for vacancies, meeting with employers). Use both options at once.

➤ **Mass media**

- Newspapers: “Priglashayem na rabotu” (in Minsk and Minsk region towns), “Rabota dlya Vas”, “Iz Ruk v Ruki”, regional print media;



Cheaper editions publish information on vacancies for less qualified specialists.

- Radio/TV: some channels place information about vacancies in the creeping line advertising blocks.

➤ **Informal job search channels**

You can use personal contacts to find a job (relatives, friends, neighbors, acquaintances or former colleagues). Tell them that you are looking for a job, ask them to tell you about the vacancies they know, or ask them to recommend you to their employer.

➤ **Labour exchange (departments/centers for employment)**

You can contact your local Office for labor, employment and social protection of the town (district) executive committee (department for employment) for information about vacancies in your region.

➤ **Recruitment agencies, employment agencies.**

- Recruitment agencies search and select personnel based on the requests available from employers. The employer

covers the costs of the recruitment agency's services.

- Employment agencies may enter into an agreement with jobseekers to provide consulting services to find a job. In this case, the applicant covers the costs of the agency's services.



Read the contract terms carefully and make sure that you will only have to pay for the agency's services in case you get employed.

All registered legal entities and individual entrepreneurs are included into the register of employment agencies http://mintrud.gov.by/ru/reestr_po_tr

➤ **Internet**

- Special web sites for posting vacancies and resumes, where applicants can post their resume free of charge (the most popular one is <https://rabota.by>)

<https://rabota.by>

<https://belmeta.com>

<http://trudbox.by>

<https://praca.by>

<http://vakantno.by>

<https://joblab.by>

<https://riv.by>

<http://gsz.gov.by>

<https://gorodrabot.by>

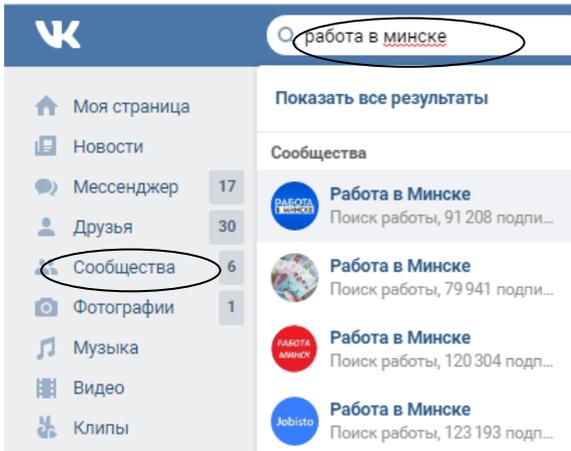
- Electronic versions of specialized newspapers and magazines: <https://rdw.by/vakansii>

➤ **Social networks**

All social networks have groups where vacancies are posted, as a rule, these groups are area-based.

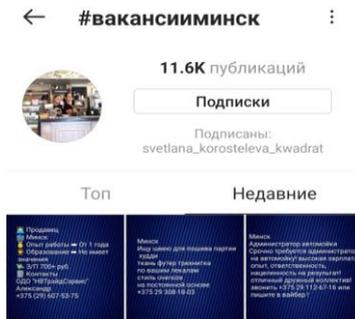
To find such groups in your region, you need to:

- Register on a social network (VKontakte, Odnoklassniki, Facebook, Instagram);
- In the communities' search bar, write the key word "work/job" and indicate the region "Minsk", or the name of the city where you are planning to work, for example:



After joining these communities, you will have access to vacancy announcements posted there.

In Instagram, in the search bar, type #jobsminsk (or the region you are interested in) and similarly subscribe to groups for job search and job announcements:



There are similar groups in Telegram, it is recommended to subscribe to these as well.



Contacting the employers directly is one of the most effective ways to find a job: this demonstrates the applicant's interest in getting employed.

Main rules for job search on the Internet

- Choose well-known web sites that monitor relevance of the posted advertisements and value their reputation.
- The web sites of the majority of regional editions (newspapers) publish advertisements earlier than the print edition is made available.
- Some web sites require for registration, make sure to provide a valid e-mail address and phone number.
- If you are sending your resume directly to a specific employer, review it for “unnecessary” or missing information.
- If the web site provides an opportunity to post a ready-made resume, it is better to do so, rather than fill out a template questionnaire.
- Use customizable filters to save time when viewing vacancies. At the same time, consider other vacancies as well, not only the ones that are presumed by your education. Related areas may also offer openings that might suit your needs.
- Subscribe to newsletters of the largest Internet job search portals. This will allow you to keep track of the updates on vacancy announcements with jobs you are interested in.
- You will have to independently verify the information about the vacancies and the employers posted on social networks.

Common signs of a bad faith employer in advertisements:

- ✓ Lack of specific information, no requirements for candidates, general answers over telephone (“*we need an intelligent assistant, a smart young person*”, “*managerial employees required*”);
- ✓ Promises to pay a large salary with an insignificant amount of work and low qualifications.
- ✓ Concealing information about the organization/company, data on the location and contacts of the company under the pretext of trade secrets; absence of the company in the list of business entities;
- ✓ Creating an artificial competition using psychological techniques (“*the opportunity is exclusively unique*”, “*the team has already been formed, and there is only one position to fill in*”);
- ✓ There are no procedures for contract making and all conditions are not duly stipulated (salary, conditions of work, timeframes, responsibility of the parties). Offering of a one-way ticket.



Before you start looking for a job, be sure to find out how much specialists like you earn as of today.

The most common types of employment fraud are:

- payment for employment (as if this money would cover training, paperwork, bank card, purchasing of work wear, consumables, etc.);



EMPLOYMENT PROCESS SHOULD NOT COST YOU ANYTHING!

- home-based work during the time convenient for you/work with no fixed hours;

The work is usually limited to posting announcements similar to the one you saw and sending out “directions for next steps” to the “new employees.” Another option is a proposal to organize “home production” of something; to do so, you will be offered to buy some “raw materials.”

- distribution of slow-moving goods and services (under the pretext of unique goods; they thereby engage people into financial pyramids);
- work abroad or vacation and recreation at the expense of the company.

Typical advertisements that may indicate a bad faith employer:

“A large company with a worldwide reputation is seeking partners for development of a new project, managers of all directions. Work in a wonderful team of like-minded people, flexible working schedule, excellent earnings. You need to be sociable, active and willing to work (work experience is optional, any education, age from 16 to 85 years old). Responsibilities: working with people, search for clients, partners, holding meetings, training staff. Leadership qualities, organizational skills shall be applauded!”

“Additional income (home-based work). Work with no fixed schedule. Responsibilities: processing e-mails, looking for clients, working on the Internet. Do what you do every day and make money at the same time. High remuneration, 18–80 years old. No special skills required.”

“Truthful consultations and employment in a farm in Poland. Salary from EUR 1500, social package. No education required. Selection based on CV.”

LEGAL EARNINGS ON THE INTERNET



The work is performed under a contract (labor or performance) without visiting a specific work place

1. Remote work

Freelance work, work in the market (stock exchange) of orders and services, individual labor activity (*freelancing*) (journalist, IT specialist, SMM marketing specialist, consultant, specialist creating and editing photo and video materials, logistics specialist, etc.)



To reduce the risk of online fraud, read the reviews of other freelancers about the employer.

2. Drafting texts, articles

Writing texts to fill web sites (*copywriting*), re-writing the existing texts while preserving the main content (*re-writing*), literary translation of texts from/into foreign languages, writing tests, course papers and theses.



A fair employer always provides detailed information. Once you know the data, check it.

3. Blogging

One has to create their own channel and obtain a large number of subscribers; then video hosting may offer a partnership programs or other companies may want to place their ads on your blog for a fee.

4. Investment and earnings on the difference in currency exchange rates

To make money successfully in this area, you will have to master the skills of a trader (trader in foreign exchange (forex) market). Most of the training programs are paid, and buying these does not guarantee successful activity.



Fraud offenders often create clone web sites for well-known companies: pay attention to the name of the organization's web site and also to the address in the browser bar.

5. Creating and selling your own information product

To create and sell your own information product, you will need to have serious competence in some sphere (psychology, marketing, foreign languages, etc.) With specific knowledge and skills, you can create training courses.



According to the legislation of the Republic of Belarus, certain types of earnings on the Internet may relate to entrepreneurial activity and require for respective registration.

6. Trading in internet platforms for craftsmen

Craftsmanship is not an entrepreneurial activity and is regulated by a separate law.

*Other types of legal earnings on the Internet (**earnings from surveys, in Internet casinos and online poker, watching advertising videos and attracting referrals**) are unstable and bring along high risks of financial costs or time expenditure.*



There is no easy or big money on the Internet. In order to earn a serious amount, one will need to work hard, as well as have significant knowledge or skills.

DRAFTING AN EFFECTIVE RESUME (CV)

Resume (from [French](#) *Résumé* “summary”) is a document containing information about skills, work experience, education, and other relevant information; it is usually required to consider an individual for employment.

When drafting a resume, pay attention to the following:

- The resume should list accurate and *only truthful* information (update your resume regularly).
- Public posting of a resume is a statement of desire and intention to be hired. It is intended for more than one employer, and therefore should be of interest to all potential employers.
- Brevity works for your benefit: the main objective is to generate interest, everything else may be stated in person.
- Split the text into sections, highlight the headings with a different font or color. When a resume is written in solid text, without accents and emphasis, it is very difficult to read it. Don't make it look nice, draft it in a convenient way.
- Include your last name in the name of the file with your resume.
- Check your resume thoroughly for errors/typos before submitting it.

Make sure to draft a resume for a specific specialization/vacancy; indicate only the information that is relevant for this specific position (even one-day training or part-time work).



Avoid providing any information that is not neutral or is unfavorable to you.

Components of a resume

To make the information in the resume easy to read and understand, it is recommended to organize it into logical blocks:

- Contact information;
- Purpose of job search or short description of qualifications;
- Professional experience (previous work);
- Skills and scope of competence;
- Achievements, awards;
- Education and courses;
- Additional personal information.

Resume formats

- ✓ **Reverse chronological format** reflects all professional background and education, starting from the last job.
- ✓ **Functional format** focuses on what you are able and can do in a new company, while leaving past achievements unmentioned.
- ✓ **Combined format** is a combination of reverse chronological and functional formats.
- ✓ **International resume (CV)**
- ✓ **Portfolio**

If you find it difficult to choose the information you need to incorporate into your resume, complete the *exercise “Detailed description”*.

Practical exercise “Detailed description” (to be filled out separately for every previous employment, education)

Assignment “Paid/non-paid job”

Name of the employer organization _____

Job title _____

Dates _____

Scope of responsibilities _____

Skills and knowledge gained _____

Major achievements (Promotion. Awards. What did you invent, propose, introduce, create and save, refurbish and reconstruct? To refresh your memory of achievements, try to remember the specific problems and objectives that you faced and how you addressed them.) _____

Assignment “Education and courses”

Name of educational institution or educational program _____

Years or period of time, dedicated to training _____

Qualification/specialization relevant to the target vacancy _____

Significant projects, course works, diploma projects; grades, awards _____

COMBINED RESUME (CV)

In case you are unsure about what resume format to choose, feel free to use the combined format. This resume format will effectively introduce the skills and abilities, tenure, and impressive accomplishments of the applicant.

The combined resume begins with a brief description of the qualifications, followed by the positions held, professional tenure; major skills and achievements that are relevant to the target vacancy; education and courses; and finally, personal characteristics that will give the candidate an advantage over other applicants. Examples of the resumes are available in Annex 4.

You can check the effectiveness of the drafted resume using the below checklist and/or through personal assessment of your friends/relatives after they read your CV.

Check list for assessing the resume (CV)

ASSESSMENT CRITERIA	ASSESSMENT (+;-)
The CV is 1 to 2 pages long (1 page for first-time job seekers), portrait orientation	
The CV is drafted in a classic font (Times new Roman, Arial), size 12 or 14	
The resume is structured and divided into thematic sections	
The CV does not contain any images and multiple styles (highlighting, text boxes)	
Business photo (not from passport)	
The CV uses active verbs (introduced, served, taught, etc.)	
The achievements are supported with numbers (for example: developed 4 projects, serviced a 300m ² room)	

The assessment criteria with a “-” need to be adjusted.



One may draft several CVs for different vacancies, as the resume should reflect the knowledge and skills required for a particular vacancy.

Template for drafting a combined CV

Name and last name
home address, zip code, city
phone number, e-mail

Goal _____ (name of the position(s)) *or*
To use _____ (number of years) of experience of work in the
sphere of _____ (relevant to the target
vacancy) in the position of _____ (job title).

Qualification

Number of years in the target vacancy
Education and courses related to the target vacancy
Achievements relevant to this vacancy

Skills

Job-related, communication skills, working with documents/
tangible assets, etc. (Use Annex 5 to describe the skills)

Professional background

20XX – 20XX

Employer, location, job title, functional responsibilities

Main skill and important achievements (relevant to the target
vacancy)

Second skill (relevant to the target vacancy)

20XX – 20XX

Employer, location, job title, functional responsibilities

Main qualification and major successes (relevant to the target

vacancy)

Second skill (relevant to the target vacancy)

Several achievements directly related to the position you are applying for.

Professional education and courses

Diplomas, scientific degrees, trainings, accreditations, certificates, licenses, levels of admission.

Additional personal information (relevant to the target vacancy).

CVs FOR VARIOUS GROUPS OF APPLICANTS

If you ***changed jobs frequently***, focus on your ability to learn and adapt quickly, result-orientation, or indicate that your dismissal was associated with a layoff, reorganization of the enterprise, or moving to another location.

If you are a ***mature professional***, do not unnecessarily indicate your age or date of education. Avoid mentioning the experience you acquired over ten years ago.

If you are a ***young professional*** and your education is limited to a college or university, be sure to write about all the courses you attended, seminars and workshops if these are related to the job you are applying for. Include volunteer work in your resume.



Create your CV in MS WORD, DO NOT use file archiving utilities

COVER LETTER

A well-written cover letter will help your CV to stand out from other candidates' resumes.

Basic rules for drafting a cover letter:

- Part 1 of the letter is an address to a specific person (company manager, vacancy manager). Information about where you come from and what vacancy you are applying for.
- Part 2 covers the experience that you have within the context of this vacancy (do not duplicate the information from your CV here); what you want in the future: making a link to the vacancy and the company's development strategy.
- Part 3: your contacts.

Sample:

Dear Irina Petrovna!

Following the recommendation of my colleague Ivanov S.S, I would like to invite you to consider my candidacy and CV for the vacancy of the Shift Foreman. I have over 5 years of work experience in machinery production (industrial engines and generators) as a Foreman. I participated in implementation of a quality management system in production and cost reduction program.

Kind regards, V.V. Zaitsev, tel. +375 XX XXX XX XX

CREATING AN E-MAIL ACCOUNT

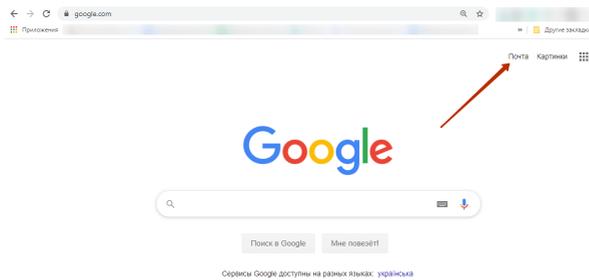
You need to have an e-mail account for effective job search, registration on job search web sites, correspondence with the employers and etc.

To register an e-mail account, it is better to choose e-mail services on one of the following web sites: mail.ru, yandex.ru, gmail.com

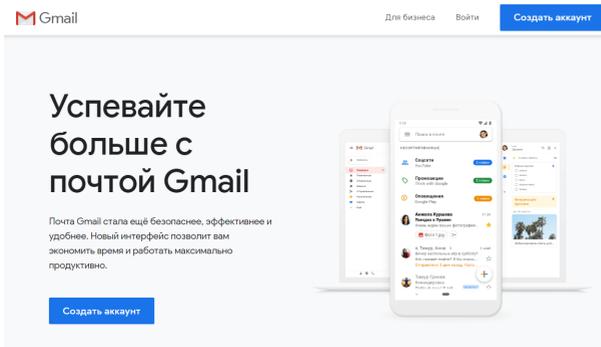
Here are the algorithms for creating an e-mail account with the most popular e-mail services from Gmail and Mail:

➤ **Gmail.com**

Step 0. Visit google.com, press “E-mail” in top right corner.



Press “Create an account” in the new window.



Step 1. Come up with a name for the e-mail account, i.e. login and password for accessing the mailbox.



Gmail does not offer or help you choose your login automatically. You need to come up with it yourself.

Имя пользователя @gmail.com

❗ Это имя пользователя уже занято. Попробуйте другое.

Step 2. Press “Continue”

➤ **Mail.ru**

Step 0. Visit Mail.ru. Press “Create an e-mail account.”

Step 1. Input the data, come up with a login and password.

Регистрация

Имя @v

Фамилия

Дата рождения
 День Месяц Год

Пол
 Мужской Женский

Имя аккаунта
 @mail.ru

Пароль

Телефон
 Латвия +371

Номер телефона необходим для восстановления доступа, если у вас нет телефона, то [укажите email](#)

[Зарегистрироваться](#)

Step 2. Mail.ru comes up with a login, and offers several options. Choose an option from those offered by the service. You can come up with a password yourself or trust the computer: it will propose to automatically generate a strong password.

Дата рождения
 16 Ноябрь 1996

Пол
 Мужской Женский

Имя аккаунта
 @mail.ru

Пароль

Телефон
 Латвия +371

Возможно, вам понравятся имена:

- [nika.varlamova.96@bk.ru](#)
- [nika.varlamova.96@inbox.ru](#)
- [nika.varlamova.96@list.ru](#)
- [nika.varlamova.96@mail.ru](#)
- [nika.varlamova.1996@bk.ru](#)
- [nika.varlamova.2020@bk.ru](#)
- [nika.varlamova.2021@bk.ru](#)

Step 3. Leave your phone number or backup e-mail address to recover your password in case you forget it.

Телефон

 Япония ▼ +819854673586|

Номер телефона необходим для восстановления доступа, если у вас нет телефона, то [укажите email](#)

Резервный email (необязательно)

Резервный email необходим для восстановления доступа. [У меня есть мобильный телефон](#)

Step 4. To complete the registration, enter the numbers and letters from the captcha image.

Регистрация

Укажите код с картинки



[Не вижу код](#)

[Продолжить](#) [Назад](#)

After completing the registration, there will be three letters awaiting you in the mailbox. They introduce you to the e-mail and Mail.ru services.

	Почта Mail.ru	Mail.ru – больше, чем почта. Познакомьтесь с проектами Mail.r...	21 янв
	Почта Mail.ru	Как воспользоваться почтой с мобильного? Пользуйтесь Почт...	21 янв
	Почта Mail.ru	Узнайте о супервозможностях Почты Mail.ru Высокоточный по...	21 янв

How to come up with an e-mail address

The e-mail address should be official or neutral. A good e-mail address is easy to read, tidy, and nice to receive letters from. Often it is based on:

- name and last name;
- name and last name + numbers;
- nickname;
- initials.



For job search purposes, it is recommended to use an e-mail account name that contains the name/initials and last name. It is undesirable to use nicknames or abstract words.

Examples of e-mail addresses

Suitable for work	It's better not to use
viktor.syhorykov@mail.ru	OlegSatana666@gmail.com
alexandramarinina12@gmail.com	belkabaldelka@mail.ru
olga_the_lawyer@yandex.ru	NasyfffSAdKIYpUpS@yandex.ru

Recommendations for applicants when filling out standard questionnaires on the employers' websites

It is not always worth filling out the entire questionnaire, as you should be able to decide what information you want to provide under a particular request.

If there is an option to attach your CV, it is better to do so, since information in your CV is organized in the best way.

EMPLOYMENT: SELF-PRESENTATION AND INTERVIEW

GETTING PREPARED FOR THE FIRST CONTACT WITH THE POTENTIAL EMPLOYER

- Collecting information about the potential employer. Search for a “provider”, a person who may recommend you or get the information you need for the employment.
- Drafting a presentation plan and rehearsing the presentation to overcome the feeling of insecurity before the first contact (good improvisation is a well-prepared improvisation).
- Getting feedback: try introducing yourself to your friends/family to find out what looks great from the observer’s side and what requires for improvement.



According to psychologists, job interviews are the third most stressful event after death and divorce.

Candidate selection methods

- Biosocial data
- Regular interview
- Tests and creative tasks
- Psychological testing
- Stress/structured interview
- Recruitment agencies
- External recommendations
- Probation
- Graphology, astrology, etc.

APPROACHES TO NEGOTIATION

The position of the participants influences the negotiation process.

1. Participants – friends. They make concessions to maintain the relationship. There is a risk to agree to not very favorable terms for the sake of good relations.
2. Participants – rivals. Everyone's goal is to win, including through the use of pressure. A leadership position would be good when you have an excellent record and you are highly professional.
3. Participants – partners. Equitable conversation; the participants yield to arguments, not pressure. The conversation starts with what is in common, rather than what is different. Neutral position is optimal.



Logic, impressive facts, making a reference to a respected individual who may recommend you/vouch for you, sometimes humor (no sarcasm) contribute to **effective self-presentation**.

Rules of conduct that impact the outcome of the meeting.

- ✓ The one who owns information, owns the world.
- ✓ The accuracy is the politeness of kings.
- ✓ A good dress is a card of invitation, a good mind is a letter of recommendation.
- ✓ When in Rome, do as the Romans do.
- ✓ Brevity is the soul of wit.
- ✓ Closed mouth catches no flies: not a single word about shortcomings.
- ✓ Nobody owes nobody nothing.
- ✓ Don't slam the door.

TYPES OF INTERVIEW

- telephone;
- individual personal;
- group (“one for all”, “all for one”).



REMEMBER! THERE WILL BE NO OTHER OPPORTUNITY TO MAKE THE FIRST IMPRESSION

In a telephone interview, the **goal of the call** is to receive an invitation to a personal meeting (interview or employment).

The telephone conversation should include the following:

1. Greeting
2. Introduction
3. Purpose of the call
4. Consideration of the proposal
5. Arrangement of a meeting

Useful recommendations

- ✓ Do not interrupt.
- ✓ Call back in case of poor connection.
- ✓ Talk about yourself in a brief and clear manner.
- ✓ Before the call, put the text of the job advertisement in front of you, prepare a pen, paper and your CV.
- ✓ Before the call, put down any questions you would like to address the employer.
- ✓ Be prepared to answer questions.
- ✓ Make sure that you put down the day and time when you need to come to an interview, as well as the name of the person that you will be meeting.
- ✓ In case the position has been filled, ask if you may hope that there will be a vacancy in the future.

INDIVIDUAL PERSONAL INTERVIEW

Unexpected questions may be asked during the interview. In order to prepare for the questions, fill out in writing the following **practical exercise “What to say?”**

Practical exercise “What to say?”

Please, tell about yourself _____

Why do you want to work with us? _____

Why should we hire you? _____

How did your supervisor evaluate your work? _____

Please, describe the most challenging situation/complex problem in your life _____

What are the required personal qualities to be successful in your profession? _____

Please, tell about your achievements _____

Why did you leave your previous job? _____

What are your salary expectations?

Can we get recommendations from your previous employers? _____

Do you have any questions? (*This is a sign that the interview has come to an end, and you are given another chance to impress. You should prepare the questions that you want to address the employer. By choosing the right questions, you can obtain useful information, and also demonstrate the employer that you are serious about your intentions. With your questions, you can also show the employer the points on which you share some common ground.*)

List of possible questions (you don't have to ask all of these):

- *Why did the previous employee leave this position or why did this vacancy open?*
- *Can I see the job description?*
- *Who will be my direct supervisor and with whom will I maintain contact throughout my work?*
- *What will my working day look like, what is the work schedule?*
- *How often and how will my work be evaluated?*
- *What are the opportunities for career or professional growth?*
- *What are the company's plans for the next five years?*
- *What are the results that you expect from the new employee?*
- *Why did the interviewer join the company, how long have they been working in it?*
- *When will the decision on your candidacy be made and how will you find out about the decision?*

Before leaving, be sure to thank for having dedicated the time.

Recommendations from a consulting company specialist

According to research findings, the following may be the reasons for rejecting:

- ✓ Inappropriate looks, too much jewelry (wear chains, watches, etc. in a discreet way);
- ✓ Unpleasant smell (and don't overdo it with perfume);
- ✓ Late arrivals;
- ✓ Sad mood (even if it is scary, a smile relieves tension);
- ✓ Not listening to the question to the end/interrupting the interviewer;
- ✓ Too short/one-word or long/vague answers, deviation from the subject matter of the question;
- ✓ Too quiet/indistinct or too loud/harsh speech, long silence;
- ✓ Darting eyes, frequent glancing at the watch, any gestures that indicate fear/insecurity/ boredom.

Aspects that one has to understand and take into account:

- Every interviewer (employer, recruiter, HR manager) has certain stereotypes and their own ideas about the candidates.
- At the beginning of any interview, an interviewer, may often instinctively develop the first opinion about a candidate, which may further on influence evaluation of the entire interview.
- An interviewer tends to treat a candidate the better, the more they resemble their own self, and also when the candidates do not underestimate/overestimate their status and the status of the interlocutor (equal conversation).
- An interviewer's assessment is influenced by the rating/impression from the previous candidates.



Sometimes weird or uncomfortable questions are asked during a job interview to see how you will react. However, the content of the answer is also important.

Examples of strange / awkward questions:

- *Can you compare yourself to an animal? How and why?*
- *What obituary would journalists write in case you pass away, or what would they call a biographical book about you?*
- *If you had three months of free time and no financial constraints, what would you do?*
- *If you could invite a famous person to dinner, who would you choose and why?*
- *What are you dissatisfied with in yourself? What are your main weaknesses?*
- *What is something that you can offer us that others cannot?*
- *What is your health status?*

In order to be successful, it is recommended to think in advance what to answer to such questions; you can come up with some kind of a universal cliché phrase (for example, “I have never thought about this, but now I’ll think about it,” “I need time to think about the answer”). The main thing is not to get lost and not keep quiet.

The “question to question” answer is not very appropriate for an interview.

GROUP INTERVIEW

Group interviews “One for all” are conducted when selecting highly qualified employees. The interviewer is represented not by one person, but by a group of specialists.

Pay attention to the following:

- Identify who is the leader (for yourself).
- Respond to the person who asked the question.

Group interviews “One for all” are conducted in case of high demand for a vacancy. Typically, this type of interview is conducted to save the time of the recruiters and HR managers. You will participate in the interview along with your competitors, therefore the faster you respond to the questions and engage in a situation, the higher your chances for success are.

EMPLOYMENT: LEGAL ASPECTS

WHAT DOCUMENTS DOES AN EMPLOYER NEED FOR RECRUITMENT?

The employer has the right to request for documents stipulated in legislation (articles 26 and 54 of the Labor Code of the Republic of Belarus, hereinafter referred to as the Labor Code):

- ✓ identity document (passport, residence permit, refugee certificate);
- ✓ military service registration documents (for persons liable for military service and persons liable to military conscription);
- ✓ employment record book (with the exception of persons who are recruited for the first time and part-time workers). Upon receiving the employment record book the employer shall issue the employee a respective hand receipt;
- ✓ document confirming availability of education or training to perform the work;
- ✓ referral to work as per reservation (for certain categories of employees);
- ✓ individual rehabilitation program for people with disabilities;
- ✓ insurance certificate: to be issued by the employer in case the employee did not receive it earlier (part 1 and paragraph 3 of part 2 of article 10 of the Law N 230-3);



The employer may accept the employee without social security certificate in case this document was lost, however it has to be restored.

- ✓ health certificate;
- ✓ other documents confirming other circumstances related to work, if they have to be made available according to legislation. For example, employers may request performance evaluation for an employee from previous jobs (part 3 of article 26 of the Labor Code).



When making an employment contract, it is prohibited to request for documents that are not stipulated in legislation (part 4 of article 26 of the Labor Code).

EMPLOYMENT APPLICATION

The application confirms the employee's desire to initiate labour relationship with the employer.

Sample employment application

Application	To: Director of LLC "Klich" Shumelkin A.A.
DD.MM.YYYY	From: Somova Anna Aleksandrovna Krasivaya Str., 11-22 220000, Minsk Tel. +375(29)280-00-00
Please accept me for employment as a salesperson of category 4 to the "Unit" shop from DD.MM.YYYY	
Signature	A.A. Somova

CAN AN EMPLOYER REFUSE TO RECRUIT A PERSON?

An employer **may not refuse** to recruit an individual on grounds that may be considered discriminatory (part 1 of article 14 of the Labor Code), such as:

- gender/race/age;
- language/national and social origin/place of residence;
- religious or political beliefs;
- participation or non-participation in trade unions;

- property or official status;
- physical or mental deficiencies that do hinder implementation of relevant work duties.

Example of a job advertisement containing discriminatory conditions:

*“An organization is seeking a legal adviser, a **woman**, over **30 years old**. Requirements: knowledge of economic, civil and financial law, strong knowledge of the English language, an experienced PC user, diligence, communication skills, **place of residence – the city of Minsk**. ”*



Refusal to recruit an individual on discriminatory grounds, as well as refusal to make a labour contract may be appealed in court (part 4 of article 4, paragraph 4 of part 3 of article 241 of the Labor Code; part 3 of article 16 of the Labor Code).

The refusal to recruit shall be considered unreasonable if:

- the grounds that became the reason for the refusal do not relate to the business qualities of the employee;
- the employer refuses to explain the reasons for their decision or cannot substantiate the legal grounds for the refusal to recruit;
- women were refused due to pregnancy or having children under three years old; a single parent due to having a child under the age of fourteen (child with disability up to eighteen years old) (part 1 of article 16 of the Labor Code);



Refusal to recruit may only be caused by reasons related to the competences and business qualities of the candidate.

MEDICAL EXAMINATION DURING RECRUITMENT PROCESS

Preliminary medical examination is conducted based on referral of the employer. A medical certificate on the state of health is issued based on the results of medical examination. The medical certificate confirms whether or not the employee is fit for the work (point 21 of the Instruction of the Ministry of Health of the Republic of Belarus on the procedure for conducting mandatory and extraordinary medical examinations for employees).

The employer shall cover the costs of medical examination for employees, as well as successful applicants.



In the event that the employee paid for the medical examination themselves, the employer is to reimburse all costs after recruitment (part 6 of article 27 of the Labor Protection Law).

The citizens who are duly registered as **unemployed** with their local employment service have the right to a free medical examination during recruitment process (article 10 of the Law on Employment of the Population of the Republic of Belarus).

LABOUR CONTRACT

Labour contract is an agreement between an employee and an employer; according to this contract the employee commits to perform the work, and the employer commits to provide the employee with the work specified in the labour contract, ensure appropriate working conditions and timely pay the salary (Annex 6).

It is important to take the following into account:

- Labour contract is made in writing in *two copies*. Each page of the labour contract and its annexes is numbered and signed by the employee and the employer (part 1 of article 18 of the Labor Code).
- Labour contract takes effect on the day of commencement

of work specified in this contract.

- There are a few types of agreement with an employer: contract for unspecified period, contract, independent contractor contract (contract for work and labor).



Labour Code does not apply to work under an independent contractor contract:

- no record is made in employment record book,
- no annual leave is provided,
- no paid sick leave is provided to an employee.

- A fixed-term labour contract may be made to perform the duties of a temporarily absent employee, to implement seasonal works. The contract is concluded for a period of at least 1 year and no longer than 5 years.
- It is only after the parties sign the labour contract, issue an employment order, familiarize the employee with the employment order and after the employee signs the employment order, the recruitment of the employee is considered to be duly executed.
- The employer shall make records in employment record books for all employees who work for more than five days.
- Overtime work is possible at the suggestion or with the consent of the employer, only with the consent of the employee, (except for the cases provided by the law).

Working time options

- Working week (5 days; 6 days).
- Shift work/splitting the working day into parts.
- Record of total hours worked/flexible working hours.
- Fixed/irregular working hours.

The labour contract should contain the following information and conditions (part 2 of article 19 of the Labor Code):

- information about the employee and employer;
- place of work, including the name of the structural unit the employee is recruited to;
- labor functions of the employee;
- key rights and obligations of the employee and employer;
- contract duration (for fixed-term employment contracts);
- work and rest schedule (articles 123-128 of the Labor Code of the Republic of Belarus);
- social guarantees: annual paid leave (at least 24 calendar days), as well as additional leave for work in harmful conditions, work under the contract and other types of leave (article 150 of the Labor Code of the Republic of Belarus);
- remuneration of the employee, conditions and procedure for payment of the salary;
- conditions for amending and terminating the contract.



A labour contract may be declared invalid by court in case it was induced by influence of deception, violence, threat, and also if it was concluded under conditions that are extremely unfavorable for the employee.

Probation period

The employer may assign a probation period in the labour contract in order to verify employee's professional level (part 4 of article 28 of the Labor Code).

Probation period may be assigned only once – *upon recruitment*, i.e. when making the first employment contract (part 1 of article 28 of the Labor Code).



Probation period may not last longer than 3 months (part 3 of article 28 of the Labor Code). The salary specified in the employment

contract is to be accrued and paid for the probation period.

No probation period may be set for young professionals, people with disabilities, temporary and seasonal workers and some other categories of individuals.

Each of the parties has the right to terminate the labour contract with a probation period *without explaining the reasons*: having notified the other party in writing three days in advance before the expiration of the probation period; on the day the probation period expires.

TERMINATION OF A LABOUR CONTRACT (Annex 7)

On the day of dismissal, the employer should:

- accrue the outstanding payments and transfer all the payments due to the employee on the day of dismissal;
- hand out the employment record book to the employee.



In case settlement of outstanding payments and/or transfer of the employment record book is delayed, the employee has the right to recover from the employer the average earnings for each day of delay, as well as demand to change the date of dismissal to the day of transfer of the employment record book.

Grounds for dismissal

- Agreement of the parties.
- Expiration of the term (fixed-term contract).
- Following the initiative of the employee:
 - In case the employer violates labor legislation, collective or labor agreement;
 - Due to health reasons, changing the place of residence, due to other valid reasons.
- Following the initiative of the employer (*only in cases envisaged by the law*).
- Due to circumstances beyond control of the parties:

- Draft of the employee to the military service;
- Reinstatement of the employee who previously performed this work;
- Violation of the established recruitment rules;
- Entry into legal force of a court sentence, which imposed to deprive of the right to engage in this type of activity as a penance;
- Death of an employee (recognizing them as deceased or missing).

WHAT SUPPORT IN EMPLOYMENT ISSUES CAN ONE EXPECT FROM THE STATE?

- ✓ payment of unemployment benefits (maintenance allowance);
- ✓ getting a new profession (re-training);
- ✓ support in moving to a new place of residence;
- ✓ opportunity to participate in paid public works;
- ✓ support in organizing entrepreneurial activities with the possibility to obtain financial support.



If you are officially registered as an unemployed individual at the local employment service, all types of support are to be provided **FREE OF CHARGE!**

THE FIRST WORKING DAY

Information a beginner needs to know:

- who is the immediate supervisor and senior supervisor;
- what are the requirements to duration of the working day, what is considered to be late and early departure from work;
- who is on the team that the newcomer was enrolled to, and what are the responsibilities of each of the team member;
- how the new member of the organization should communicate with them;
- what is the contribution of the team to the work of the entire company;
- what are the career opportunities in the company;
- what are the plans for professional capacity building and professional development;
- how does the remuneration system work, including salary, bonuses, annual leave pay, pension program.

Local legal acts (LLA) that the employer should familiarize the employee with upon recruitment

Obligatory:

- ✓ internal labor regulations
- ✓ labor protection rules and instructions
- ✓ regulation on remuneration
- ✓ job description or work instruction.

If available:

- ✓ collective agreement
- ✓ regulation on trade secrets
- ✓ regulation on liability of employees for damage caused to the employer
- ✓ other documents

ANNEXES

ANNEX 1. TEST* “TYPES OF JOBS”

Career Aptitude Programme	Job type				
	1	2	3	4	5
1. I easily meet new people.					1
2. I can craft something with pleasure and for a long time.		1			
3. I willingly go to museums, theaters, etc.				1	
4. I am willingly and constantly taking care of plants and animals.	1				
5. I can calculate something, draw willingly and for a long time.			1		
6. I willingly communicate with different people and children when I need to help them, to keep them busy, etc.					1
7. I willingly and often help to take care of plants and animals.	1				
8. I usually make few mistakes when writing/in paperwork/.			1		
9. My creative work usually generates interest among my friends/relatives.		2			
10. Many people say that I have some artistic talent.				2	
11. I willingly read about plants and animals.	1				
12. I actively participate in amateur art activities.				1	
13. I willingly read information on how machines and devices are designed.		1			
14. I can solve difficult problems, crosswords, puzzles willingly and for a long time.			2		
15. I can easily handle disagreements between peers or minors.					2
16. Many people say that I am talented to work with machinery.		2			
17. My relatives approve my artistic creativity.				2	
18. Many people think that I have a passion for working with plants, animals.	2				
19. I usually manage to express my thoughts in writing in detail and clearly.			2		
20. I hardly ever quarrel.					1
21. Strangers approve my technical works/crafts.		1			
22. I can easily learn unfamiliar or foreign words.			1		
23. I strive to help strangers, and I often do so.					2
24. I can do art work for a long time.				1	
25. Taking care of plants and animals, I try to influence their development.	2				
26. I like to explore how machines, devices, etc. are designed		1			
27. I usually manage to convince other people to do things the way I recommend them, not otherwise.					1
28. I willingly watch plants and animals.	1				
29. I willingly read popular science, critical, journalistic literature.			1		
30. I try my hand at art.				1	
Total:					

* the test instructions and the transcript are provided on the next page

Instructions to the test “Types of Jobs”

There are 30 statements in front of you; opposite of each statement there are numbers in different columns. Read the statement; if the statement describes something that is typical for you, circle the number 1 or 2 for the statement. If the described characteristic is not about you, proceed to the next statement without circling any numbers.

After reading all the statements, count the numbers you circled for each of the 5 columns separately and write the resulting numbers in the line “TOTAL.” Use the number of the column that scored the biggest number to determine the appropriate type of profession.

1. “PERSON – NATURE” professions presume participation of an individual in the processes of animate and inanimate nature. This type includes professions related to studying the Earth (geologist, geophysicist, oceanographer, meteorologist, etc.), its flora and fauna (botanist, biologist, zoologist, ornithologist, dog handler, geneticist, ecologist, etc.), livestock production and crop production (fruit grower, agronomist, vegetable grower, livestock breeder, livestock specialist, veterinarian, etc.).

2. “PERSON – TECHNOLOGY” professions use various machines and mechanisms, devices and tools. This type includes a great variety of industrial and construction specializations (assembler, mechanical engineer, electric and gas welder, turner, locksmith, electrician, milling-machine operator, plasterer, bricklayer, carpenter, seamstress, engineer, operator, etc.), as well as driving and maintaining vehicles.

3. “PERSON – SIGN SYSTEM” professions deal with various forms of information processing. This type envisages work with systems: linguistic (bibliographer, notary, translator, historian, philologist, philosopher, archive personnel, etc.), abstract mathematical (cashier, accountant, economist, metrologist, statistician, mathematician, etc.), graphic (draftsman, designer, cartographer, navigator), with systems and means for processing signs (developer, system administrator, computer operator, etc.).

4. “PERSON – ARTISTIC IMAGE” professions focus on art and artistic culture. This type includes fine art (architect, artist, designer, sculptor, etc.), artistic treatment of materials (engraver, fashion designer, jeweler, etc.), creation of artistic shows (composer,

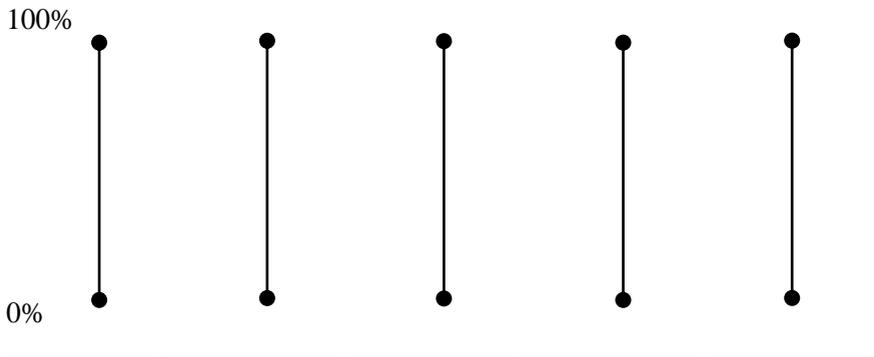
musician-performer, vocalist, conductor, dancer, choreographer, actor, director).

5. Communication is the main focus of the “**PERSON – PERSON**” professions. One needs to be able to establish and maintain contacts with people. This type includes teaching professions (teacher, nursery school teacher, trainer, lecturer); work in the field of justice (arbitrator, legal adviser, police officer, investigator, prosecutor, lawyer); work in the field of culture (librarian, guide, guide-interpreter, correspondent), service sector (sales person, waiter, hairdresser, flight attendant, etc.). Medical professions (paramedic, nurse, doctor, psychologist) are largely related to this type of work, however they also relate to other types of professions to certain extent as well.

ANNEX 2. Practical exercise “Dembo’s Self-evaluation Test”

There are key skills that are of particular value to employers: successful communication, ability to work effectively in a team, leadership qualities, ability to listen and hear, ability to make decisions independently and resolve emerging issues, analytical and creative thinking, ongoing learning, accuracy in understanding and following instructions/tasks, planning skills and organization.

Here are 5 vertical lines representing a scale from 0% to 100%. Identify 5 personal qualities that the ideal candidate needs to have for the position you have chosen, and label each vertical line with the names of these qualities.



Mark the percent of the quality that you have with a dot on each scale. Connect the dots you have marked on the scale. Review what are the winning qualities that you have, and what are the qualities that need to be developed or “covered up” with other qualities in order to become an ideal candidate.



The more honest you are when filling out this exercise, the more effective your job search will be.

ANNEX 3. Practical exercise “THE FIRST PLAN”

Choose 5 points that would, in your opinion, facilitate finding a good job.

1. Telling everyone that you are looking for a job.
2. Conducting labor market research.
3. When leaving home, one has to always look 100%.
4. Going to interviews or visiting HR departments in organizations and enterprises every day.
5. Subscribing to groups on social networks where vacancies are posted, and reviewing these every day and/or purchasing newspapers with job advertisements.
6. Drafting an effective CV.
7. Filling out online CVs or questionnaires on job search web sites.
8. Registration of an e-mail account and sending information about yourself to HR units of organizations and enterprises.
9. Strictly monitor the time, spend at least 4 hours a day looking for work.
10. Strict time monitoring: spend at least 4 hours a day looking for a job.
11. Collect all the necessary documents, make copies and have them with you.
12. Print business cards.
13. Make an action plan for the next day.
14. Follow the plan and meet its deadlines.
15. Believe that everything will work out, and avoid listening to skeptics and whiners.
16. Ask relatives/friends for help in finding a job.
17. Monitor your speech.
18. Prepare a 1 minute self-presentation.
19. Contact a recruiting agency.
20. Undergo retraining at an employment center.
21. Consider options for starting your own business.

*Put them in order of importance (1st is the most important). These 5 points are your individual job search plan, which includes the most important **conditions for success specifically for you.***

ANNEX 4. Example of a combined CV:

Malashenko Vladimir Ignatievich

Minsk, Kondratieva Str., 15, ap.16

(XXX) XXX-XX-XXX email: malashenkovl@gmail.com

PHOTO

GOAL: heavy truck driver

QUALIFICATION

11 years of work experience driving vehicles of category BC with previous work experience of work as a driver in the sphere of agriculture.

PROFESSIONAL BACKGROUND

2001 – present

OAO “Kushliki”, driver of category BC

1996-2001

Agricultural production company “Favorit”, tractor driver, mechanic-repairman.

1994-1996

Agricultural production company “Favorit”, livestock breeder.

Experience of work as a tractor driver in agriculture, as a mechanic-repairman, driver.

I am a skilled driver of agricultural machinery and trucks.

EDUCATION

Polotsk State Professional Lyceum of Agricultural Production

Specialization: tractor driver.

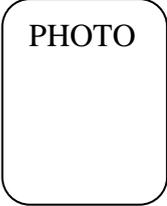
ADDITIONAL INFORMATION

Driving license, category BCDE.

I have a responsible attitude to work; I enjoy authority among the management and colleagues.

ANNEX 4, CONTINUED

Arturchenko Svetlana Sergeevna, 1973r.
 Lesnaya Str., 16, 220011, Orša,
 +375 29 336 38xx, e-mail arturtschenko@mail.by



PHOTO

Goal: Psychologist in an organization/clinical psychologist

Qualification

8 years of experience of work in the sphere of counselling in crisis situations, experience of work with conflicts, development and conducting trainings, experience in recruitment and staff training.

Professional experience

Practical Psychology Methodist. Town department for education in XXXXXXXX town executive committee. *Responsibilities:* coordination of the activities of social, pedagogical and psychological services in educational institutions of the town.

Project Psychologist. Orša town organization of the Belarusian Red Cross Society. *Responsibilities:* Providing crisis and remedial psychological support to the people in need, including to the victims of violence and people affected by the problem of HIV/AIDS.

Teacher of Psychology. Orša Medical College. *Responsibilities:* conducting trainings and practical classes during re-training sessions for paramedical personnel.

Achievements

- ✓ Conducted over 20 trainings on communication, personal growth for vulnerable groups of population, developed and held 2 trainings on prevention of emotional burnout among specialists.
- ✓ Experience in drafting international projects and their implementation.

Professional education and trainings

2004 – 2006 Hrodna State University, Institute of Re-training for Managers and Specialists: Psychologist (qualification: Psychology at workplace), Teacher of Psychology.

2002 – 2003 Course of practical Psychology: practical Psychologist.

1988 – 1991 Orša Medical College: nurse.

Additional information

Confident PC user (Word, Excel, PowerPoint, Internet).

ANNEX 5. Examples of listing skills and competences

Job related skills	
Ability to work within the scope of the budget	Ability to organize activities
Public speaking skills	Ability to work within tight deadlines
Ability to systemize	Ability to plan
Ability to structure	Problem solving skills
Organizational and interpersonal skills	
Organizational skills	Administration skills
Ability to compile reports	Translation/interpretation skills
Ability to delegate authority	Information search and analysis skills
Skills to implement innovations	Ability to generate ideas
Situation evaluation skills	Counselling skills
Ability to accomplish the set goals	Mentoring skills and ability to conduct trainings
Communication skills	Ability to serve customers
Skills to work with tangible assets	
Sales skills	Design and engineering skills
Renovation skills	Procurement skills
Assembly work skills	Shipment skills
Skills to use tools	Skills in developing and implementing innovations
Skills of working with technical equipment	Construction skills
Inspection skills and certification	Experience in using high technologies
Soft skills	
Team management skills	Skills to build relationships
Persuasion skills	Ability to work individually on a dedicated assignment
Interviewing skills	Team work skills
Employee motivation skills	Attention to cultural aspects
Learning skills	Ability to listen
Skills of working with texts	
Editing skills	Text interpretation
Critical thinking	Estimation

Ability to communicate ideas	Visualization
Analysis and synthesis	Strong memory
Creativity, creative attitude to work	Comparison and explanation
Behavioral skills	
Diplomacy	Flexibility
Loyalty	Openness
Empathy	Cooperation skills
Honesty	Caution
Diligence	Organization
Initiative	Entrepreneurial attitude
Emotionality	Determination
Responsibility	Result orientation

ANNEX 6. Sample contract of an employer with an employee

CONTRACT No. 10

03.02.2020

Minsk

Limited Liability Company "Klyuch" represented by the director Shumelkin Alexander Ivanovich (hereinafter referred to as the Employer), acting based on the Charter, on the one hand, and Kopeyko Andrey Sergeevich (hereinafter referred to as the Employee), on the other hand, have entered into this contract on the following:

1. The employee enters into this contract with Andrey Sergeevich Kopeyko to work as a salesperson in the shop of LLC Klyuch for 1 (one) year from 03.02.2020 to 02.02.2021.

2. Obligations of the Employee:

2.1. duly perform the labor duties in accordance with the attached job description;

2.2. comply with the internal labor regulations, other documents regulating labor discipline, follow written and oral orders (instructions) of the Employer that do not contradict legislation and local legal acts;

2.3. prevent any actions that may impede the work of other employees;

2.4. ensure compliance with the established requirements for the quality of manufactured products, work performed, services provided, prevent defects in work, comply with production and technological discipline;

2.5. comply with the requirements on labor protection and safe work performance established by regulatory legal acts, use personal protection equipment, fulfill other duties envisaged by the article 19 of the Law of the Republic of Belarus N 356-3 "On labor protection" of June 23, 2008;

2.6. treat the Employer's property with care, prevent damage;

2.7. immediately eliminate the causes and conditions that impede normal work performance (accident, downtime, etc.), and immediately report the incident to the Employer;

2.8. keep the workplace, equipment and appliances clean, in good condition, and order;

2.9. comply with the established procedure for storing documents, tangible and monetary assets;

2.10. keep state and official secrets, comply with other requirements of the legislation of the Republic of Belarus on state secrets, not disclose the commercial secrets of the Employer, commercial secrets of third parties;

2.11. notify the Employer in writing of the decision to continue or terminate the employment relationship no later than one month before the contract expiry date;

3. The Employee has the right to:

3.1. work as a worthy means to ensure a person's self-esteem, which means the right to choose a profession, occupation and work in accordance with vocation, abilities, education, professional background and taking into account social needs, as well as healthy and safe working conditions;

3.2. protection of economic and social rights and interests, including the right to form trade unions, collective contracts, agreements and the right to strike;

3.3. participate in meetings;

3.4. participation in management of the organization;

3.5. a guaranteed fair remuneration for work in accordance with the volume, quality and social significance of work, which ensures that the workers and their families live a free and dignified life;

3.6. daily and weekly rest, including on weekends, during public holidays, and leave of a duration that complies with the Labor Code of the Republic of Belarus;

3.7. state social insurance, compulsory insurance covering industrial accidents and occupational diseases, guarantees in the event of disability and losing a job;

3.8. privacy and respect for personal dignity;

3.9. judicial and other protection for labor rights.

4. The Employer shall:

4.1. organize the work of the Employee;

- 4.2. rationally use the work of the Employee;
- 4.3. ensure production and technological, performance and labor discipline;
- 4.4. keep record of the time that the Employee actually worked;
- 4.5. pay the Employee their salary at least once a month within the time frames and in the amount established by legislation, a collective agreement, agreement or this contract;
- 4.6. ensure that the working conditions at the Employee's workplace meet labor protection requirements, comply with the requirements for labor protection established by regulatory legal acts, including technical regulatory legal acts, and, in the event there are no certain requirements for labor protection in regulatory legal acts, including technical regulatory legal acts, to undertake the necessary measures to preserve life, health and performance of the Employee during labor activity;
- 4.7. undertake the necessary measures to prevent occupational injuries, occupational and other diseases among the employees; control the level of knowledge and observation of the requirements of the instructions on labor protection and fire safety; promptly and correctly investigate and record accidents at work;
- 4.8. in cases stipulated in legislation and local legal acts, provide the Employee with guarantees and compensation in a timely manner due to harmful and (or) hazardous working conditions (reduced working hours, additional leave, curative/preventive nutrition, etc.), comply with labor protection standards for women, youth and people with disabilities;
- 4.9. in accordance with the established norms, provide the Employee with special clothing, special shoes and other personal protection equipment, organize proper storage and care for these items;
- 4.10. ensure compliance with labor legislation, the conditions established by the collective agreement, contract, other local legal acts and this contract;
- 4.11. timely document the changes in the Employee's labor duties and familiarize the Employee with the updated documents and have them duly signed by the Employee, create conditions to make the Employee familiar with local legal acts affecting their rights and obligations;
- 4.12. provide professional training, advanced training, re-training and internship for employees in accordance with the law;
- 4.13. create the necessary conditions for the Employee to combine work with studies in accordance with the Labor Code of the Republic of Belarus;
- 4.14. ensure participation of the Employee in management of the organization, timely consider the Employee's criticism and inform them about the measures undertaken;
- 4.15. provide information and (or) documents envisaged by labor and labor protection legislation, or report their absence at the request of the control (oversight) bodies authorized to inspect compliance with labor and labor protection legislation;
- 4.16. document changes in contract conditions and about contract termination by order (resolution) and notify the Employee with due signing of the document by the Employee;
- 4.17. suspend the Employee from work in cases stipulated in the Labor Code of the Republic of Belarus and other acts of legislation;
- 4.18. create the necessary conditions for the Employee to comply with the established trade secret regime;
- 4.19. ensure certification for the Employee at least once every three years, with the exception for cases set forth by the President of the Republic of Belarus;
- 4.20. no later than one month before the contract expiry date, notify the Employee in writing of the decision to continue or terminate labor relationship under the contract or labour contract for an indefinite period (provided that the Employee complies with the conditions established in part one of article 261-4 of the Labor Code of the Republic of Belarus);
- 4.21. fulfill other duties arising from legislation, local legal acts and this contract.
- 5. The Employee has the right to:
 - 5.1. terminate this contract in the manner and on the grounds established by the Labor Code of the Republic of Belarus and other legislative acts;
 - 5.2. encourage the Employee;
 - 5.3. demand that the Employee complies with the terms of the contract and the internal labor

regulations;

5.4. bring the Employee to disciplinary and material liability in accordance with the law;

5.5. reduce the Employee's labor leave for respective working year by the number of days of absence or deliberate non-performance of labour duties for more than three hours during the working day without plausible reason. At the same time, the labor leave should be at least 24 calendar days;

5.6. reduce (deprive of) any bonuses, regardless from the fact whether the Employee was brought to disciplinary liability for:

absence from the workplace without plausible reason, untimely performance or failure to perform work duties without plausible reason;

use of state property for unofficial purposes;

5.7. apply to court to protect their rights;

6. The following conditions of remuneration and other payments are established for the employee:

6.1. standard salary in the amount of 700 (seven hundred) BYN as of the day of signing this contract.

In the future, the standard salary may change according with labor legislation, collective agreement, contract or by agreement of the parties;

6.2. increase in standard salary by 30 percent in accordance with paragraph 3 in point 3 of part one of article 261-2 of the Labor Code of the Republic of Belarus;

6.3. other incentive payments: bonus in accordance with the regulations on bonuses in force with the Employer;

6.4. compensation payments: additional payment for overtime work in the amount of 110 percent of the hourly standard salary for each hour of overtime work in addition to the salary accrued for the specified time;

6.5. lump sum payment for health improvement in the amount of 1.7 standard salary, paid once a year before going on labor leave (in case leave is split into parts, once a part of leave is granted).

7. The salary stipulated in this contract is paid by the Employer to the Employee regularly twice a month on the 10th and 25th day of each month by transferring the funds to the current (settlement) bank account of the Employee.

8. The salary is paid in monetary units of the Republic of Belarus.

9. The Employer establishes the following working and rest hours for the Employee in accordance with the legislation:

9.1. five-day working week:

start of the working day - 9.00;

end of the working day - 18.00;

break for rest and meals:

from 13.00 to 14.00;

9.2. days off: Saturday, Sunday;

9.3. rest during public holidays and on days established and declared official holidays by the President of the Republic of Belarus.

10. In accordance with the law, the employee is entitled to:

10.1. 25 calendar days of labor leave, including:

main leave of 24 (twenty four) calendar days;

additional incentive leave of 1 (one) calendar day with average earnings in accordance with paragraph 2 of point 3 of part one of article 261-2 of the Labor Code of the Republic of Belarus.

The average earnings for the period of labor leave shall be paid by the Employer no later than two days before the leave starts.

10.2. social leave on the grounds provided for by the Labor Code of the Republic of Belarus.

11. The Employer provides the Employee with guarantees and compensations stipulated by law, collective agreement, contract.

12. The Employee may be brought to disciplinary liability envisaged by the law for unlawful, culpable nonperformance or improper performance of their job duties.

13. The Employee may be brought to financial liability for unlawful, culpable damage to the Employer during performance of labor duties, in the manner and under the conditions determined by the Labor Code of the Republic of Belarus.

14. The Employer is liable for non-fulfillment or improper fulfillment of their duties under the Labor Code of the Republic of Belarus and other legislative acts.

15. The contract terms may be amended according to the established procedure by agreement of the parties or on the grounds provided for by law.

16. The contract may be extended, or a new contract may be made by agreement of the parties in accordance with the law.

17. The contract may be terminated on the grounds provided for by law.

18. Issues not covered by this contract are regulated by labor legislation.

19. This contract is made in two copies, one for the Employee and the other for the Employer.

20. Information about the Employer and the Employee.

<p>Employer: Limited Liability Company "Klyuch" 222222, Minsk, Siniaya, Str., build. 139 Current account 3030303030303 in bank unit No. 33 LLC "Bank", Minsk, code 444 UNP 123456789, OKPO 87654321</p>	<p>Employee: Kopeyko Andrey Sergeevich Minsk, Krasivaya Str., 11-22 Passport MP No. 1234567, issued by Frunzenskoye RUVD in Minsk on 15.08.2017 Individual No. 111111111111111 Tel. +37511 111 11 11</p>
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Employer _____ A.I. Shumelkin Employee _____ A.S. Kopeyko

ANNEX 7. Comparative analysis of labor contracts and the grounds for their termination

Type of labour contract	Indefinite duration labour contract	Fixed-term labour contract	Contract
Contract duration	indefinite duration	no longer than 5 years (for the period of implementing certain work)	1 to 5 years
Grounds for termination	<u>At the request of the employee</u> (point 3 of part 2, article 35 of the Labour Code)	<u>By agreement of the parties</u> (point 1 of part 2, article 35, article 37 of the Labour Code)	
	<u>At the request of the employee</u> (part 1 of the article 41 of the Labour Code) (health status; retirement; changing the place of residence; taking care of ill family members, etc.)		
		<u>Due to expiration of a fixed-term employment contract (contract)</u> (point 2, part 2 of article 35, article 38 of the Labor Code)	
	<u>due to circumstances beyond the control of the parties (article 44 of the Labor Code):</u> draft of the employee to the military service; reinstatement of an employee who previously performed this work; violation of the established recruitment rules; entry into legal force of a court sentence and etc.		
<u>at the initiative of the employer (article 44 of the Labor Code):</u> liquidation of the organization, reduction in the number of employees or staff); a single gross violation of labor duties by an employee (for example, skipping without plausible reason, etc.)			

ANNEX 8. Countering human trafficking

The problem of human trafficking remains relevant today. According to experts from the International Labor Organization, every year 4 to 12 million people, of which 1.2 million are children, fall into slavery in the world.

Forms of exploitation:

- sexual slavery,
- labor slavery*,
- begging,
- organ trafficking,
- surrogacy,
- involvement in criminal activities (drug trafficking, armed conflicts),
- practices similar to slavery (forced marriage).

To keep safe from slavery:

- ✓ check with the employer for a license for relevant type of activity, do not hesitate to carefully study the document;
- ✓ do not trust the reviews of “witnesses” about how “great” it was there where you would be deployed (these people may have financial motivation to mislead you);
- ✓ do not give your passport to anyone under any pretext, passport data can be provided without handing over the document itself;
- ✓ in case of going to work abroad, make sure that the contract is made in a language you understand; study all the contract conditions carefully;
- ✓ contact the embassy of the country you are going to go and find out the employment conditions for foreigners;
- ✓ apply for a work visa and purchase a health insurance;
- ✓ notify your immediate environment and keep in touch with them, leave them the exact details of your place of work/residence, as well as copies of all documents and a photo;

- ✓ take money with you in case you need to go back home, do not put yourself in a dependent position by accepting gifts or borrowing money for travel expenses from the employer;
- ✓ if you have any problems, contact the embassy or consulate of the Republic of Belarus or the police.



USEFUL CONTACTS

113 – toll-free number for landline phone calls on safe departure and stay abroad

7113 – toll-free number for mobile phone calls on safe departure and stay abroad

8 801 201 5555 – toll-free “hot line” on safe travel and stay abroad

+375 162 21 8888 – for calls from outside Belarus

8 017 218 52 64 – “hot line” of the Department for Citizenship and Migration of the Ministry of Internal Affairs of the Republic of Belarus

<http://www.lastrada.by>
