

**THE ADMISSION OF THE CITIZENS TO THE PUBLIC SERVICE:
THE REPUBLIC OF BELARUS AND THE EXPERIENCE OF THE UNITED STATES OF AMERICA**

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The article is devoted to the issues of the comparison of the mechanism of the admission to the civil service in the Republic of Belarus to that in the USA and the improvement of the Belarusian one. The author reveals the procedure and the principles of the admission to the civil service in these countries. Special attention is paid to the stage of the admission to the civil service. On the basis of the analysis, the directions for further improvement of the civil service in the Republic of Belarus are determined.

The process of entering the civil service in the Republic of Belarus is carried out in accordance with the Constitution of the Republic of Belarus and the legislative acts by the appointment, approval or election. [1], [2]. The appointment, approval or election to the state office issues a decision, order, decree, other act of a competent state body, officials, a subject to the established order of corresponding records in the work book.

Admission to the civil service of the Republic of Belarus may be preceded by a competition for a public office, as well as a preliminary test. For persons who enter the civil service for the first time, a qualification exam is held in accordance to the procedure established by the President of the Republic of Belarus. The qualification requirements for admission to the civil service, are:

- 1) the appropriate education, except for cases when a certain education is not required for holding the state position;
- 2) the necessary experience and skills in the specialty, except for the cases when they are not established for holding the public office;
- 3) the proficiency in the state languages of the Republic of Belarus;
- 4) the knowledge of the Constitution of the Republic of Belarus, the laws applicable to the performance of the relevant official duties.

There are also other qualification requirements for the citizens to occupy the relevant government positions, in addition to those listed above. They can be established by other acts of the legislation.

The qualification characteristics of public posts are determined by the government of the Republic of Belarus or its authorized body.

In turn, the procedure of employment in the United States includes the following stages:

- 1) submitting an application;
- 2) conducting examinations or interviews;
- 3) reliability check;
- 4) selection of the candidate for the position;
- 5) verification during the trial period.

Competitive examinations are conducted in written and oral forms and are aimed at checking the professional knowledge and the competence of the candidates for the positions, usually on the middle management level. Examination requirements are approved by the Department of Public Service.

Qualification requirements are established by the head of any administrative Department according to the regulations developed by the civil service administration.

In administrative agencies the board for recruiting the staff consists of the employees who work there. Their task is to consider the applications of candidates for public career posts. Decisions for each application on the post of the public career positions are adopted in written form. Overall evaluation criteria are:

- 1) management experience;
- 2) successful participation in professional development programs created by the Department of public service;
- 3) the existence of special knowledge and experience which gives a reason to believe that a public servant will successfully fulfill his or her duties [par. 3392-3393 of the United States code].

We propose to consider the very process of the admission to the civil service in the United States. The first thing to do for a U.S. citizen is to contact the needed authorized body of the civil service with a letter and to ask for the information about what field and what kind of work he or she has the right to do. For example, if one

wants to work in the Federal government, they will need to write a letter to the U.S. public service Commission, Washington DC, 25, D.C. No matter where the applicant lives, the Commission will inform which test is the most appropriate for the candidate to pass. The applicant will be sent an application form that he or she will have to fill in and send back. Then, after a certain period of time, the applicant will be informed when and where the exam will be held. Fee or fees for the exam will be waived. After the candidate has taken the test he or she will be informed about whether the exam is passed it or failed. If it is passed the applicant's name will be placed in the order of the received score in the list called "candidate register".

When the public authority needs new staff the names at the top of the list are "certified" by the civil service Commission. When the name reaches the top of the list the applicant's candidacy may be considered for the vacant position. The expectant will be asked if he or she still wishes to receive the position. The consent will mean the conclusion of a contract if this position does not require an internship or the in-depth analysis of the characteristics and biography. In addition, one has the right to reject the job offer. In any case, the name is returned in the register and shall be certified upon receipt of the next request. In the application you can specify the minimum wage that you are willing to receive, the place where you want to work and other peculiarities. All this will be considered and taken into account in the future [4].

A comparative analysis of admission to the civil service allows to draw a conclusion about the necessity of further improvement of the process of the admission of the citizens to applying for the civil service we can see the justification for the introduction and improvement of the existing ones:

- to limit the number of civil servants in general which should not exceed a certain number of personnel (approx. In the United States - 10777). This innovation will allow to avoid the problem of excessive increase in bureaucracy and to prevent unnecessary financial costs to the state budget.
- to give the direct access for people in the reserved list for the information about the serial number and the degree of upward movements;
- to introduce the electronic questionnaires with the help of which a reserve staff of civil servants is formed. The data of the questionnaire, in addition to information on work experience should also contain the candidate's preferences for the position to the salary, place of work and other information.

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