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**DEVELOPMENT OF THE PROGRAM AND PROCEDURE FOR FORMING THE  
PERSONNEL RESERVE AT THE ENTERPRISE**

The article considers the personnel reserve in the organization in modern conditions. Special attention is paid to the basic principles and modern approaches to the stages of forming the personnel reserve within the organization. The article analyzes current trends in the redistribution of responsibilities among employees, increasing and reducing the number of employees in the organization. Five stages of formation of the personnel reserve as a system of purposeful actions are considered. To create a list of potential reservists, we recommend using the following methods: analysis of documentation (autobiographies, characteristics, personal cards in the form of T-2, reports, etc.), conducting interviews to collect the required information, studying the actions of employees in different situations; analysis of the results of employees' work. The program of personnel reserve has been developed, the planned result of the program is to improve the social subsystem of the organization by forming a personnel reserve that provides training, professional development and career development of personnel, improving the efficiency of personnel activities. The possible risks of implementing the program of forming a personnel reserve for the organization and reservist are disclosed. Methods and methods of forming the personnel reserve are disclosed. Recommendations for improving

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the work with the personnel reserve, improving the individual development plan for reservists, and regulating the procedure for nominating candidates for a key position are proposed.

*Keywords:* personnel reserve, research of personnel reserve, analysis, program of personnel reserve.

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