

## **ABSTRACT**

The bachelor thesis deals with the description of the selection process for an academic at the university. In the theoretical part, the reader will familiarize with the personnel activities in the organization, including the recruitment of job seekers, pre-selection and selection of workers. This part of the thesis describes the methods of employee selection and the stage of the personnel selection process. The work also defines a college (university) and specifies an academic worker - a college worker. The research part of the thesis focuses on a detailed assessment of the selection process for university graduates. The research was carried out on a sample of public universities in the Czech Republic. Interviews were held with the staff responsible for the selection process at universities (Personnel Department staff). Further knowledge on this issue was gained through direct participation in the selection process for academic staff taking place at some universities. Part of the thesis is an analysis of documents related to the selection process, among which are the CVs of applicants for work, mentioning the applicant's current practice, together with copies of the documents on completed education, applications for tenders, a summary of the publication activity and the rules of the selection procedure, which are part of the internal regulations universities. The paper contains detailed records of participation in tenders obtained through the indirect observation method and a sample of some of the tender documents sent to job seekers.