

ABSTRACT

This thesis is focused on the methods for selecting employees in the recruitment and selection process of employees and their using in the recruitment and selection process of teachers in kindergartens. The aim of the theoretical part of this thesis is to describe these methods for selecting employees, include context of the whole recruitment and selection process of employees and to describe the methods for selecting employees in the recruitment and selection process of teachers in kindergartens. The aim of the practical part of this thesis is to discover and describe the methods for selecting employees that are used in kindergartens in The Capital City of Prague and The Central Bohemian Region based on quantitative research of questionnaire surveys. The research reports the used methods for selecting employees, the number of combined methods for selecting employees and used knowledge and skill tests in recruitment and selection of teachers in examined kindergartens. A secondary data analysis was made by comparing research data using the following parameters: public or non-public kindergartens, location of the kindergarten in The Capital City of Prague or The Central Bohemian Region, the size of the workplace, the orientation of the kindergartens and the number of applicants. The results indicate the frequency of using frequent methods for selecting employees, the total amount of methods for selecting employees, used kinds of knowledge and skills tests, ascribed value of demo lessons and results of compared data based on the defined variables.

KEYWORDS

human resources management, methods, recruitment, selection, applicant, teacher, kindergarten