

Abstract

The Bachelor's Thesis deals with the methodology of the job interview in the selection process for filling service posts at the Czech Social Security Administration. The interviews are an integral part of selection processes in accordance with Act no. 234/2014 Coll., on Civil Service. This thesis presents the interview as a method of selecting employees, types of interviews, phases of the interview, preparation and course of the interview and its possible shortcomings. Furthermore, this thesis deals with the selection process for filling a vacancy with an emphasis on the interview, in the regime of Act no. 234/2014 Coll., on Civil Service. The thesis is based on the analysis of legal regulations and internal regulations of the Czech Social Security Administration governing the interview and on the previous practice in the preparation and conducting interviews, which was found on the basis of interviews with employees of the personnel department of the Czech Social Security Administration. The output of this thesis is *The Methodology of Interviewing in Selection Process to Fill Service Posts in the Czech Social Security Administration*. The methodology contains recommendations on how to obtain, from an applicant, information essential for assessing his or her suitability for filling a service post.

Key words: selection process, interview in selection process, selection panel, civil service employment, service post, the Czech Social Security Administration, applicant for appointment to the civil service