

ABSTRACT

Zuzana Thürlová. The filling of vacancies in nonprofit organizations (case studies). Prague, Faculty of Humanities, Charles University, 2015. 87 p. Thesis.

This thesis examines the process of filling vacancies in nonprofit organizations. The topic is dealt with by a case study of two specific benevolent societies providing social services.

First I create a theoretical framework for the topic of filling vacancies, using scientific literature. Specifically, I focus on the analysis and description of jobs, methods of recruitment and selection of staff and adaptation of new employees. Subsequently, using methods of qualitative research strategy, I analyze my own data obtained for setting up a more efficient process of filling vacancies in the organization, which should contribute to the stabilization and development of the team.

Simultaneously the outputs of my work are not just recommendations. Also specific documents were developed for the Personnel books (listed in Appendix), set a new system of adaptation process and part of the proposed changes have already been implemented and evaluated as fruitful.

Keywords: *job analysis, job description, employee recruitment, employee selection methods, worker adaptation*