

ABSTRACT

Adaptation of employees is a process intended for all newly incoming employees in the organization, for their better orientation in the work environment, inclusion in the work team and rapid integration, acquisition of knowledge and skills for the position. The thesis is focused on improving the adaptation process of employees in a particular organization. The adaptation process of specific departments of a particular organization is analyzed and compared. Based on the acquired knowledge, a recommendation for improvement is proposed and improving the adaptation process.

The theoretical part defines the basic terminology of the theoretical basis, which is based on the study of professional literature. Explains the concept of adaptation, employee adaptation, types and phases of adaptation, forms and goals of the adaptation process. Describes human resource management tools that affect the adaptation process, i.e. recruitment, selection, hiring, employee training, employee care and labor relations, and employee evaluation. Finally, it describes the adaptation program and an effective tool for adaptation management – an adaptation plan, including a model of possible compilation of activities to create an individual adaptation plan.

The practical part deals with the analysis of the process and the content of the adaptation of the new employees in a particular organization. It analyzes the course of the adaptation process, education during the adaptation process and evaluation during and at the end of the adaptation process. The survey consists of controlled semi-structured interviews and a questionnaire survey. Based on the obtained, compared and evaluated data, recommendations are proposed for possible improvements and improvements to the existing adaptation process in the organization.

KEYWORDS

Human resources management, adaptation, targets of the adaptation process, the course of the adaptation process, adult education.