

ABSTRACT:

Human resource planning is an important part of the job of headmaster linked to an authorized employee for personnel work. The correct implementation of HR activity affects the entire operation of the school.

This thesis deals with personnel planning in the field of secondary education. It includes the theory, analysis of the current situation and proposals for school improvement to effective implementation of work activities. The outputs of this work can be used as a guide to the work of a novice recruiters or hiring manager.

They are based on a survey of directors and recruiter from secondary schools in the region of Usti nad Labem.

The contribution to HR planning is to improve the selection and development of the human potential for short-term and long-term success of the organization, creating a climate by motivating professionals to perform the assigned tasks.