

Abstract

This thesis analyzes selected issues of the hiring of employees. It is the connection between the uncodified branch of human resources and the labour law generally. This topic is close to everyone because every person sometimes finds himself during the life in the position of job applicant and chooses acceptable employment and also person is hiring by employers. It is necessary to know rights and responsibilities which everyone has to follow in the process of hiring of employees.

The procedure of hiring of employees can be understood from many aspects. If we want discuss it closely we must focus on one of them. These selected issues of the hiring of employees are methods of hiring and protection of personal data which is connected by employer with application of methods.

The thesis is composed of four main chapters. The first one focuses on legal regulation of this procedure. It includes national, international and european regulation. It defines issues which this thesis explains. The second chapter defines and describes the process of hiring of employees generally, what preceded, what it includes and which rules must be kept during the procedure. The following chapter discusses the methods of hiring and its function. It describes the most widely used and the most suitable one – curriculum vitae, job structured interview, assessment center, references and employment verification. It compares these one and presents advantages and disadvantages of its using. The last chapter shows questions about protection of personal data in connection with methods of hiring. It defines basic terms such as personal data, sensitive data, processing, collecting, saving and clearing data and controller of the file. At the same time this chapter subscribes function and rules of operating with data. This part includes the personal file and the responsibility of secrecy. Finally is point out two practice problems.

The purpose of this thesis is to describe issues connecting with the hiring of employees and suggest possible resolutions in the scope of legislative regulation.