

## **Abstract**

The aim of the thesis is to identify and systematize the process of recruiting and selecting employees for the position of machine mechanic in production. Attention is focused on general starting points in the field of filling jobs process, recruitment and selection of employees. Subsequently, the job position of a machine mechanic in production and its general competencies are defined. Then, the specifics of recruiting and selecting production machine mechanics are characterized, which are based on the starting points of recruiting and selecting employees, but at the same time reflect the specifics of the position of machine mechanics in production. The empirical investigation was conducted in the organization LEGO Production, s. r. o., and was implemented by analyzing the organization's documentation on the process of recruiting and selecting employees and subsequent semi-structured interviews with informants. The informants of the empirical investigation were superior workers who fill the job of machine mechanic to their teams. The areas of the process of obtaining employees for the job of machine mechanic, methods of obtaining employees for the job of machine mechanic, the process of selection for the job of machine mechanic and methods of selection for the job of machine mechanic are monitored. The results of the empirical investigation are compared with the theoretical starting points, available studies and created model of the acquisition and selection process of machine mechanics.

**Key words:** recruitment, recruitment process, recruitment methods, employee selection, employee selection process, employee selection methods, machine mechanic in production