

SUMMARY

Subject matter of the dissertation: Optimization of the work on the employment, selection and professional adaptation of the staff in an organization.

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Customer organization: “Gazenergonaladka”, ltd., Moscow.

Topicality of the research: In conditions of the market competition the effectiveness of the procedure of staff attraction and their subsequent adaptation has become one of the key factors defining the survival and economic standing of organizations.

The quality of the human resources, their contribution to the achievement of the goals of the organization, the quality of the goods produced or services provided and, so, the results of the work of the organization as a whole strongly depend on how efficient is the work on the employment, selection and adaptation of the staff.

Objective: is the study of the system of employment, selection, and professional adaptation of the staff of “Gazenergonaladka”, ltd., the determination of the ways of the improvement of its efficiency.

Tasks: to reveal the theoretical aspects of the staff policy and staff planning; to consider the theoretical foundations of the employment, selection and adaptation of the staff; to analyze the current system of the employment and selection, professional adaptation of the staff of “Gazenergonaladka”, Ltd.; to work out the recommendations on the improvement of the system of the employment and selection, professional adaptation of the staff in the organization under inspection.

Theoretical and practical significance of the research: is that it enables one to develop and closely examine the system of knowledge in the sphere of staff attraction and also of the factors influencing this process and measures needed for the functioning of the optimal system of the employment, selection and adaptation of the staff.

Practical significance of the research is in the elaboration of the recommendations allowing for the improvement of the work on the employment, selection and professional adaptation of the staff in the organization. The elaborated recommendations can be used in the practice of the similar organizations.

Result of the research: the work contains a complex study of the system of the employment, selection and professional adaptation of the staff of “Gazenergonaladka”, Ltd., that revealed the positive and negatives sides of the system. On the basis of the conducted research we have worked out the recommendations on the improvement of the system of the employment, selection and professional adaptation of the staff in the organization under study.

Recommendations: suggested in the work can be of use for “Gazenergonaladka”, Ltd. to improve the process of staff attraction and staff adaptation.

One can propose to develop the selection criteria for each job position and the Regulations on the staff selection; to regulate the time for decision making at each stage of the selection; to increase the number of the methods of candidates attraction using the candidates reserve; to introduce the collection of the candidate’s recommendations and introduce the system of a computerized test, to elaborate the system of the assessment of the results; to form staff selection committees and develop the methodology of interviews. It is proposed to create a regulated system of adaptation management. We have elaborated the document “The regulations on the staff adaptation; we have worked out detailed technology of the adaptation process; we have provided the necessary documentation for each stage of the process; the elaborated Regulations on adaptation considers the issues of the organization of mentorship.