Introducing the first employee to the job · What to record?

For: Paušalni obrt · Obrtnici · j.d.o.o. · d.o.o.

Practical business guidance · Reviewed: 2026-11-22

Applicability: According to the profile and circumstances of the described case.

Prepare the implementation schedule, verification certificates and a list of granted authorisations.

Record and working document

Ensure it is clear who the worker should contact in case of doubt or incident.

Do not allow workers without proper instructions to undertake risky tasks on their own.

Work example · Introducing the first employee to the job

Ensure it is clear who the worker should contact in case of doubt or incident.

Specific next steps

1. Ensure it is clear who the worker should contact in case of doubt or incident.
2. Do not allow workers without proper instructions to undertake risky tasks on their own.
3. By the end of the week, compile a list of questions and improve the following introduction.

Limits of application

For a Croatian employment relationship, in accordance with applicable regulations and the contract.

Sources

Ministry of Labour · Labour Law, Frequently Asked Questions

https://mrosp.gov.hr/pristup-informacijama-16/najcesca-pitanja-i-odgovori/zakon-o-radu/5698

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https://adriatrends.hr/poslovni-vodic/en/pitanja/praksa-prvi-radni-dan-mentor-dokazi