# Introducing the first employee to the job · How to approach it?

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

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

**Appoint a mentor, the first feasible task and the mandatory checks before working independently.**

## A starting point in practice

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

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

## 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. Prepare the implementation schedule, verification certificates and a list of granted authorisations.
2. Ensure it is clear who the worker should contact in case of doubt or incident.
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

## Original page

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