Introducing a new employee to the job · How to check this using an example?

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.

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

Checking by example

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

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

Work example · Introducing the first employee to the job

Keep a record of the induction schedule, verification certificates and a list of granted authorisations. Do not allow workers without appropriate instructions to undertake hazardous tasks on their own.

Specific next steps

1. Appoint a mentor, the first feasible task and the mandatory checks before working independently.
2. Prepare the implementation schedule, verification certificates and a list of granted authorisations.
3. Do not allow workers without proper instructions to undertake risky tasks on their own.

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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