What should you prepare before your first job?

For: Trading company · limited liability company · limited company

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Applicability: Preparation before the worker starts work

Plan the total cost, working time and the appropriate legal form of engagement.

Prepare the job and the employer's obligations.

Divide into four sections: contractual documentation, insurance registration, organisation and safety of work, and records. For each, appoint a responsible person and a document confirming that the task has been completed.

Alongside the legal steps, calculate the total monthly cost and the time required to bring it into operation. Also check any special status of the person or the role, for example permits or qualifications, if relevant.

How to prepare this in your business

Prepare the discussion with the accountant and relevant specialists with a job description, start date, schedule, location and overall budget. Such a description helps distinguish a general obligation from one arising from a specific job or a person's status.

For the first month, plan who will induct the worker, how instructions will be passed on and where task records will be kept. Timely administration and sound organisation of work should be carried out together; one does not replace the other.

Example of a control map

To begin work, prepare a folder containing the job description, the people responsible and proof of completed tasks. Maintain a separate financial projection so that you know whether the business can regularly meet its obligations.

Specific next steps

1. Describe the task and the expected outcome.
2. Calculate the total cost.
3. Check the contract, registrations and workplace protection.

Most common mistakes

• Limit employment to the agreed net amount only.

• To assume that the accountant automatically carries out all the employer's tasks.

Limits of application

This is an initial overview of the area, not an exhaustive list of all the employer's obligations for every job.

Sources

Single point of contact · employment legislation

https://psc.gov.hr/usluge/vodjenje-poslovanja/radno-zakonodavstvo/167

HZMO · application deadlines

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