

## Recruitment and employment of an employee -

Free training on the PFP Platform



**FREE WEBINAR**

# RECRUITMENT AND EMPLOYMENT OF AN EMPLOYEE - WHAT SHOULD YOU REMEMBER?

**October 17, 2024**

11:00– 13:00

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When employing a new employee, we must prepare a whole package of necessary documents. Of course, this is primarily about the employment contract. But not only that. You will need GDPR information, information on employment conditions, company regulations, provisions on equal treatment and - if necessary - also information on monitoring or sobriety testing. There are also obligations other than information - e.g. reporting the employee to ZUS, creating appropriate documentation, preliminary examination and initial occupational health and safety training. And if necessary, additional documents may also be useful - such as a form for parents or scope of duties or job description. So how do you not forget about anything important? This webinar not only reminds you of the

**responsibilities related to employing an employee, but also explains them - with particular emphasis on the most important or most problematic ones.**

Training date: October 17 from 11:00 a.m. to 1:00 p.m

Who is the training intended for?

- HR and payroll employees,
- company employees,
- HR department employees,
- entrepreneurs,
- people returning to the labor market,
- all people interested in developing their competences.

The webinar is free of charge and participants will receive a certificate of participation in the training.

Registration for training takes place via the training platform [of the Polish Entrepreneurship Foundation](#).

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