

When you're recruiting and hiring in a new country, you'll need to grapple with cultural nuances as well as employment laws. Polish employment law can seem complicated and confusing if you have never hired an employee in the country. However, Poland employment compliance and other EU countries' laws share some similarities.

If you plan to expand to Poland, you'll need to know these various labor laws to stay compliant. Globalization Partners is here to help. We'll use our already-established Poland PEO to meet all levels of compliance while hiring employees who will work for you.

## **Recruiting in Poland**

Understanding the cultural side of the recruitment process is essential, but it's just as important to have an understanding of the practical aspects of staffing in Poland. Utilizing the right recruitment channels can make all the difference when it comes to finding qualified local talent. Many companies source talent through the following channels:

- Social media: Social networks, particularly LinkedIn, are widely used by recruiters in Poland.
- Job boards: Unlike LinkedIn, job boards will allow you to directly reach a pool of candidates who are actively searching for new jobs. A balanced hiring approach in Poland will often utilize both job boards and social media.
- Newspapers: Newspapers have a relatively wide reader base in Poland, so it won't hurt to advertise positions in the classifieds as well.

## **Legal Compliance During the Process of Staffing in Poland**

Under Polish law, employers cannot discriminate on the basis of any of the following characteristics:

- Age
- Sex
- Race
- Religion
- Disability

- Trade union membership
- Nationality
- Political beliefs
- Ethnic origin
- Sexual orientation

Your responsibility as the employer begins during the recruitment process. To avoid legal compliance issues, don't ask questions about any protected characteristics in interviews, meetings, or even casual conversations with potential employees.

## How to Hire Employees in Poland

The best way to hire Poland employees is with an employment contract. The country requires an employer and employee to draft and sign a written contract prior to the employee's start date. Contracts must be written in Polish. Bilingual contracts are permitted, but the Polish version will be used for any interpretations. Employers also need specific statements and forms in addition to the contract to register with the proper authorities.

Employment contracts must include these items:

- Name of employer and employee
- Length of the contract
- Date it was signed
- Employment terms and conditions such as compensation, bonuses, type of work, place of work, and more

Employers must also provide employees with additional written information, including work hours, holidays, and applicable collective agreements within seven days of their start of employment.

## Poland Employment Compliance

Poland employment compliance includes multiple factors that begin with your employment

contract. Two types of employment contracts are available and differ based on length:

- Short-term contracts can consist of just a three-month probationary period.
- Fixed-term contracts are available for work up to 33 months but can be renewed up to three times. If the same parties enter into a fixed-term contract for a fourth consecutive time or the total period of employment in the contract exceeds 33 months, the contract automatically becomes an open-ended contract.

You must comply with the rules of the contract you choose. If you hire a Poland employee under a probationary period, you should outline the terms of that period in the employment contract. If the agreement does not include working hours, payment frequency, or annual leave entitlements, you'll need to inform the employee of these details in writing within seven days of the start of the contract.

## How to Onboard Employees

There is no standard process to onboard employees, so you should tailor the process for your company. Before your employee's first day, establish any training they will need and put it on their schedule for the first week. You can also create some workplace culture training modules or videos to get employees acclimated to your business environment.

## Benefits of Poland Hiring Outsourcing

Choosing Poland hiring outsourcing services from Globalization Partners brings a variety of benefits to your business. Instead of setting up a subsidiary before hiring employees, we make the process faster by using our established Poland PEO. We'll employ workers on your behalf who can work for you in a matter of days. Further, you won't have to worry about Poland employment compliance because we will shoulder the responsibility for you.

## Why Choose Globalization Partners?

If you are ready to expand to Poland, Globalization Partners is here to help you simplify the process. [Contact us today](#) to learn more about our services.