

Hiring A Guide

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But it takes more than just finding the right person. The guide can help you determine if you're ready to hire employees and how to go about the hiring process. A step-by-step process for hiring employees. When you're ready to hire employees, it's tempting to jump straight to posting job descriptions and interviewing candidates.

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This 5-minute training provides managers and HR staff with an helpful overview of what they need to know to hire people with disabilities using Schedule A. Documentation. In order to be eligible for employment through the Schedule A non-competitive process, documentation of the disability is required.

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Monster is your source for jobs and career opportunities. Search for jobs, read career advice from Monster's job experts, and find hiring and recruiting advice.

Establish a basic payroll structure to help you hire employees. Then, manage employees properly with a general understanding of state and federal labor laws.

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A great resource is *Create Your Own Employee Handbook: A Legal & Practical Guide*, by Lisa Guerin and Amy DelPo (Nolo). 12. Set up personnel files. For each employee you hire, create a file in which to keep job-related documents, such as job applications, employment offers, IRS Form W-4, performance evaluations, and sign-up forms for employee benefits.

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