



## Phoenix Business Journal: Employee Document Essentials: What Every Business Owner Should Know

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Hiring a new employee can be an arduous task. After sifting through applications, conducting interviews, and contacting an employee's references, employers can be eager to speed up any additional processes along once a potential new hire is selected. However, choosing who you want to employ is often the first step of many in order to be compliant with federal and state laws. Before officially adding anyone new to your team, work with your HR department to ensure, at a minimum, that the following policies and forms are distributed and filled out correctly.

1. Handbook
2. Specific Company Policies
3. Federal and State mandated paperwork

To read the full article, please visit [\*Phoenix Business Journal\*](#).

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