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| [your company name]Position Contract*Agreement to fulfill the accountabilities of the job* |
| Position Title: |
| [optional]Division/Department:  |
| [optional]Location:  |
| Reports to:Title: |
| Pay Rate:Probationary Period: (eg. 3 months)Performance Review Date: | Type of position:🞏 Full-time🞏 Part-time🞏 Contractor🞏 Apprentice🞏 Work experience | Hours of work:\_\_\_\_ / week |
| My duties and responsibilities in this position are:1. …
2. …
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| I will achieve the following results in this position:1. eg. Sales revenue of $X per annum
2. eg. Company expenses maintained within 5% of budget
3. …
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| I will meet these standards while working in this position:1. eg. Timesheets to be completed and submitted by <time/day> each week
2. eg. Telephone calls to be answered within 3 rings
3. eg. Customer queries to be responded to within X hours
4. …
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| I already have or will quickly develop the following knowledge, skills and abilities needed for this position:*
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| I have the following experience which is needed for this position:*
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| [optional] I will meet these other/special requirements for this position:*
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| I will follow our Policies and Procedures:* [eg. See company Operations Manual]
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| I will start work on / This Position Contract is effective from: [date] |
| * I have reviewed and understand this Position Contract.
* I commit to doing whatever it takes to be successful in this position.
* I recognise that my remuneration will reflect my success and the company’s success.
* I will always communicate honestly and openly with my employer and colleagues.
* I will ask for help when I need it.

Reviewed and agreed to by:Signature: Date:Name: [employee’s name]Position Title:  |
| Witnessed by:Signature: Date:Name: [owner’s or manager’s name]Position Title:  |