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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. … | | |
| 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. … | | |
| 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. … | | |
| I already have or will quickly develop the following knowledge, skills and abilities needed for this position: | | |
| I have the following experience which is needed for this position: | | |
| [optional] I will meet these other/special requirements for this position: | | |
| I will follow our Policies and Procedures:   * [eg. See company Operations Manual] | | |
| 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: | | |