

**[YOUR COMPANY NAME] Job Description**

Dear Employee,

[YOUR COMPANY NAME] is dedicated to providing the best possible working environment to its staff and best possible rehabilitative care to its patients. In order to achieve both goals it is paramount that you, as an employee, make a strong commitment to your fellow team members.

Once your decision is made you must show evidence of your commitment through sound action and behavior, because if you don't, your commitment will be in serious question. It is easy to proclaim commitment but until it is demonstrated you will not earn your teams admiration and respect.

Read each statement and if you agree, check it off and finally sign at the bottom of the page.

**I will do whatever it takes to help our team succeed (regardless of my title).**

I will NEVER judge someone by their mistake but how they RESPOND to their mistake.  
I will accept constructive criticism without getting defensive, offended, or combative.  
If I make a mistake I will always apologize and make up doubly for it to those I burdened.  
I will be accountable by ALWAYS doing what I say.

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I will do my best to be here because I know the team is relying on me.  
I will strive to learn how to be the best I can in my position.  
I will take initiative and be the first to get the job done.

I will represent the team well by dressing professionally.  
**I will represent the team well by NEVER complaining in front of others.**  
I will represent the team well by behaving amiably.  
**I will represent the team well by upholding authority in my position.**

I will fulfill my duties of self care because it starts with me.  
**I will fulfill my duties of staff care because that is our mission and I can't get it done alone.**  
**I will fulfill my duties of patient care because that is our purpose and the reason why we're here.**  
I will fulfill my duties of facility care because it is an extension of me while here.

I will hold the team accountable by confronting any breach by a fellow member.  
I will expect others to uphold the principles that we share.

I will encourage the team by communicating regularly.  
I will encourage the team by always listening first.  
I will be a good example for others to follow.  
I will be understanding with my fellow team members.

I will help our team be more effective and better.

I will help our team grow by promoting our services to family and friends.  
I will help our team grow by actively promoting our internal marketing programs.

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_  
Employee Signature Date

Welcome to the [COMPANY NAME] team. We look forward to working and growing with you.

Sincerely,  
[OWNER NAME]