The first step in the employee selection process is to ask the potential employee to read and sign the Performance Standards agreement even before completing the employment application.

**APPLICATION PROCESS**

Application process includes a signed agreement and commitment to the standards and values of the organization.

**PERFORMANCE STANDARDS**

A set of performance standards has been developed by the employees of ___________________________ to establish specific behaviors that all employees are expected to practice while on duty.

By incorporating these standards as a measure of overall work performance, ___________________________ makes it clear that employees are expected to adhere to and practice the standards of performance outlined in the Standards of Performance handbook.

I have read and understand the Standards of Performance handbook and I agree to comply with and practice the standards outlined within.

_____________________________  __________________________
SIGNATURE OF APPLICANT  DATE