Dependability

...showing that you are a reliable worker who does good work.

You are dependable when you...

- show you have a desire to work
- come to work on time
- are organized and pay attention to quality
- complete tasks that you said you would
- are accountable for your actions
- don't blame others
- don't miss a lot of time from work.

NEED MORE? Visit the ALIS website at **alis.alberta.ca/publications.**

- For more information about being a reliable worker, see the publication **Job Smart: Tips for staying employed.**

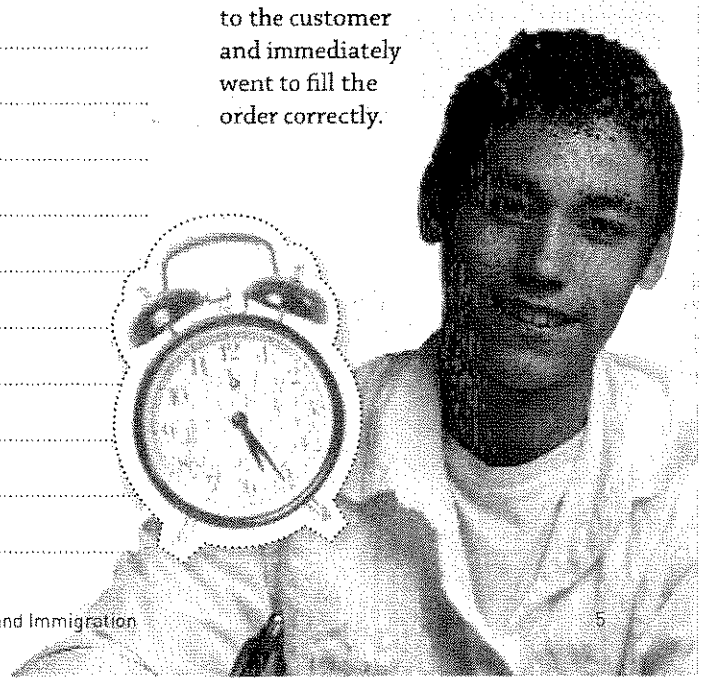
Find this resource online or see the Resource section for more information.

My Examples:

Workability Attitudes

There are several attitudes that lead to success on the job. Decide which workability attitudes you have and which ones may need a little fine tuning.

What is an attitude?

An attitude is a way of thinking or feeling about a person, thing or task.

Nathan works as a parts technician in a warehouse for a busy farm machinery business. His job is to process requests for parts and make sure that all the computerized records are up to date. He also unpacks, sorts and prices incoming stock. Nathan is punctual, pays attention to detail and keeps things organized and tidy. One afternoon Nathan overheard a customer yelling at his co-worker for a mix-up in his order. Nathan realized that he had actually made the error. He politely interrupted the conversation to explain that he had made the mistake, then apologized to the customer and immediately went to fill the order correctly.