

Reliability

When trying to find a job, understanding what employers are looking for is important. This will help you when applying for a job, in an interview and when actually working. Reliability is important to employers as it means they can depend on you to get the job done.

Being reliable means:

- Having good attendance
- Being punctual
- Taking responsibility
- Meeting deadlines
- Always letting someone know if you can't make it

Activity

Thinking about these skills, firstly rate how well you think you are currently at each one. You should rate yourself out of five (1 being the lowest, 5 being the highest).

Secondly write down what you think you can do to get better at them. For example, if you are not good at being punctual, you could try setting an alarm earlier than needed or planning out your day in advance with specific time slots for activities).

Reliability skill	How good am I currently? (out of 5)	What could I do to get better?
Having good attendance		
Being punctual		
Taking responsibility		
Meeting deadlines		
Always letting someone know if you can't make it		