

WORKPLACE WRITING PROMPT - #6

TOPIC: Dependability in the Workplace

QUESTION: Write an informational essay telling what it means to be dependable and describe ways to be more dependable at work. Why is it important to be a dependable employee?

DIRECTIONS:

1. Read the following texts:
 - How to Be Dependable
 - Employee Appraisal Phrases: Reliability, Dependability, Integrity
2. As you read the texts, think about details from the texts you might want to use in your essay. You might highlight key points and ideas.
3. After reading the texts, create a plan for your essay. Think about ideas, facts, definitions, details, and other information or examples you may want to use.
4. Write a 5 paragraph essay with an introduction, 3 body paragraphs, and a conclusion. Each paragraph should contain 3-6 sentences. Follow this outline:
 - **Introduction paragraph #1** – Introduce the topic clearly and provide a focus. Explain what the essay will be about. Turn the topic question into a statement.
 - **Paragraph #2** – Describe what dependability is and give examples of it. Discuss how it is a life skill that transfers to work.
 - **Paragraph #3** – Discuss why dependability is essential in the workplace. Give an example of how dependability affects employment.
 - **Paragraph #4** – Discuss some ways to improve dependability. Tell of some things can you use to be more dependable.
 - **Conclusion paragraph #5** – Provide a summary of the information just provided.
5. Be sure to use correct sentence structure, grammar, punctuation, and spelling. Use clear language and vocabulary. Use appropriate and varied transitions to create cohesion. Be sure to use information and details from the texts. Be sure to use your own words.

How to Be Dependable

If you become a person that people depend upon, or rely on, then you will find a sense of accomplishment and feel much more independent. People will respect you more and see you as someone who is ready and able to help, and that's one of life's greatest achievements. Become more dependable by doing the following things.

1

Show that you are *capable of being depended on; worthy of trust*, example:"a dependable employee does good work and is good at being on time..."^[1]

2

Keep your promises. Do what you said you would and do it as much as is needed. Promises, once spoken aloud, can be thought of as pacts you make with the universe. When you do not uphold your end of the bargain, the other party is less likely to turn to you or count on you in the future. You lose your credibility, reliability, and integrity when you break a promise.

- If you are one of those people who impulsively makes promises before fully considering the ramifications, try this: never agree to do anything until you have made sure you understand the request, have a plan in place to reach the desired outcome, and have the necessary resources at your disposal.^[2]
- Fulfill your duties without excuses. If you cannot do exactly as you stated, then have reasons -- but first, help with making other arrangements, make amends, apologize... if that's appropriate.
- Never neglect or shrug off your part, becoming lax or slack. You will regret it in the future as the people who thought they were your friends will look elsewhere for favours.
- Use electronic reminders, such as on your phone's calendar; so you do not forget your commitments and appointments. Say and mean it: "I will remember" -- possibly, use a day planner book.

3

Be consistently punctual. Showing up when you say you will or when you're supposed to can earn you great marks towards dependability. However, according to research approximately 1 in 5 people are consistently late, and overcoming chronic lateness is not an easy habit to break.^[3]

4

Be there: on the spot, *w-h-e-r-e* you said you would be, and:

- Consider maintaining an appointment card or schedule book or electronic device with reminders to help being on time.
- Schedule events realistically without underestimating the amount of time tasks and events will take
- Give yourself more than enough 'buffer' time for traveling, things you've forgotten, etc.
- Get ready and organized early so that you will be prompt.
- Plan all details of doing a good job.
- Write a list and fill it if you need tools, materials, supplies, etc.
- Make a schedule so you can be on time.
- Be okay with down time. People who arrive early may spend some time waiting on events to start. Bring along other work or something to read to make productive use of down time.

5

Be trustworthy. Being trustworthy implies that others have confidence in you. Trustworthiness is built on the opinions of others, and a reputation takes time to build. However, by working on other aspects of reliability, such as punctuality, keeping promises, not telling secrets, and consistently doing good work you can build a reputation of trustworthiness.^{[4][5]}

6

Be honest. Truthfulness is an incredibly important human value. When others expect the truth from you, they trust you and find you dependable. Sometimes, telling the truth can be hard. It may even hurt others' feelings. However, if you use tact when delivering even harsh honesty, others will know they can count on you to be candid.

- The best way to maintain honesty is to live a life doing things that you are proud of. When you portray integrity in your everyday behaviors, you are less likely to need to lie to cover up a behavior.^[6]

7

Be faithful. If someone confides in you, then it ends with you. Avoid gossip, and spreading unfounded rumors. Build up rather than cutting down your team members.

8

Be responsible for what you do. Be alert, doing duties well. Responsibility can be a very difficult skill to master, but once learned, will earn you much respect from others. Responsibility involves acknowledging how your actions affected others, owning up to your mistakes, and practicing what you preach.^[7]

9

Be steady, steadfast, and steady-going so that leaves out being an unorganized, messy, "never do well" as a professional of any kind.

- Practice responsibility by weighing the pros and cons of your choices (especially those that may affect others), using mistakes for growth, and accepting your role in a bad decision or outcome rather than trying to justify it.
- If you are a professional, you will need to prove yourself by becoming a dependable consultant, independent contractor, business owner or employee who is able to do the job very well.

Understand what dependable is. Dependable means capable of being depended on; worthy of trust, example: "A dependable employee does good work and is good at being on time..." Synonyms for dependable include steadfast, trustworthy, reliable, consistent, and stable.^[8]

Know what dependable is not. Despite dependable being relatively easy to define, many people often confuse it with being a pushover, a doormat or a "yes" man. Being dependable does not equate to these labels. Dependable people follow through on their word and produce consistent results time and time again. It is not necessarily true that they allow others to walk all over them or are afraid to speak up for themselves.^[9]

Sources and Citations

1. ↑ Definition of "Dependable"
2. ↑ <https://www.linkedin.com/pulse/20130528022734-36052017-you-must-do-this-to-keep-your-promises-especially-when-you-can-t-fulfill-them>
3. ↑ <http://www.fastcompany.com/3025074/work-smart/4-habits-of-punctual-people>
4. ↑ <http://www.hope.edu/academic/education/wessman/2block/brainkeys/trust.htm>
5. ↑ <http://rickwarren.org/devotional/english/here-s-how-to-become-a-trustworthy-person>
6. ↑ <http://www.erinpavlina.com/blog/2006/04/how-to-be-honest-all-the-time/>
7. ↑ <http://extension.arizona.edu/sites/extension.arizona.edu/files/pubs/az1037.pdf>
8. ↑ Definition of "Dependable"
9. ↑ <http://mashable.com/2011/07/22/dependability-business/#JUSXj2zvrEqc>

Employee Appraisal Phrases: Reliability, Dependability, Integrity

By Ken Lloyd from Performance Appraisals and Phrases For Dummies

Common themes in performance appraisals focus on employee attitudes such as reliability, dependability, and integrity. Overarching positive comments about super attitudes provide no information regarding behaviors for an employee to continue, while overarching negative comments about terrible attitudes provide no information regarding behaviors for the employee to eliminate.

When providing feedback in reliability, dependability, and integrity, keep in mind that as an employee improves his or her performance, then individual attitudes improve as well.

Reliability and Dependability

Exceptional: Consistently exceeds expectations

- Displays exceptional performance day after day
- Keeps his word under all circumstances
- Regardless of the situation, will do everything possible to make sure that her performance is steady and strong
- Is unstoppable by obstacles, pressures, and demands that would justifiably derail others

Excellent: Frequently exceeds expectations

- Can be counted on to give 110 percent under all circumstances
- Keeps his commitments and works with fellow employees to help them keep theirs
- Automatically works extra hours if that's what it takes to get the job done right

Fully competent: Meets expectations

- Can be counted upon for steady performance
- Demonstrates consistently solid performance in all aspects of her work
- Handles projects conscientiously from start to finish

Marginal: Occasionally fails to meet expectations

- Demands reliability from others, but not from himself
- Has energy, drive, and performance levels that are inconsistent and unpredictable
- Talks about deliverables, but does not consistently deliver

Unsatisfactory: Consistently fails to meet expectations

- Disappoints employees who depend on her
- Makes promises that he doesn't keep
- Guarantees that deadlines will be met, but consistently misses them

Integrity

Exceptional: Consistently exceeds expectations

- Maintains the highest standards of personal integrity
- Displays exemplary behavior in every aspect of his work
- Is highly regarded for her integrity both within and outside the company
- Is a true embodiment of the company's values regarding integrity
- Sets the high-water mark for integrity
- Identifies the most worthy steps and then takes them
- When given a choice, always opts for the reputable route
- Finds and implements the sterling way to handle any ethically challenging situation

Excellent: Frequently exceeds expectations

- Sets very high personal standards of integrity, which his employees emulate
- Will not consider less-than-honorable plans, strategies, or behaviors
- Consistently engages in meritorious behavior
- Can be counted upon to act honorably in all situations
- Builds a climate of integrity in her department
- Demonstrates the highest levels of integrity in all dealings with employees
- Handles all dealings with his customers with the highest levels of integrity
- Has a strong sense of integrity that underlies dealings with vendors

Fully competent: Meets expectations

- Is well-intentioned in all her workplace behaviors
- Consistently takes the high road
- Appropriately counsels employees who engage in disingenuous behaviors
- Has a strong sense of right and wrong, and consistently strives to do what's right
- Maintains high standards of integrity across his department
- Makes decisions that consistently reflect her strong commitment to acting reputably
- Quickly dismisses less-than-exemplary options

Marginal: Occasionally fails to meet expectations

- Lets expedience trump integrity
- Sets integrity aside when pursuing his goals
- Rationalizes her less-than-meritorious behaviors
- Does not rank integrity particularly high on his list of priorities
- Always expects integrity from others, but doesn't always display it herself
- Intermittently demonstrates acceptable levels of integrity
- Has had several recent lapses in integrity

Unsatisfactory: Consistently fails to meet expectations

- Violates company standards and expectations regarding employee integrity
- Has put the company at risk with his untoward actions
- Engages in underhanded behaviors
- Has taken actions that have caused his employees to question his integrity
- Has generated complaints from customers because of issues with his integrity
- Has been the cause of concern from vendors because of her integrity
- Has cost the company customers and money because of his disingenuous behavior