

## JobTIPS



### KEY POINTS - Be Reliable

#### **What does it mean to be a reliable team member?**

1. You complete your tasks accurately, or to the best of your ability.
2. You complete your tasks on time.
3. You attend any team meetings as scheduled.
4. You arrive for any team meetings on time and don't leave early.
5. You stay in contact with your team members (i.e. by email, in person, by phone).
6. You offer to help others sometimes when it is clear that they need it.
7. You ask for help when you need it.