

Your Personal Career File

A checklist for protecting your career story before you ever need to — and rebuilding it if the door has already closed.

THE ONE RULE TO REMEMBER

If it is about you, keep a record of it. If it belongs to the company or its clients, leave it.

KEEP THESE NOW

- ☐ **Offer, promotion, and title-change letters.** Save your own copy each time.
- ☐ **Exact formal names of every role and appointment.** Committees, task forces, practice groups, special assignments. Use the record table on page 2.
- ☐ **Start and end dates.** Month and year for every title and appointment.
- ☐ **Performance reviews.** Save a copy the day you receive it.
- ☐ **Awards and recognition.** Name of the award, who gave it, and when.
- ☐ **Pay and benefits records.** Pay stubs, W-2s, bonus letters, and a benefits summary.
- ☐ **Licenses, certifications, and training.** Certificates and continuing education. Attorneys: your own CLE and bar records.
- ☐ **Reference contacts.** Personal email or LinkedIn for colleagues, mentors, and leaders.
- ☐ **An up-to-date LinkedIn profile.** It is a public record of your history that no one can switch off.

YOUR MONTHLY 10-MINUTE HABIT

- ☐ **Write down what you accomplished this month.** In your own words, from memory.
- ☐ **Attach a number to each win.** Revenue, savings, cases, deadlines, people trained, turnaround time.
- ☐ **Note anything new.** A new title, appointment, project, or skill.
- ☐ **Save it somewhere personal.** Your own computer or cloud account, never a work device.

NEVER DO THESE

- ☒ **Forward company documents to personal email.** Client files, reports, decks, and spreadsheets stay put.
- ☒ **Bulk-download files on your way out.** Many companies monitor for this, and it can cost you severance.
- ☒ **Keep personal files on a work device.** Resume drafts, photos, and your job search go with the laptop.
- ☒ **Run your job search on company systems.** Use your own phone, email, and time.

IF IT HAS ALREADY HAPPENED

- ☐ **Request your personnel file and performance reviews.** Rights vary by state, so ask HR in writing.
- ☐ **Ask for a letter confirming your titles and dates.** This helps with applications and background checks.
- ☐ **Read the severance agreement before signing.** Consider an employment attorney review. If you are 40 or older, federal law generally gives you at least 21 days to consider it (45 in a group layoff).
- ☐ **Rebuild from what you have.** LinkedIn, your personal calendar and email, your own notes, and former colleagues.
- ☐ **Use clear, honest language for any title you cannot confirm.** What you did and the results you delivered matter most.

YOUR ROLE RECORD

Fill this in once, then add to it every time something changes.

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Lost access and not sure how to tell your story without it?

That is exactly the work I do — career strategy and storytelling, built from you rather than a company file server.

Book a complimentary discovery call at thomascareerconsulting.com/contact-mindy-thomas.

This checklist is general career guidance, not legal advice. For questions about agreements or employment rights, consult an employment attorney.