



Information to Keep Track of Before Leaving a Company

TLDR: Keep your position descriptions, metrics around your performance and your team's performance, a list of the tools/systems you used during your tenure, and a few stories about the work you enjoyed the most that had the most substantial business outcomes.



Baseline Details About the Company

The goal is to be able to clearly articulate what your company does, to someone new to the business.

Overall company function, industries served, most well known products or services, ballpark revenues, # of employees, # of corporate locations around the world, and ticker symbol if the company publicly traded.



Division or Line of Business you Work Within

No one can hide from an org chart. Being able to clearly articulate where you fit in a large and complex business can save everyone time in understanding your role and contributions.



Title of your Manager and the Functions of your Peers

The goal is to help the audience understand where you fit on the team, and where the handoffs are from an operational perspective.



Titles and Roles you've Held with Dates

The titles you've held, & the dates you served in each role including position descriptions for all of your roles/various promotions. The goal is to demonstrate your progression, helping the audience understand the your additional responsibilities, & the expanded scope of your role over time.



Information on your Direct Reports

The titles, functions, and measures of success of your direct reports. The goal is to be able to demonstrate the work you oversee, and how you think about performance management. Bonus: If you can keep track of how your individual team members performed over time, you can demonstrate the outcomes of your leadership over time.

How your Success is Measured

The goal here is to demonstrate how you think about your own performance management, and communicate to the audience the formats you operate successfully within.

KPIs, OKRs, SLAs – AND your actual outcomes over time. We want to be able to demonstrate the return on investment you generated in each of your positions.

Tools of your Trade

It pays to advertise. The goal here is to list out the brands names of the tools/systems that you use in your work.

This can be a piece of software, a scripting language, an operating methodology, or even a core functional skill aligned to a tool/product/system. These keywords will be relevant keywords to find you on LinkedIn, Indeed, and in an ATS, based on your skills.

Your Most Proud Accomplishments

We want to be able to tell a story about each of your major accomplishments and professional milestones with the company. Ideally two or three prominent achievements per title and role you've held. Bonus: If you align the work you do well, and the work you love, the chances people recognize you for the work you love will increase.