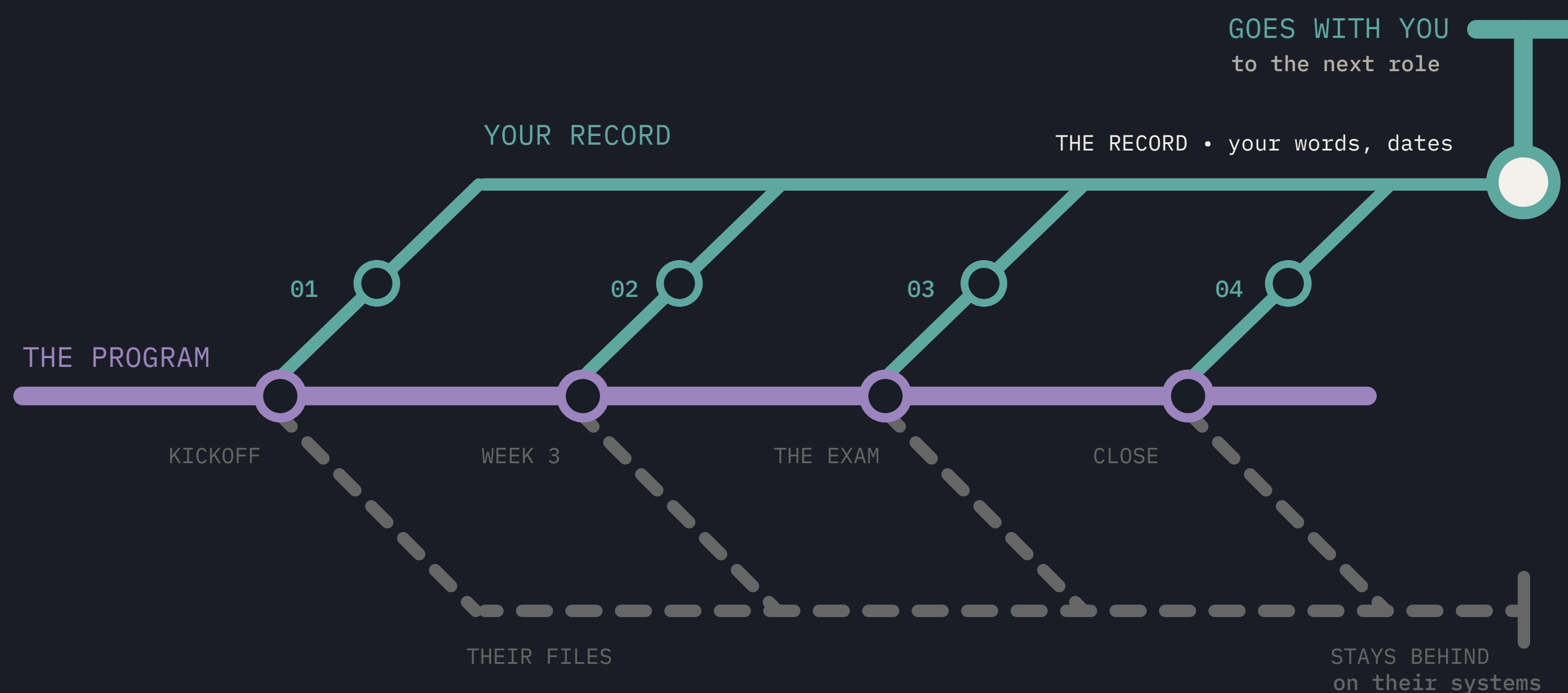


Their files stay. Your record goes with you.

One program, two lines out of it, and only one of them leaves the building with you.



THEIR FILES

- A CLIENT AND VENDOR NAMES
- B THE TRACKER AND THE DECKS
- C THEIR SYSTEM'S EXACT COUNT
- D ANYTHING MARKED CONFIDENTIAL

YOUR RECORD

- 01 THE DATE, TO THE WEEK
- 02 THE DECISION AND THE REASON
- 03 THE NUMBER, ROUNDED
- 04 IN YOUR OWN WORDS

If you'd say it out loud in an interview, **it goes in the record.**

SOURCE: "THEIR FILES STAY. YOUR RECORD GOES WITH YOU."

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General guidance, not legal advice.