

HOW TO NAVIGATE ADMINISTRATIVE RESPONSIBILITIES (CV MANAGEMENT)

TARGET AUDIENCE: FHS DB USER (FACULTY)

Updated April 27, 2023

LOGIN

Login to the system using your MacID/password or local login.

If you have any questions about how to login, refer to this user guide on our website [How to Login to FHS DB](#)

OVERVIEW

This section is in the McMaster CV. Any administrative responsibilities such as committees, working groups and task forces should be listed here.

BEST PRACTICE

This section should not be used to duplicate activities from other sections such as employment history or educational contributions. Activities can be sub-categorized by Department, Faculty, University, Hospital or External. Dates and member or chair details should be included in entries. If the role is something other than member or chair, additional role details can be added. Entries should be kept brief.

Questions regarding content placement can be directed to your department [Academic Coordinator](#).

EXAMPLES

Faculty

2021 Member, MacFACTS Working Group Project, FHS

Hospital

2020 - present Chair, Death Review Committee, Juravinski Hospital

ADMINISTRATIVE RESPONSIBILITIES INSTRUCTIONS

LOCATING SECTION

Login to FHS DB and navigate to the CV Management menu on the left. Select Administrative Responsibilities.

CV Menu options

Welcome to your CV Management page!
Please navigate to the menu options on the left panel to view your CV data.

Any entries that may need more details will be displayed below in the CV alerts. Click the hyperlink to view those entries.

To view and download you CV click the View CV button below. Toggle the Show Details switch to view more details CV.

View CV no

CV Alerts

There are no items for review at this time.

FEATURES

The section will be displayed upon selection. Users can sort and search within the section as well as add, edit, and delete entries.

Administrative Responsibilities + Add

Showing 1 to 2 of 2 entries Filter

Scope	Role	Committee Name	Institution / Organization	Start Date	End Date	Highlight
Faculty	Member	MacFACTS Working Group Project	FHS	2021	2021	
Hospital	Chair	Death review Committee	Juravinski	2020	present	

Show entries Previous **1** Next

DATA ENTRY FORM

The form contains prompts for users showing fields that are mandatory and information for subheadings as well as the option to choose an end date or indicate that the activity is still ongoing. **Dynamic fields will allow users to type in their entries and have a selection of previously defined values. If no matches appear, details can be added in as new entries.**

Create Administrative Responsibility ✕

Fields with * are required.

Scope* **Administrative Responsibility Role***

Committee Name / Role Details* **Mandatory fields**

Institution / Organization* **Dynamic field**

Start Date* / **End Date*** /

present **Unchecking "present" will enable the End Date**

Highlights

Save when completed

NEED SUPPORT?

All FHS DB User Guides can be found on the [FHS DB website](#)