

HOW TO NAVIGATE EMPLOYMENT HISTORY (CV MANAGEMENT)

TARGET AUDIENCE: FHS DB USER (FACULTY)

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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 and can be used to list your employment history except for your McMaster faculty appointments. These will appear in the McMaster University Appointment section and will be uploaded from Mosaic. Subheadings are used in this section to separate the types of employment activities.

BEST PRACTICE

This section should not be used to duplicate activities from other sections. Each listing should include start and end dates, geographical locations, titles, and institutions.

Academic: Include all positions held at McMaster as well as any faculty positions held at other academic institutions.

Clinical: While not specifically in the guidelines, clinical faculty should provide a history of clinical employment

Training: Any positions held while in training to be a doctor or specialist. i.e., residency, internships, etc.

Administrative, Consultations and Other: if applicable

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

EXAMPLES:

Academic

2017 – present Adjunct Professor, Lakehead University, Thunder Bay, Ontario

Administrative

2016 – 2019 Director, Clinical Research Program, St. Joseph’s Healthcare, Hamilton

Training

2005 Residency, Internal Medicine, McGill University, Montreal, Quebec

OTHER RESPONSIBILITIES INSTRUCTIONS

LOCATING SECTION

Login to FHS DB and navigate to the CV Management menu on the left. Select Employment History.

FEATURES

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

Employment History											Add
Type	Title	Institution	Dept	Faculty	Country	Province	City	Start Date	End Date	Highlight	
Clinical	Active Staff, HHS	General Hospital			Canada	Ontario	Hamilton	2002	present		
Academic	Program Director, Gastroenterology Training Program	McMaster University		Faculty of Health Sciences	Canada	Ontario	Hamilton	2010 Jul	present		
Training	Fellow, Cross-sectional Imaging	University of Toronto			Canada	Ontario	Toronto	2003	2004		

Showing 1 to 3 of 3 entries

Filter:

Show 25 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.**

The screenshot shows a web form titled "Create Employment History" with a close button (X) in the top right corner. Below the title, a note states "Fields with * are required." The form contains several input fields and dropdown menus:

- Type of Employment***: A dropdown menu with "--Select--" selected.
- Country***: A dropdown menu.
- Title / Position***: A text input field.
- Province / State***: A dropdown menu.
- Institution / Organization***: A text input field.
- City***: A text input field.
- Department**: A text input field.
- Faculty / School**: A text input field.
- Start Date***: A date input field with a dropdown for the year (displaying "yyyy") and a slash separator.
- End Date***: A date input field with a dropdown for the year (displaying "yyyy") and a slash separator.
- present**: A checkbox that is currently unchecked.
- Highlights**: A dropdown menu with "--Select--" selected.

Callout boxes with red arrows point to specific fields:

- Mandatory fields**: Points to "Type of Employment*", "Country*", "Title / Position*", "Province / State*", "Institution / Organization*", and "City*".
- Dynamic fields**: Points to "Department" and "Faculty / School".
- Unchecking "present" will enable the End Date**: Points to the "present" checkbox.
- Save when completed**: Points to the "Save" and "Back" buttons at the bottom right.

NEED SUPPORT?

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