HOW TO NAVIGATE HONOURS AND AWARDS (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 honours and awards not captured in other sections of the CV can be included.

BEST PRACTICE

This section should not be used to duplicate research funding. It could include Order of Canada, scholarships, honourary fellowships or scientific awards. Prestigious titles which may or may not have funding attached belong in this section. Funds awarded for academic activities that don't carry a direct expectation of academic output are listed here as well.

Questions regarding content placement can be directed to your department Academic Coordinator.

EXAMPLES

2016 - 2020	McMaster University, University Scholar (includes a research award of $10,000 per year
2015	Canadian Chamber of Commerce, Award of Distinction

ADMINISTRATIVE RESPONSIBILITIES INSTRUCTIONS

LOCATING SECTION

Login to FHS DB and navigate to the CV Management menu on the left. Select Honours and Awards.
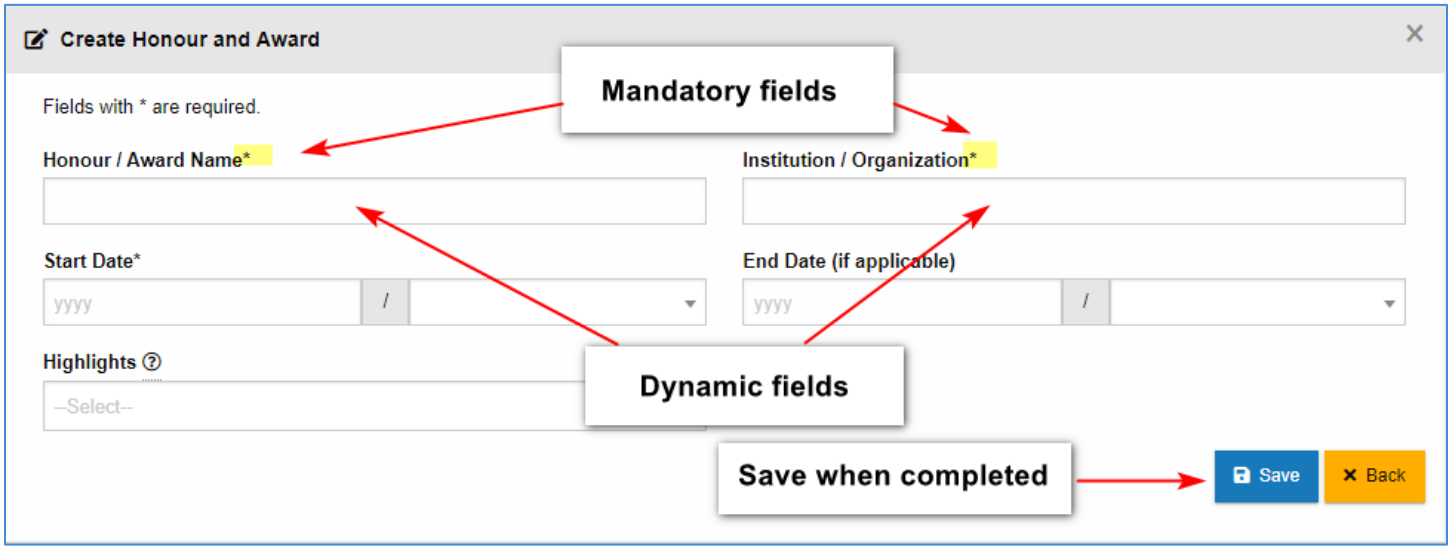
FEATURES

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

DATA ENTRY FORM

The form contains prompts for users showing fields that are mandatory. **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.**

NEED SUPPORT?

All FHS DB User Guides can be found on the FHS DB website