

HOW TO NAVIGATE OTHER 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. It is generally left blank but can be utilized for other relevant responsibilities that aren't included in any other CV section.

BEST PRACTICE

This section should not be used to duplicate activities from other sections. If there is a section that would be more suitable for the item, it should be placed there.

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

EXAMPLES:

- | | | |
|-----------------------------|----------------|---|
| a. Clinical/Health Services | | |
| | 2017 – present | Volunteer, camp for bereaved children, Toronto, Ontario |
| | 2016 – 2019 | Volunteer Physician, Camp Huronda for children with Type 1 diabetes |
| b. Administration | | |
| | 2005 | Developed phone scripts for Urgent Care at Juravinski Hospital |
| c. Research | | |
| | 2001 | Research Day Poster Judge, Medical Sciences, FHS |

OTHER RESPONSIBILITIES INSTRUCTIONS

LOCATING SECTION

Login to FHS DB and navigate to the CV Management menu on the left. Select Other 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](#) Show Details 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.

Other Responsibilities Add

Showing 1 to 3 of 3 entries Filter

Contribution Area	Details	Start Date	End Date	Highlight	
Administration	Member, Children's Hospital Toy Drive	2015 Dec	2020 Dec		
Research	High School Research Club Poster Judge	2013 Apr	present	Research	
Education	Participation in coaching of Academic coaches for PGME	2021 Jul	present	Teaching	


Show entries Previous **1** Next

DATA ENTRY FORM


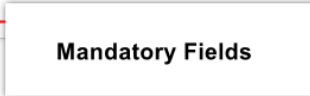
The form contains prompts for users showing fields that are mandatory and information for subheadings as well as the option to choose an end date or indicate that the activity is still ongoing.

Create Other Responsibility

Fields with * are required.

Contribution Area* 

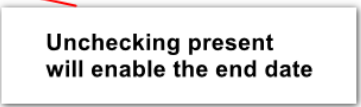
--Select--


Details*  

Max. 200 characters (200 remaining)



Start Date* **End Date**

yyyy / yyyy /

present 

Highlights 

--Select--

Save when completed  

NEED SUPPORT?

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