

# HOW TO NAVIGATE AND CREATE YOUR CV IN FHS-DB CV BUILDER

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TARGET AUDIENCE: FACULTY

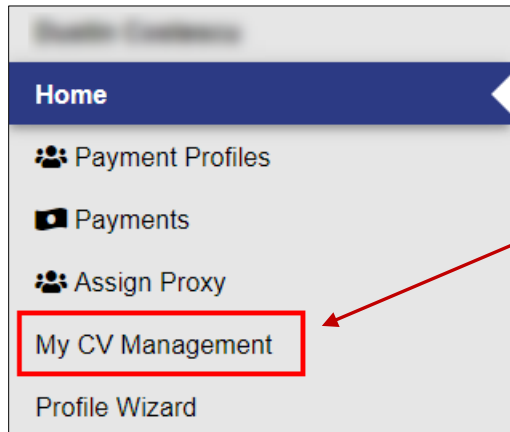
Updated October 6, 2024

## LOGIN TO FHS DB

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

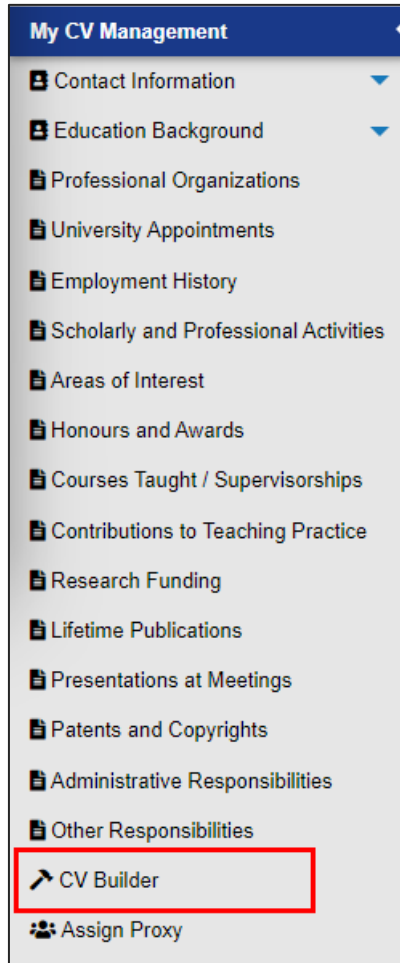
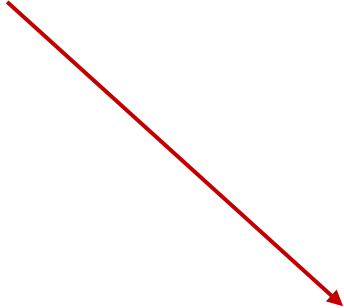
## OVERVIEW

## NAVIGATE CV BUILDER

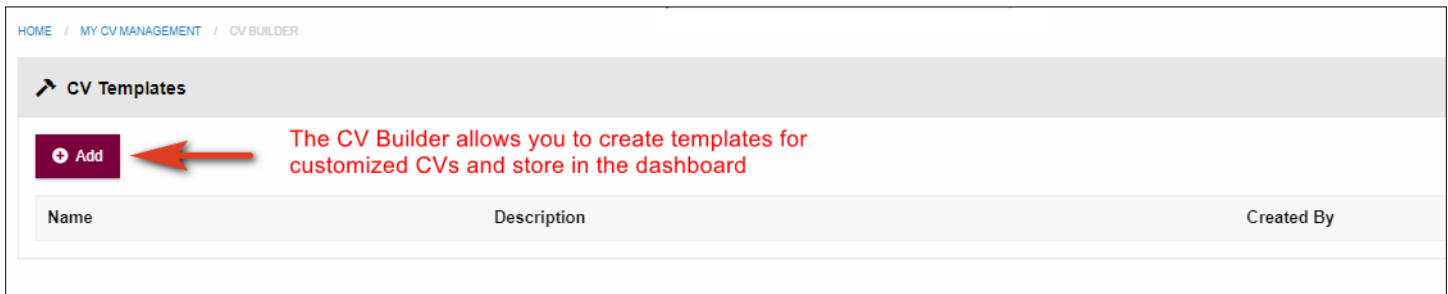


Navigate to **"My CV Management"** on the left sidebar menu.

Clicking on “My CV Management” will display all CV sections available and the **CV Builder** option at the bottom.



When you choose the CV Builder option from your menu, the CV templates dashboard will be displayed. This is where you can add a new template or use a template you already created and saved.



Click on the Add button to create a new CV template. This will bring up your CV Builder to create a template.

**1** Add a template name and description for reference. This will be seen in your CV Builder Dashboard for future reference

**2** CV Options available to apply to template

**3** Choose CV sections from the list and click or drag to the selected column

**4** Preview your CV with the options and sections you have chosen - Save if satisfied with template

Preview your CV with the options and sections you have chosen

Save template or exit from CV Builder and return to Template Dashboard

1. Name your template and provide some context. This will be stored in your CV Template list. You can view the CV, edit or delete the template from this list.

**Templates and descriptions are listed**

**View the CV, edit or delete the template by choosing an icon next to the template in the list**

Name	Description	Created By
Leadership Activities	This CV lists leadership activity in the last five years at McMaster and elsewhere.	[User Name]
Research CV	This CV details my research during my career.	[User Name]
Three year CV	This CV shows the last three years of activity, including teaching in FHS.	[User Name]
Prior Career Activities	This CV focuses on any career and teaching activities prior to becoming faculty member at McMaster.	[User Name]

2. You can apply CV options to customize your template. These options will make your CV unique.
  - a. Preamble Text – users have the option of adding a paragraph to display at the top of your CV, with up to 500 characters.

**Preamble Text**

In the last three years, my focus has been on undergraduate teaching in FHS and contributions to teaching practice, allowing me to create new curriculum to be used in various undergrad programs. In addition to this, I have been a member of several committees within my department and faculty.

Max. 500 characters (208 remaining)

*Paragraph to display at top of CV.*

- b. Detail Level – users have the option to show detailed yearly teaching of roles within programs within FHS, or the summary of roles with a date range.

**Detail Level**

Detailed

Summary

*The detail level refers to the output of the teaching sections. Details from every year will be displayed under the roles if detailed is chosen. Summary will sum up each role showing a date range and number of times.*

**The same teaching shown in summary and detail - the detailed version lists each year in the date range in italics below the summary line.**

**Summary**

**COURSES TAUGHT**

**Undergraduate Teaching**

Biochemistry - Undergraduate

2022 Jul - 2024 Jun    Supervisor, BIOCHEM 3R06, year (2)

2020 Jul - 2024 Jun    Supervisor, BIOCHEM 4T15, year (4)

**Detailed**

**COURSES TAUGHT**

**Undergraduate Teaching**

Biochemistry - Undergraduate

2022 Jul - 2024 Jun    Supervisor, BIOCHEM 3R06, year (2)

*2023 Jul - 2024 Jun    Supervisor, BIOCHEM 3R06, year (1)*

*2022 Jul - 2023 Jun    Supervisor, BIOCHEM 3R06, year (1)*

2020 Jul - 2024 Jun    Supervisor, BIOCHEM 4T15, year (4)

*2023 Jul - 2024 Jun    Supervisor, BIOCHEM 4T15, year (1)*

*2022 Jul - 2023 Jun    Supervisor, BIOCHEM 4T15, year (1)*

*2020 Jul - 2021 Jun    Supervisor, BIOCHEM 4T15, year (2)*

- c. Highlights – within each entry of your CV in the FHS-DB, users have the option to add a highlight from the drop-down list. You can add more than one highlight if you wish. The highlights can be used in a customized CV template.

**Edit Administrative Responsibility**

Fields with \* are required.

**Scope\***  **Administrative Responsibility Role\***

**Committee Name / Role Details\***

**Institution / Organization\***

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

**Highlights**

present

**Save** **Back**

**EDI (Equity, Diversity, and Inclusion)**

Leadership

Research

Scientific

Teaching

--Select--

**Choose from the drop-down and save as many as are applicable to the entry**

**Highlights**

EDI (Equity, Diversity, and Inclusion) x Teaching x

- d. Date Range – users can specify a date range using the options available.

**Date Range**

All  
 Last Year  
 Last 3 Years  
 Specific Dates








From  To

**Choose a date range for the template and save**


- 3. Choose any or all the available CV sections. Click on or drag a section to the Selected CV sections in the middle column of the CV builder.

Selected CV Sections	Available CV Sections
These sections will appear on your CV	Click on or drag a section to add it to your CV
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span style="float: left;">↑ ↓</span> Current Status at McMaster <span style="float: right;">🗑️</span> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span style="float: left;">↑ ↓</span> Employment History <span style="float: right;">🗑️</span> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span style="float: left;">↑ ↓</span> Professional Organizations <span style="float: right;">🗑️</span> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span style="float: left;">↑ ↓</span> Research Funding <span style="float: right;">🗑️</span> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span style="float: left;">↑ ↓</span> Administrative Responsibilities <span style="float: right;">🗑️</span> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <span style="float: left;">↑ ↓</span> Other Responsibilities <span style="float: right;">🗑️</span> </div>	<div style="border: 1px solid #add8e6; padding: 5px; margin-bottom: 5px; text-align: center;"> <span style="color: #add8e6;">+</span> Educational Background         </div> <div style="border: 1px solid #add8e6; padding: 5px; margin-bottom: 5px; text-align: center;"> <span style="color: #add8e6;">+</span> Scholarly And Professional Activities         </div> <div style="border: 1px solid #add8e6; padding: 5px; margin-bottom: 5px; text-align: center;"> <span style="color: #add8e6;">+</span> Areas Of Interest         </div> <div style="border: 1px solid #add8e6; padding: 5px; margin-bottom: 5px; text-align: center;"> <span style="color: #add8e6;">+</span> Honours And Awards         </div> <div style="border: 1px solid #add8e6; padding: 5px; margin-bottom: 5px; text-align: center;"> <span style="color: #add8e6;">+</span> Courses Taught         </div> <div style="border: 1px solid #add8e6; padding: 5px; margin-bottom: 5px; text-align: center;"> <span style="color: #add8e6;">+</span> Contributions To Teaching Practice         </div> <div style="border: 1px solid #add8e6; padding: 5px; margin-bottom: 5px; text-align: center;"> <span style="color: #add8e6;">+</span> Supervisorships         </div> <div style="border: 1px solid #add8e6; padding: 5px; margin-bottom: 5px; text-align: center;"> <span style="color: #add8e6;">+</span> Lifetime Publications         </div> <div style="border: 1px solid #add8e6; padding: 5px; margin-bottom: 5px; text-align: center;"> <span style="color: #add8e6;">+</span> Presentations At Meetings         </div> <div style="border: 1px solid #add8e6; padding: 5px; text-align: center;"> <span style="color: #add8e6;">+</span> Patents And Copyrights         </div>
<div style="border: 2px solid orange; background-color: yellow; padding: 10px;"> <p><b>Click on an available section and it will appear in the Selected CV Sections column. Use the up/down arrows in the Selected CV Sections column to move the sections up or down in order on the CV.</b></p> </div>	

These sections will appear on your CV


- ↑ ↓ Current Status at McMaster 
- ↑ ↓ Employment History 
- ↑ ↓ Professional Organizations 
- ↑ ↓ Research Funding 
- ↑ ↓ Administrative Responsibilities 
- ↑ ↓ Presentations At Meetings 
- ↑ ↓ Contributions To Teaching Practice 

**Click on the garbage pail icon to delete section from the Selected CV sections. It will return to the Available CV sections. Alternately you can drag a section back to the Available CV sections.**

↑ ↓ Lifetime Publications 

- + Accepted For Publication
- + Submitted For Publication

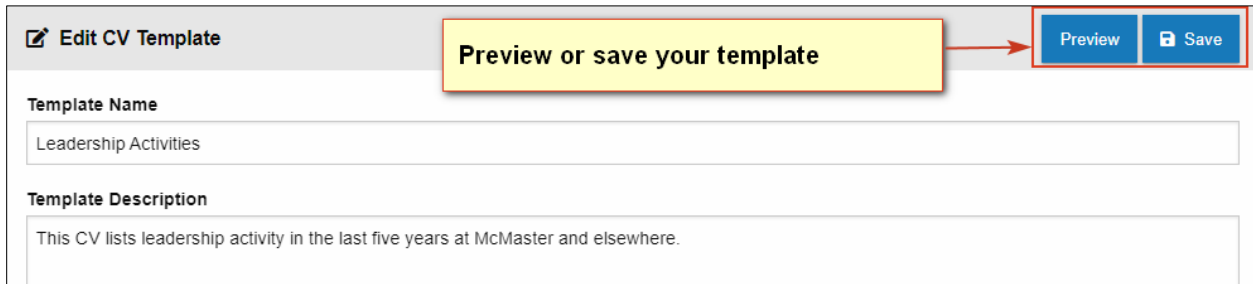
**Certain sections will offer additional choices if you select them. You can disregard or add the other subsections to your CV.**

↑ ↓ Courses Taught 

- + Additional Educational Contributions



4. Preview the CV template with your choices and save if you are satisfied with your customization.



**Edit CV Template**

**Preview or save your template**

**Preview** **Save**

**Template Name**  
Leadership Activities

**Template Description**  
This CV lists leadership activity in the last five years at McMaster and elsewhere.

Saving will return you to the CV template page. Preview will open a pdf for you to view. If you are not satisfied with your template, simply keep editing until you achieve your customization.

## NEED SUPPORT?

Please log a service ticket [here](#). All FHS DB User Guides can be found on the [FHS DB website](#).

