Advance Faculty Information System

HOW TO USE MY CV – INITIAL IMPORT

Background

The My CV tab in Advance is designed to contain all of your CV data required for UCSF academic review. Its structure (section headings and data under those headers) is based on the 2005 UCSF CV Guidelines document. This structure is intended to facilitate the appointment and advancement packet review process. But it is up to you to ensure that the information you want included in the review is included in My CV.

Assumption

- You have not begun to import CV data into My CV

Step-by-step process

1. Navigate to your My CV page

2. Click the Import CV link found below and to the left of the My CV tab

3. Select the Upload Full CV button
   a. The Upload Partial CV process allows you to import data from a Word document into one or more sections of My CV

4. Heed the text on this page: WARNING: If you proceed to upload another version of your CV, you will be replacing the selected (FULL or Partial) CV content and it cannot be recovered.

5. If you are sure you want to "over-write" your current My CV data, click the Browse button

6. Using the browse feature, find and select your .doc/.docx version of the CV you want to import

7. Click the Import FULL CV button to begin the import process

   a. Importing takes as few as 2 seconds and as long as 15 seconds

   b. You will see a message under the Browse button indicating when the Import has finished

8. Click the My CV tab to view your newly imported CV

Key Issues

- The Import FULL CV feature should be used ***only when initially uploading data to My CV*** (or if mindfully used to refine the data in My CV)
  - During the initial import process, it is often easier to adjust the Word doc, import again, adjust the Word doc, import again, etc., rather than import and then begin using Advance to alter the CV
  - The iterative import/adjust process may be done dozens of times until the resulting data in Advance looks good.
- When you use the Import FULL CV feature, it will over-write the data in My CV
- After your have finished editing you're My CV data, you will probably ***never*** use this feature again