

## HOW TO USE MY CV – INITIAL IMPORT

### Background

The My CV tab in Advance is designed to contain all of your CV data. The Curriculum Vitae (CV) is a key element of the academic review packet. It is intended to represent the full range of academic accomplishments in a manner that will facilitate a consistent and fair review process. The CV is divided into several sections that focus on the four areas of academic review (Professional Activities, University and Public Service, Teaching and Mentoring, and Research and Creative Activities). It 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.

### Step-by-step process

1. Navigate to your my CV page
2. Click the Import CV button in the upper left (on the left side of the horizontal bar at the top of CV)
3. Heed the text on this page: WARNING: If you proceed to upload another version of your CV, you will be replacing all your CV content and it cannot be recovered.
4. If you are sure you want to “over-write” some or all of your current My CV data, then click the Browse/Choose File button to find the document you want to import from
  - a. Your .doc/.docx version of the CV must have the exact header text found in My CV
5. If you are doing an initial import (there is nothing in your My CV)
  - a. Click the Select All checkbox immediately below the Warning statement
  - b. Click the Import CV button to begin the import process
  - c. Importing takes as few as 2 seconds and as long as 15 seconds
  - d. You will see a message under the Browse button indicating when the Import has finished
6. If you want to import new text to just a few sections
  - a. Select the appropriate header section(s) from the grid
  - b. Click the Import CV button to begin the import process
  - c. Importing takes as few as 2 seconds and as long as 15 seconds
  - d. You will see a message under the Browse button indicating when the Import has finished
7. Click the My CV tab to view your newly imported CV

### Key Issues

- The Import 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, you it is often easier to import, 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 CV feature, it will permanently delete (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