

Yale SCHOOL OF MEDICINE

Office of Communications

CV Builder Guide

The CV Builder is a tool within the school's profile system that enables faculty and their designees to create and easily maintain CVs. The information made available and entered through the CV Builder is part of the faculty's profile – enter it once and it is available to use in any of the three types of CVs (you do not have to enter it multiple times) and on their public website profile.

To Access the CV Builder

1. Using an internet browser, go to <https://profile.yale.edu>
2. Login with your Yale NetID
3. Open the faculty's profile
 - a. *If you are editing your own profile*, when you login to the system, the tool will take you directly to your profile (or, if you have access to other profiles follow the directions below)
 - b. *If you are editing someone else's profile*, click on the "Profiles" link in the gray main navigation bar and click on the faculty's name in the list. If you do not see the person you want to edit, ask the faculty member to make you a "Profile Editor" in their profile or contact ysm.editor@yale.edu.
4. In the faculty's profile in the left navigation list, scroll to the bottom and click on "CV Builder" link.

The screenshot displays the 'Yale SCHOOL OF MEDICINE News and People Profile System' interface. At the top, the user is logged in as Justin Fansler. The navigation bar includes links for Profiles, Organizations, News, Calendar, Clinical Studies, YaleMedicine.org, Media Library, Reports, Admin, and Sign Out. The profile header for Justin Fansler shows his email (justin.fansler@yale.edu) and a 'Profile Editors' section with a red circle around it, listing 'Pantani, Liz' and an 'Add New...' button. The left navigation menu has a red circle around the 'CV Builder' link at the bottom. The main content area is titled 'General Info & Bio' and includes sections for 'Display Name', 'Display Suffixes', and 'Bio'. The 'Display Name' section has fields for First Name (Justin), Middle Name (A.), and Last Name (Fansler). The 'Display Suffixes' section has an 'Add New Suffix...' button and radio buttons for Family, Academic, and Professional. The 'Bio' section has a text area with a rich text editor toolbar.

Overview of Main CV Builder Landing Page

CV Builder

The CV Builder tool will walk you through the steps necessary to generate a standardized Yale-formatted CV. It will save your data for future updates and output both a Word and PDF document. If you encounter a bug or need help entering your CV data, please email ysm.editor@yale.edu or call (203) 737-7932 and our support team will follow up with you.

Current CVs

CV Download	Type	Date
Word Document PDF File	Promotion CV	07/11/2019
Word Document PDF File	Yale CV	07/02/2019

Historical CVs

CV Download	Type	Date
Word Document PDF File	Promotion CV	07/03/2019
Word Document PDF File	Yale CV	06/07/2019
Word Document PDF File	Yale CV	06/05/2019
Word Document PDF File	Yale CV	06/04/2019
Word Document PDF File	Yale CV	06/04/2019
Word Document PDF File	Yale CV	01/17/2019

Uploaded Public CV

If you'd prefer to display a custom formatted CV on your public profile instead of using the CV Builder's standardized format, use the tool below to upload a PDF document. You can still use the CV Builder tool to generate a CV for the Appointments and Promotions process, but your uploaded CV will appear on public websites.

Accepted file types are: .pdf, .doc, .docx, .xls, .xlsx, .rtf, .txt.
Max file size: 3MB

Drop Files here to upload (or click)

Current CVs

This section displays the most recently created CVs. You can download the Word or PDF versions from here or click the Edit button to make edits and create a new version.

Historical CVs

Each time a new CV is created, the previous version is moved here for reference. Use the Trash Can to completely delete it from the system.

Upload Public CV

While you can use the CV Builder tool to make a public version of the CV for the faculty's website profile, some prefer to upload a custom CV for public display.

Creating or Editing a CV

Use the "Create New CV" button in the left column or click the Edit button beside of the CV you want to edit in the Current CVs section. The system automatically saves previous versions of generated CVs.

Once you choose to create or edit a CV, the CV Builder tool will open and you can begin to edit and add information. This tool is formatted to follow the YSM standard CV format as found on the school's Faculty Affairs website at https://medicine.yale.edu/facultyaffairs/resources/forms_temps.aspx#page4.

Three Types of CVs

There are currently three versions of the CV available in the system. Each of these is using information from the faculty's profile and simply allow you to output the information for various uses, including:

1. **Yale Appointments & Promotions CV:** This CV is formatted to meet the School of Medicine's requirements for the appointment, reappointment, and promotions process. Once completed, send the CV to your faculty affairs office to add the proposed term and reason for promotion.
2. **Yale CV:** This CV is formatted to the School of Medicine's standards but without the appointments and promotion-specific information.
3. **Yale Public CV:** This CV is the same format as the "Yale CV" but you can choose to suppress the information you would like to remain private. When published, it will be publicly displayed on your YSM profile. You can work on this version of your CV and the system will retain your draft until you choose to publish.

Edit CV

Yale Appointments & Promotions CV

Type

Name, Education & Career

Clinical Trials

Grants

Activity & Service

Bibliography

Generate CV

Select CV Type

Yale Appointments & Promotions CV — Last Updated on **July 11, 2019**

This CV is formatted to meet the School of Medicine's requirements for the appointment, reappointment, and promotions process. Once completed, send the CV to your faculty affairs office to add the proposed term and reason for promotion.

Yale CV — Last Updated on **July 2, 2019**

This CV is formatted to the School of Medicine's standards but without the appointments and promotion-specific information.

Yale Public CV

This CV is the same format as the "Yale CV" but you can choose to suppress the information you would like to remain private. When published, it will be publicly displayed on your YSM profile. You can work on this version of your CV and the system will retain your draft until you choose to publish.

Continue

Key Elements Within the Tool

The CV Builder tool follows the standard format and instructions from YSM Faculty Affairs (https://medicine.yale.edu/facultyaffairs/images/CV%20INSTRUCTIONS_tcm168-124924.doc). Items will be ordered and formatted in the final output to meet the school's requirements. However, there are several important icons and additional functionality that are important to understand, including:

Key Icons

While using the tool, you will notice a series of icons used. Below is information about each:



This item will display on your CV. The tool assumes every piece of information entered should be displayed on the CV (especially for the A&P CV). However, faculty may want to hide some information from particular versions of their CV. If you click this icon, it will hide the information from displaying on the version of the CV you are creating/editing.



Indicates that the item will be suppressed from this version of your CV. This will NOT delete the item. You can always choose to show the item by clicking the icon again.



Click to edit. Keep in mind that the information in the CV Builder is shared with the faculty's profile and any edits will also be reflected on their website profile.



Many of the items in profiles are imported from other Yale systems, including Workday, Yale Medicine Credentialing (board certifications), OnCore (clinical trials), and PubMed (publications). You cannot change these items but can click this icon to submit a request to change the information.



Information highlighted in blue has been added to the faculty's profile since the CV was last generated. To include this information on the CV, you must generate a new CV using the "Generate CV" button in the last step of the tool.

Private vs Public Information

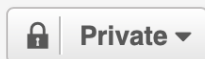
For any item that could appear on the faculty's public profile, there is an option to make the information public or private. This option appears as:

Privacy



Items that are flagged as "public" will be displayed on the faculty's profile on school websites.

Privacy



Items that are flagged as "private" will not appear on websites, but are available to appear on the CV. If entering information for other people, please ask for their preference.

Action Buttons

Form-Specific Buttons

These icons appear within forms for entering specific information, such as education or activities.



When entering information in a form, the “Add” button will remain orange until all required information is entered.



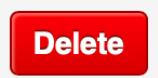
Once all of the required information has been entered in a form, the “Add” button will turn green. You must click it to save the information, such as a new Education degree, and add it to the faculty’s profile.




The “Update” button saves the specific information you changed. You must click this button to save your changes on an individual piece of information, such as a change in date to Education.



The “Cancel” button discards any changes you’ve made to an individual piece of information, such as a date change to a Training entry.



The “Delete” button will completely delete the entry from the profile system. For example, if you inadvertently added the same Education twice, you could use this button to delete one of the duplicates. Note that deleting the information completely removes it from the faculty’s profile. If you want to keep the information, but hide it from the CV, click the  icon to suppress it.




Some forms are too large to display within the section’s page and open on a new page. Use the “Go Back” button at the bottom of the page to navigate back to the main section.


Page-Specific Buttons

These icons appear at the top and bottom of each page.







Once you have finished updating or entering information in a section, such as “Name, Education, and Career”, you must click the “Save and Continue” button. This saves page-wide information, such as the display changes you’ve made using the  icon.



To revert display changes made using the  icon, click “Discard Changes”.

Missing Information Required on Clinical Trials


Clinical trials that have occurred at Yale since approximately 2009 are imported from OnCore into the profile system nightly (others must be entered manually). We do not currently receive “percent effort” or financial information about the trials. When you first visit the Clinical Trials section, you will see trials that need additional information display with a red outline on a yellow box. Click the Edit button  to open the item and add the missing information.

 Agency:	Yale University School of Medicine	
I.D.#:	HIC#2000024628	
Title:	Analysis of vascular malformations in hereditary hemorrhagic telangiectasia (HHT)	
Role:	Principal Investigator	
Percent effort:	-	
Total costs for project period:	-	
Project period:	02/26/19	
 Request Change...		

Publications


The Office of Communications has partnered with Yale Center for Clinical Investigation (YCCI) and its Eval System to automatically pull publications from PubMed. This is currently in beta testing and only select faculty have been invited to participate. Participating faculty will receive a weekly email from Eval with a list of suggested publications to approve or reject. Any approved publications will automatically appear on the faculty’s profile the following day.

Categorizing Publications

All publications, including those imported from PubMed, must be categorized according to the categories specified by Faculty Affairs. By default, publications are assigned to “Peer-Reviewed Original Research”. To recategorize, click the Edit button  on the citation. Select a category from the dropdown menu and click “Update”.

Manually Adding Publications

For publications that are not in PubMed, such as books or chapters, or have not been imported from PubMed, you must manually enter the citation.

1. Click the “Add new...”  **Add New...** button.
2. In the form that opens, select either “PubMed” or “Other”.
3. The “PubMed” option enables you to enter the item’s PubMed ID and automatically imports the citation once you click “Verify” and “Add.”
4. The “Other” option enables you to manually enter a publication. The citation should be formatted according to the Faculty Affairs instructions.

Generating a CV

At any point, you can navigate to the “Generate CV” tab in the CV Builder tool to preview or generate a CV document.

Preview

Use the “Preview” button to see a preview of the CV without actually generating Word and PDF documents. This is useful if you are unsure how information you’ve entered may appear in the final output. Do not try to save the preview; instead, click the “Generate CV” button to make a Word and PDF document.

Generate CV

Use the “Generate CV” button to make downloadable Word and PDF documents of the current version of the CV. It may take several minutes for the system to create the files. Once complete, the page will update with a link to the Word and PDF versions.

We provide the Word version in case there are additional edits the faculty would like to make for purposes outside of school use. Please note that any changes made to the Word version will **not** be saved in the tool.

Click the links to download. You can use the tool to make updates or changes to the CV and regenerate any time.

Edit CV

Yale Appointments & Promotions CV



Generate Your Yale Appointments & Promotions CV

Generating your CV will produce a PDF and Word document.

Use the Preview button to see what your CV will look like before generating the documents. The system will save any display settings you’ve applied so you can easily update future versions.

[Preview CV](#)

[Generate CV](#)

Edit CV

Yale Appointments & Promotions CV



Generate Your Yale Appointments & Promotions CV

These PDF and Word versions of your CV reflect the latest changes you’ve made to your information.

Download your CV file:

- [PDF Document](#)
- [Editable Word Document](#)

Both documents will be available in the CV Builder section of your profile if you need to download them again in the future. These documents meet the University’s accessibility requirements.

[Preview CV](#)

[Generate CV](#)