

Entering Employment History in WebCV

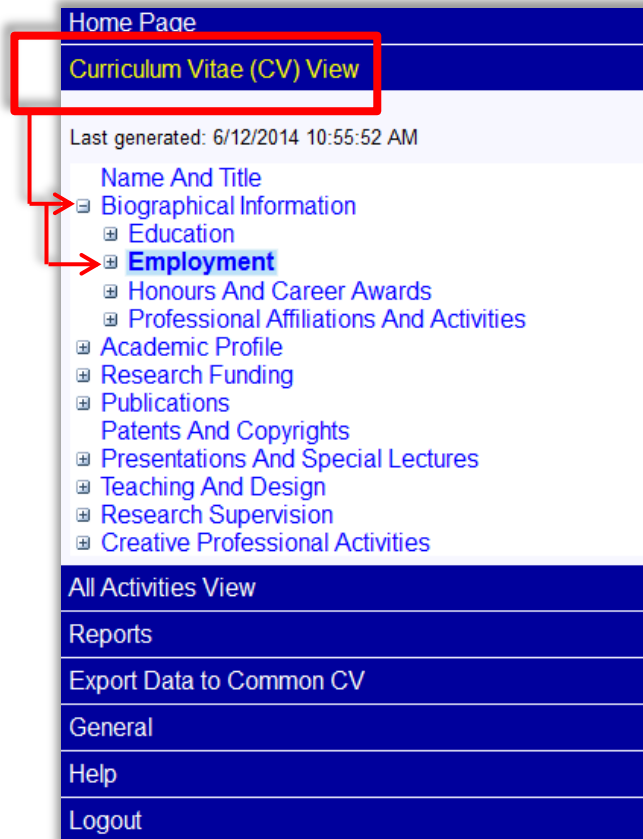
(updated June 2014)

The following slides describe:

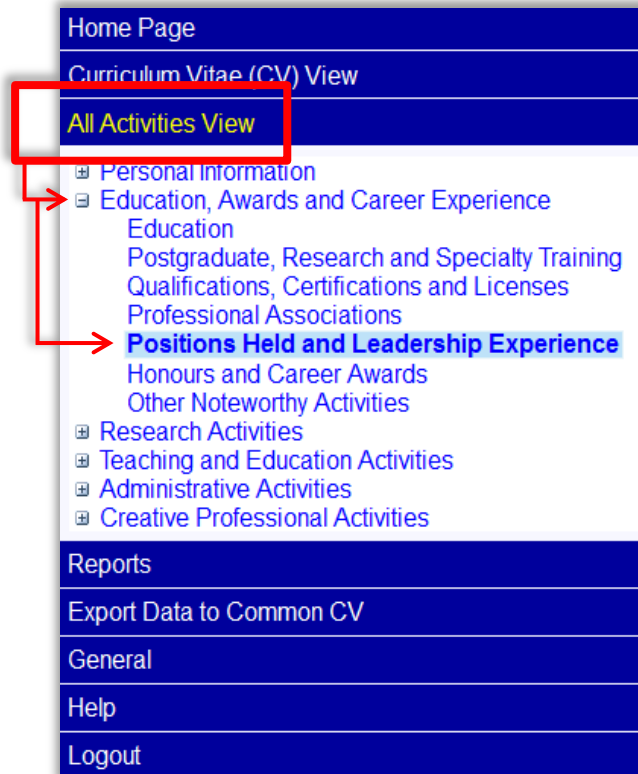
- How users can enter their employment history in WebCV
- How employment history records will print on WebCV generated reports
- Troubleshooting tips

Entering your employment history in WebCV

When entering records concerning your employment history, you can do so in one of two places in WebCV: either the *Curriculum Vitae (CV) View* or the *All Activities View*



Curriculum Vitae (CV) View > Biographical Information > Employment



All Activities View > Education, Awards and Career Experience > Positions Held and Leadership Experience

Entering your employment history in WebCV – *Curriculum Vitae (CV) View*



When you expand the “Employment” section of the *Curriculum Vitae (CV) View*, you will see the different “Types” (i.e., categories) of work experience that you can enter.

Clicking on any one Type in the menu will show you the records that have already been entered within that Type, and will also allow you to enter a new record with that same Type.

The order of the Employment Types that you see here is the order that they will print on your generated CV.

Entering your employment history in WebCV – *All Activities View*

	Start Date	End Date	Institution / Organization	Position ^	Type v	Department
Edit Copy Delete	2011/07	present	University of Toronto	Assistant Professor	University - Rank	Laboratory Medicine and Pathobiology
Edit Copy Delete	2011/07	present	University of Toronto	Assistant Professor	University - Cross Appointment	Institute of Biomaterials and Biomedical Engineering
Edit Copy Delete	2008/01	2008/09	Sunnybrook Health Sciences Centre	Clinical Pathologist	Clinical	
Edit Copy Delete	2008/01	2010/09	The Jackson Laboratory	Consultant Pathologist	Consulting	
Edit Copy Delete	2011/05	present	Toronto General Hospital	Head and Neck Pathologist	Hospital	Laboratory Medicine Program
Edit Copy Delete	2008/01	2011/04	Toronto General Hospital	Head and Neck Pathologist (part-time)	Hospital	Laboratory Medicine Program
Edit Copy Delete	2006/01	2008/09	Hamilton Blood Services	Laboratory Pathologist	* Private Practice	

The *All Activities View* menu, on the other hand, houses all of your Employment records in one grid page, regardless of the Type. Here you can add a new record and then define the Type once you are adding/editing a record.*

*For the purposes of this manual, we will be looking at entering/editing records in the *All Activities View* menu.

Entering your employment history in WebCV – Adding a Type

The screenshot shows the 'Positions Held and Leadership Experience' form. The form has a header with the title and a search bar with 'Enter ID' and 'Go' buttons. Below the header, there are several fields: 'Highlight Related Fields For' with a dropdown '--- Select Report ---', 'Title / Position', 'Type' (with a dropdown menu open), 'Institution / Organization', 'Department', 'Faculty/School', 'Division', 'Description (Max 2000 characters)', and 'Start - End Dates' with a date range selector. The 'Type' dropdown menu is highlighted with a red box and a red arrow points to it from the 'Type' label. The dropdown menu contains the following options: --- Select Type ---, --- Select Type ---, Clinical, Consulting, Hospital, Research, University, University - Cross Appointment, University - Rank, Work Interruptions, and --- Other - Specify ---.

Above is an example of a new record being entered in the *Positions Held and Leadership Experience* page in the *All Activities View* menu. When adding/editing a record here, you can define the Type in the “Type” field using the options provided.

On the left is a complete *Positions Held and Leadership Experience* record as it appears in WebCV. On the right is how the same record appears on the generated CV.

Positions Held and Leadership Experience

Enter ID [Help for this page](#)

Highlight Related Fields For: --- Select Report ---

Title / Position: Assistant Professor

Type: University - Rank

Institution / Organization: University of Toronto

Department: Laboratory Medicine and Pathobiology

Faculty/School: Faculty of Medicine

Division: Forensic Pathology

Description (Max 2000 characters): Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi molestie eu enim sit amet tincidunt. Donec lectus urna, scelerisque at ullamcorper sed, sagittis vel nunc. Praesent iaculis mi facilisis dui venenatis ultrices. Aliquam erat volutpat. Nunc tempor nec purus consequat ultricies. Aliquam erat volutpat. Etiam accumsan bibendum nisi ut aliquam. Vestibulum bibendum auctor lorem, nec egestas nulla facilisis ac. Quisque id dui vitae nulla posuere euismod. Ut scelerisque, orci at ornare aliquam, diam quam iaculis ligula,

Start - End Dates: 2011 Jul --- pres.

Country: Canada

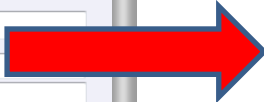
Province/State: Ontario

City: Toronto

2. EMPLOYMENT

Current Appointments

2011 Jul - present Assistant Professor, Forensic Pathology, Laboratory Medicine and Pathobiology, Faculty of Medicine, University of Toronto, Toronto, Ontario, Canada
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi molestie eu enim sit amet tincidunt. Donec lectus urna, scelerisque at ullamcorper sed, sagittis vel nunc. Praesent iaculis mi facilisis dui venenatis ultrices. Aliquam erat volutpat. Nunc tempor nec purus consequat ultricies. Aliquam erat volutpat. Etiam accumsan bibendum nisi ut aliquam. Vestibulum bibendum auctor lorem, nec egestas nulla facilisis ac. Quisque id dui vitae nulla posuere euismod. Ut scelerisque, orci at ornare aliquam, diam quam iaculis ligula, quis elementum ante nisl eleifend dui. Quisque id luctus turpis, vel placerat nisi. Suspendisse potenti. Aliquam purus nisi, rutrum sed tincidunt tincidunt, auctor eu ante. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.



The fields in a *Positions Held and Leadership Experience* record print in the following order on the CV:
 TYPE [only for past appointments]
 Start Date - End Date, Title/Position, Division, Department, Faculty/School, Institution/Organization, City, Province, Country
Description.

The *Employment* section on your generated CV

The information that you enter in the “Start-End Dates” and “Type” fields will determine where records print in the *Employment* section of your CV.

Current Appointments will print first (in reverse chronological order, regardless of Type). They will be followed by the *Previous Appointments*, which will be organized alphabetically by Type (and in reverse chronological order within each Type).

The print format of the *Employment* section of your CV has been designed with U of T’s requirements for promotion in mind. This format (e.g., the division of *Current Appointments* and *Previous Appointments*, the inclusion of a Type, records printing in reverse chronological order) *cannot* be altered.

If none of the standard options in the “Type” field are appropriate for a particular position, then you can create your own category by choosing “Other-Specify” in the “Type” menu of a record and manually entering your own category. If it’s a past appointment, it will then print on your CV after the standard types in the *Previous Appointments* section. If the “Type” field is left blank in a record, then it will print under the generic heading of “Other” (for a previous appointment). In either scenario, present positions will print in the *Current Appointments* section in the standard reverse chronological order.

Mark BOLD

2. EMPLOYMENT

Current Appointments

2012 Jul - present	Member, Institute of Medical Science, University of Toronto, Toronto, Ontario, Canada
2011 Jul - present	Assistant Professor, Institute of Biomaterials and Biomedical Engineering, Faculty of Medicine, University of Toronto, Toronto, Ontario, Canada
2011 Jul - present	Assistant Professor, Laboratory Medicine and Pathobiology, Faculty of Medicine, University of Toronto, Toronto, Ontario, Canada
2011 May - present	Head and Neck Pathologist, Laboratory Medicine Program, Toronto General Hospital, Toronto, Ontario, Canada

Previous Appointments

CLINICAL

2008 Jan - 2008 Sep	Clinical Pathologist, Sunnybrook Health Sciences Centre, Toronto, Ontario, Canada
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CONSULTING

2008 Jan - 2010 Sep	Consultant Pathologist, The Jackson Laboratory, Hamilton, Ontario, Canada
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HOSPITAL

2008 Jan - 2011 Apr	Head and Neck Pathologist (part-time), Laboratory Medicine Program, Toronto General Hospital, Toronto, Ontario, Canada
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RESEARCH

2000 Apr - 2002 Jun	Research Assistant, Banting Institute, University of Toronto, Toronto, Ontario, Canada
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UNIVERSITY - CROSS APPOINTMENT

2008 Jul - 2011 Jun	Lecturer, Institute of Biomaterials and Biomedical Engineering, Faculty of Medicine, University of Toronto, Toronto, Ontario, Canada
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UNIVERSITY - RANK

2008 Jul - 2011 Jun	Lecturer, Laboratory Medicine and Pathobiology, Faculty of Medicine, University of Toronto, Toronto, Ontario, Canada
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WORK INTERRUPTIONS

2009 Jan - 2009 Sep	Parental Leave, University of Toronto, Toronto, Ontario, Canada
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PRIVATE PRACTICE

2006 Jan - 2008 Sep	Laboratory Pathologist, Hamilton Blood Services, Hamilton, Ontario, Canada
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OTHER

2006 Jun - 2011 Sep	President and Founding Member, Toronto Doctors Group for a Just and Healthy Workplace, Toronto, Ontario, Canada
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The *Positions Held and Leadership Experience* section on your generated Annual Academic Activity Report (AAR)

Only employment records that fall within the specified date range you choose when you generate your AAR will print (in this case, only records that fall within the “2013 July – 2014 June” range).

Employment records on the AAR are organized alphabetically by Type, regardless of whether or not they are current or previous appointments. Records are organized in reverse chronological order within each Type.

DEPT OF LAB. MEDICINE & PATHOBIOLOGY, UNIVERSITY OF TORONTO

Annual Academic Activity Report (AAR): 2013 July - 2014 June

Professor Mark Bold, Jr.

I. CAREER EXPERIENCE AND AWARDS

Positions Held and Leadership Experience

Education, Awards and Career Experience > Positions Held and Leadership Experience

Hospital

2011 May - present **Head and Neck Pathologist.** Laboratory Medicine Program, Toronto General Hospital, Toronto, Ontario, Canada.

University

2012 Jul - present **Member.** Institute of Medical Science, University of Toronto, Toronto, Ontario, Canada.

University - Cross Appointment

2011 Jul - present **Assistant Professor.** Institute of Biomaterials and Biomedical Engineering, Faculty of Medicine, University of Toronto, Toronto, Ontario, Canada.

University - Rank

2011 Jul - present **Assistant Professor.** Laboratory Medicine and Pathobiology, Faculty of Medicine, University of Toronto, Toronto, Ontario, Canada.

The fields in a *Positions Held and Leadership Experience* record print in the following order on the AAR:

Type

Start Date - End Date, **Position.** Division, Department, Faculty, Institution/Organization, City, Province/State, Country.

Description.

Employment records on the TER and CPA reports

Select Report : Teaching and Education Report (TER) [v]
Curriculum Vitae (CV)
Annual Academic Activity Report (AAR)
Teaching and Education Report (TER)
Creative Professional Activities Report (CPA)
Research Awards Data Summary
Teaching Data Summary
Refereed Publications Data Summary
Research Supervision Data Summary
Bio Sketch (handout, not NIH standard)
Only Draft Records

Select Date Range :

Select Draft Handling :

Select Report : Creative Professional Activities Report (CPA) [v]
Curriculum Vitae (CV)
Annual Academic Activity Report (AAR)
Teaching and Education Report (TER)
Creative Professional Activities Report (CPA)
Research Awards Data Summary
Teaching Data Summary
Refereed Publications Data Summary
Research Supervision Data Summary
Bio Sketch (handout, not NIH standard)


Select Date Range :

Select Draft Handling :

Your employment records **do not** automatically appear on your Teaching and Education Report (TER) or your Creative Professional Activities Report (CPA). If you need any of your employment records to appear on either of these reports, then you would edit the applicable record in the *Positions Held and Leadership Experience* section of your WebCV account and do the following:

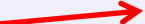
Attach to an Audience in TER 

Attach to Research in TER

Undergraduate MD 

Click on the “Attach to an Audience in TER” checkbox. The record will then print on your TER. Also, if applicable, be sure to select a specific audience/educational level that your employment record is related to so that it prints under the heading of that audience level in your TER.

Click on the “Attach to CPA” checkbox. The record will then print on your CPA report. Also, if applicable, be sure to select a specific CPA activity that your employment record is related to so that it prints under that CPA record on your CPA report.

Attach to CPA 

Attach to: A novel catheter for renal dialysis

Attach to: Rewriting guidelines for Undergraduate Medical Education

Attach to: The development of recommendations for new safe a

Troubleshooting

Problem	Possible Explanation
<p>You would like to change the print order of your Employment records on your CV/AAR.</p>	<p>The format of the CV/AAR is set and cannot be altered in your WebCV account (the print format of your Employment records on these reports is detailed on slides 8 and 9). This format has been designed with U of T's requirements for promotion in mind.</p>
<p>You would like to change the format/order of your Employment records on your CV/AAR after you generate the report (that is, in the generated Word document).</p>	<p>All reports from WebCV are generated as Word rtf documents, so yes, you are able to edit the generated Word documents and then save that file to your computer. However, changing a generated Word document does not affect the information in your WebCV account. The next time you generate your CV/AAR from your account, the print format will again be the standard, default format, so you would have to make all those same alterations again to the newly generated report (which is why it is not recommended to make alterations to WebCV generated reports).</p>
<p>You would like to add an Administrative position to your <i>Positions Held and Leadership Experience</i> section so that it prints with your Employment records.</p>	<p>It might be the case that you have a leadership role on a committee, task force, etc. that you would like to highlight on your CV by having it print in your <i>Employment</i> section rather than in your <i>Administrative Activities</i> section (or <i>in addition</i> to having it print in your <i>Administrative Activities</i> section, so that it will then print twice). This is up to the user's discretion, but it is generally recommended that administrative positions be entered solely in the <i>Administrative Activities</i> section of WebCV.</p>

Troubleshooting

Problem

You cannot enter or edit records on the *Hospital Appointments*, *University Rank History*, and *University Appointments* pages of the *All Activities View* menu in your WebCV account.

Possible Explanation

These three pages exist for administrative reasons only, and the data entered on these pages does not print on your generated reports. If any information on these pages needs to be edited or added, then please contact the WebCV team to complete the updates for you. The only page in WebCV's *All Activities View* menu where you can add/edit your employment information is the *Positions Held and Leadership Experience* page.

Home Page

Curriculum Vitae (CV) View

All Activities View

Personal Information

Citizenship / Immigration

Personal Data Summary

Hospital Appointments

University Rank History

University Appointments

Addresses and Coordinates

Education, Awards and Career Experience

Research Activities

Teaching and Education Activities

Administrative Activities

Creative Professional Activities

Reports

Export Data to Common CV

General

Help

Logout