

www.EasyCV.me

For assistance, contact Support@EasyCV.me

October 4, 2021

Why EasyCV?

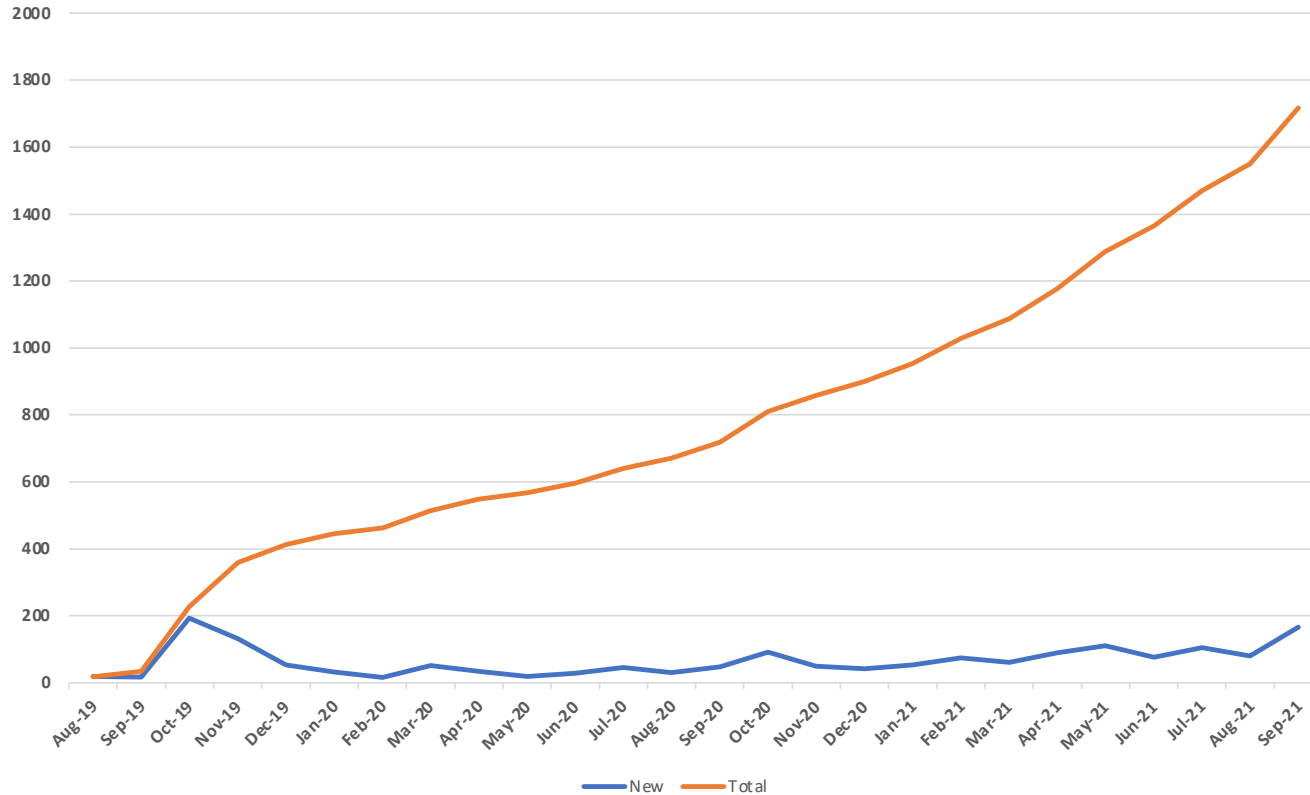
- Management of the Medical School CV is....
 - Complex
 - Tedious
 - Time consuming
- EasyCV can...
 - Reduce administrative burden and make faculty life easier through a simple CV management process
 - Make departmental management easier through automated reporting

www.EasyCV.me

- Departments can license departmental access to the CV database to help manage and maintain departmental CVs
- Departmental access includes full access to all departmental CVs and comprehensive data reports and analytics along with advanced import tool
- A free version is available for individual users
- EasyCV offers a CV import service for individuals and Departments

EasyCV Users

August 2019 - September 2021



EasyCV currently has ~1750 HMS CV users as of September, 2021.

HMS CV Template



HMS has an outstanding faculty affairs support web page.

This webpage has links for a detailed PDF with all CV requirements.

This webpage has links for the HMS pre-formatted Word template.

EasyCV is programmed to follow these HMS instructions.

Faculty of Medicine Handbook

GOVERNANCE, APPOINTMENT AND PROMOTION HANDBOOK

[HOME / FACULTY OF MEDICINE HANDBOOK /](#)

Faculty of Medicine CV Guidelines

The CV, along with letters from internal and external referees and examples of scholarly work, provides the major evidence used during the evaluation of candidates for promotion. Therefore, accurate and complete reporting of contributions and achievements in the CV is essential. Below is some general guidance and templates for preparation of the CV.

[CV revisions due to COVID 19](#)

Visit the [Promotion Profile Library](#) page of our website to view all Significant Supporting Activities (SSA) including the new Diversity, Equity, and Inclusion (DEI) SSA as well as the [FAQ for SSA - Diversity, Equity, and Inclusion Aug2021](#)

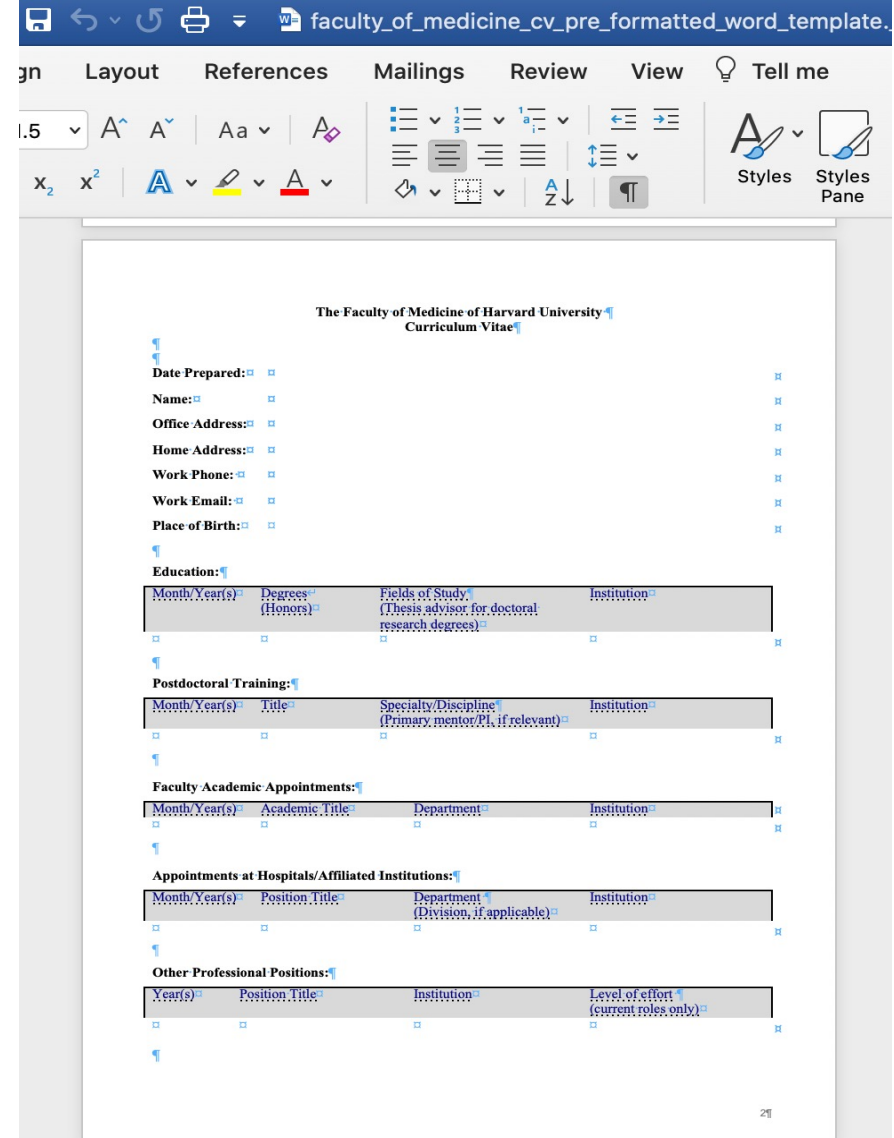
- [Faculty of Medicine CV Instructions GUIDE, Mar2019](#)
- [Faculty of Medicine CV Pre-Formatted Word TEMPLATE, Mar2019](#)
- [Faculty of Medicine Alternative CV TEMPLATE, Mar2019](#)

Please note: the version of the handbook currently posted does not contain information regarding the new Significant Supporting Activity

HMS CV Template

This is a screen shot of the HMS Microsoft Word Template. This template has embedded tables where data should be entered.

When you download your CV from EasyCV, you will download your data in this exact template.



Overview of User Access

Request Account – www.EasyCV.me

EasyCV.me

About Contact

Medical CV Curation *Made Easy*

Email

Password

Log In Reset Password Request Account

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Visit: www.EasyCV.me and click “request account” to setup a new account.

You will receive an email from support@EasyCV.me that allows you to setup the password and account details.

Overview of Account Home Page

The screenshot shows the EasyCV.me account settings page. The top navigation bar is red with the EasyCV.me logo on the left and 'Undo', 'Harvard CV', and search/settings icons on the right. A sidebar on the left contains a list of menu items: 'Settings' (selected), 'Note Pad', 'Biography', 'Education', 'Postdoctoral Training', 'Faculty Academic Appointments', 'Appointments at Hospitals / Affiliated Institutions', 'Other Professional Positions', 'Administrative Leadership Positions', 'Committee Service', and 'Professional Societies'. The main content area is titled 'Settings' and includes sections for 'CV Import', 'PubMed Import', and 'CV Recent Changes'. The 'Area of Excellence' is set to 'Clinical Expertise and Innovation'. 'PubMed Scholarship Names' includes 'Levine WC'. 'Delegates with Access' has an 'Add a Delegate' field with an 'Email' input. 'Email Notification Settings' shows 'CV Update Reminder Every 1 Months' and 'PubMed Citation Search Every 1 Months', both with 'On' status and 'Send to Work Email and Personal Email' selected. At the bottom, there is a footer with '© 2019-2021 EasyCV, LLC. All Rights Reserved. Privacy Policy'.

This is the settings page. This page allows users access to a basic data import tool, view recent CV changes, define your area of excellence as required by HMS, define PubMed author names, add delegate access, set reminder frequency (including PubMed search), and manage notifications.

The upper left has a pencil tool where you can enter a backup email address.

Overview of Account Home Page

The screenshot displays the EasyCV.me account home page. The top navigation bar is dark red with the logo 'EasyCV.me' on the left, and 'Undo', 'Harvard CV', a search icon, a refresh icon, and a settings icon on the right. A sidebar on the left contains a list of sections: Settings (active), Note Pad, Biography (with a green checkmark), Education (with a red X), Postdoctoral Training (with a green checkmark), Faculty Academic Appointments (with a green checkmark), Appointments at Hospitals / Affiliated Institutions (with a green checkmark), Other Professional Positions, Administrative Leadership Positions (with a green checkmark), Committee Service (with a green checkmark), and Professional Societies (with a green checkmark). The main content area is titled 'Settings' and includes buttons for 'CV Import', 'PubMed Import', and 'CV Recent Changes'. It features a dropdown for 'Area of Excellence' set to 'Clinical Expertise and Innovation', a 'PubMed Scholarship Names' section with 'Levine WC' marked with a red X and an example 'ex: Levine WC', a 'Delegates with Access' section with an 'Add a Delegate' button, and 'Email Notification Settings' for 'CV Update Reminder' and 'PubMed Citation Search' (both set to 'On' with a green checkmark). The footer includes a feedback link and copyright information.

Tabs on left for each section of the CV

Red **X** notes incomplete information
Click on the **X** and you are taken to the area of interest

Green **✓** notes all sections complete

Overview of Account Home Page

EasyCV.me

Undo Harvard CV

Wilton C. Levine

Settings

CV Import PubMed Import CV Recent Changes

Area of Excellence: Clinical Expertise and Innovation

PubMed Scholarship Names: Levine WC ex: Levine WC

Delegates with Access:

Add a Delegate: Email

Email Notification Settings:

On Off CV Update Reminder Every 1 Months Send to Work Email and Personal Email

On Off PubMed Citation Search Every 1 Months Send to Work Email and Personal Email

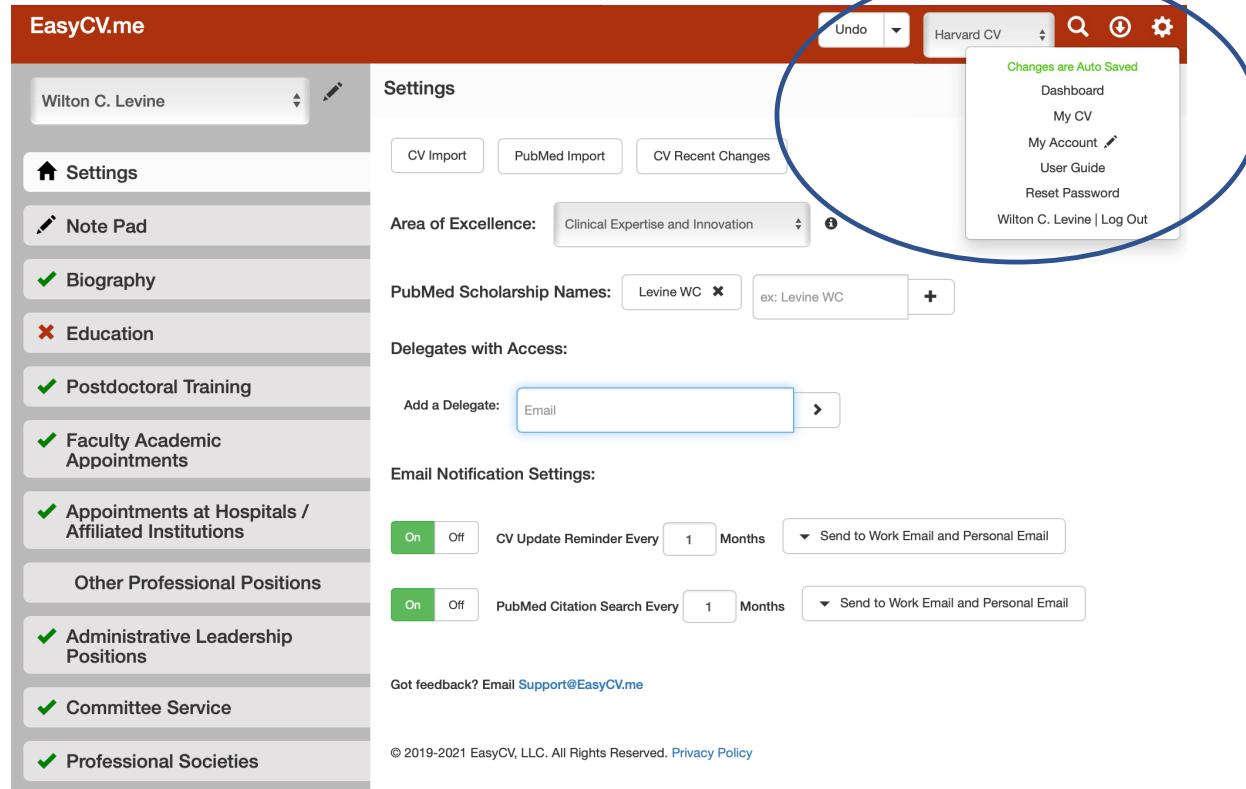
Got feedback? Email Support@EasyCV.me

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Every page has a link to send feedback:

Support@EasyCV.me

Overview of Account Home Page



Upper right corner:

Gear button has additional settings for your account including “my account” to manage your backup email address.

The magnifying glass is a search tool for your CV.

The downward pointing arrow allows you to download your CV for any date range.

Overview of Account Home Page

EasyCV.me

Undo Harvard CV

Wilton C. Levine

Settings

CV Import PubMed Import CV Recent Changes

Area of Excellence: Clinical Expertise and Innovation

PubMed Scholarship Names: Levine WC ex: Levine WC

Delegates with Access:

Add a Delegate: Email

Email Notification Settings:

On Off CV Update Reminder Every 1 Months Send to Work Email and Personal Email

On Off PubMed Citation Search Every 1 Months Send to Work Email and Personal Email

Got feedback? Email Support@EasyCV.me

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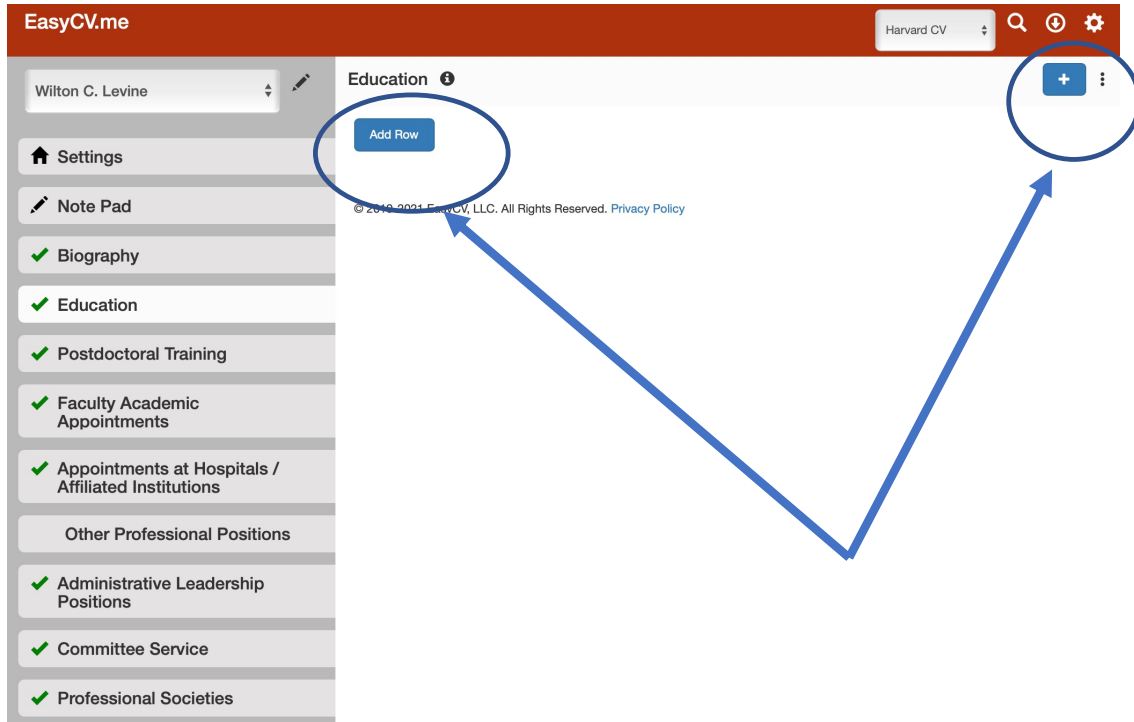
Note Pad:

This is a section where you can keep notes for your CV including data that you need to enter.

If you send an email to:

Notepad@EasyCV.me, EasyCV will save the date, subject, and body of your email in this section for you to review later. This is used by faculty to quickly send notes to the CV account; a confirmation email is sent once the email is received.

Data entry – adding rows



Enter new data:

Click “add row” or “+” and you will be presented with data entry boxes for the required data elements. These elements are different for each section and defined by the HMS CV requirements.

EasyCV.me

UndoHarvard CV

Wilton C. Levine

Settings

Note Pad

Biography

Education

Postdoctoral Training

Faculty Academic Appointments

Appointments at Hospitals / Affiliated Institutions

Other Professional Positions

Administrative Leadership Positions

Committee Service

Professional Societies

Education

Date

MM

YYYY

+End Date +Ongoing

Degrees (Honors)

Fields of Study (Thesis advisor for doctoral research degrees)

Institution

Date

MM

YYYY

+End Date +Ongoing

Degrees (Honors)

Fields of Study (Thesis advisor for doctoral research degrees)

Institution

Add Row

Red outlined boxes are required elements.

Dates are required for all entries starting in 2021 to improve departmental reports.

Clicking a Red **X** along the left tabs will take you to any missing data.

Scholarship – PubMed Search

EasyCV.me

Undo Harvard CV

Scholarship

ORCID: 0000-0003-3358-5327 Highlight Names in CV: Levine WC ex: Levine WC

Asterix Explanation: * Co-author, ** Mentee

Date	Type	PubMed ID	Special Comments (optional)
5 1996 +End Date +Ongoing	Research Investigations	8967478	
Citation 1 Yang D, Previs SF, Fernandez CA, Dugelay S, Soloviev MV, Hazey JW, Agarwal KC, Levine WC, David F, Rinaldo P, Beylot M, and Brunengraber H. Noninvasive probing of citric acid cycle intermediates in primate liver with phenylacetylglutamine. Am J Physiol. 1996 May;270(5 Pt 1):E882-9. PMID: 8967478.			
1 2005 +End Date +Ongoing	Research Investigations	15632516	
Citation 2 Levine WC, Lee JJ, Black JH, Cambria RP, and Davison JK. Thoracoabdominal aneurysm repair: anesthetic management. Int Anesthesiol Clin. 2005 Winter;43(1):39-60. PMID: 15632516.			

Scholarship section:

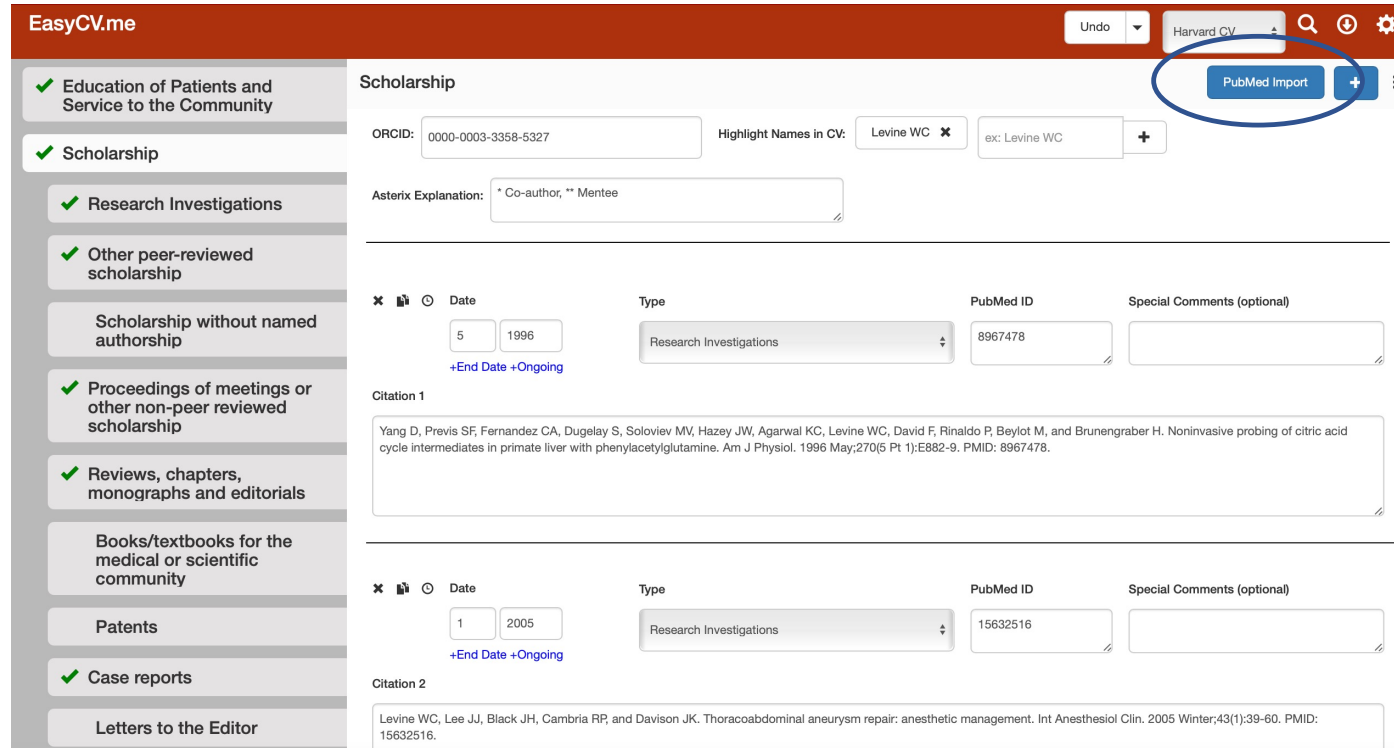
Enter all names that you use for publications including last name, First initial, Middle Initial. Click + after entering. All names listed here will be **BOLD** when your CV is downloaded

Enter with the format:

Smith JC

Note – no punctuation between name and initials

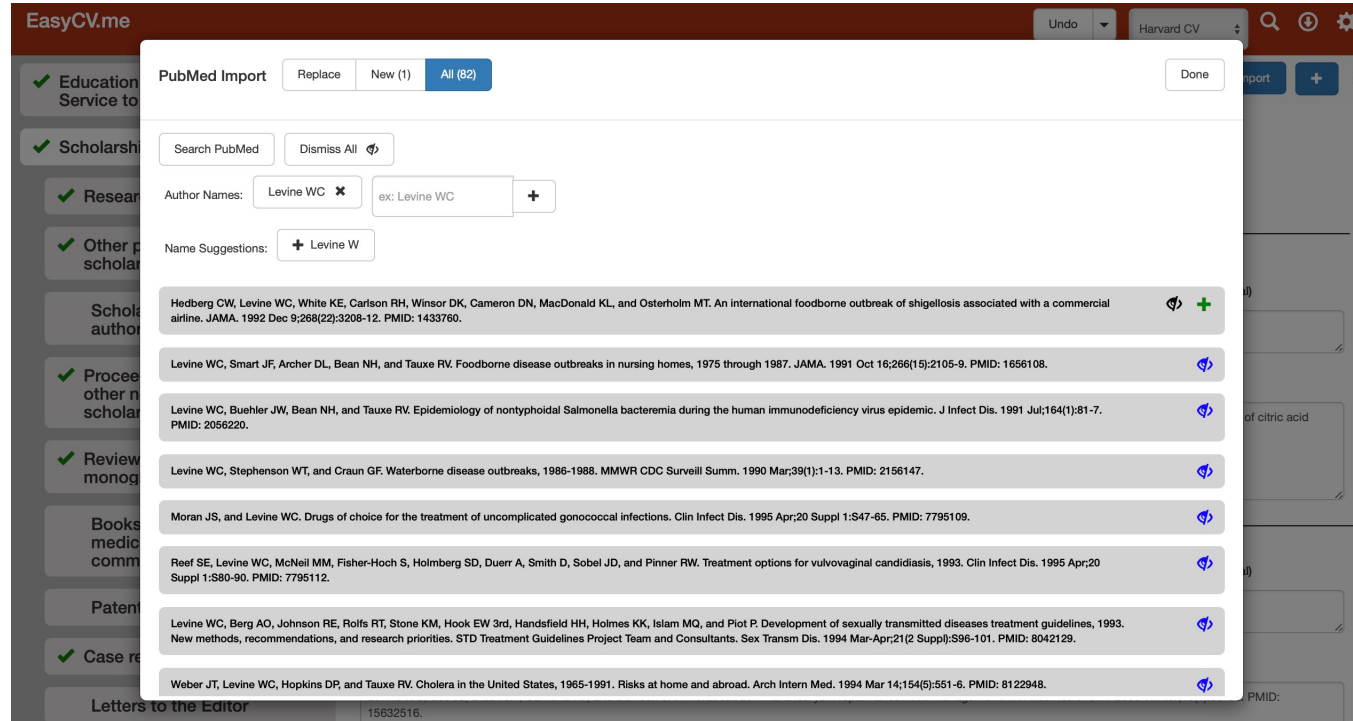
Scholarship – PubMed Search



The screenshot shows the 'Scholarship' section of the EasyCV.me website. On the left is a sidebar with various categories, each with a green checkmark: 'Education of Patients and Service to the Community', 'Scholarship', 'Research Investigations', 'Other peer-reviewed scholarship', 'Scholarship without named authorship', 'Proceedings of meetings or other non-peer reviewed scholarship', 'Reviews, chapters, monographs and editorials', 'Books/textbooks for the medical or scientific community', 'Patents', 'Case reports', and 'Letters to the Editor'. The main area is titled 'Scholarship' and contains a form for adding new entries. At the top right of this form, there is a blue button labeled 'PubMed Import' which is circled in blue. Below this button are fields for 'ORCID' (0000-0003-3358-5327), 'Highlight Names in CV' (Levine WC), and 'ex: Levine WC'. There is also an 'Asterix Explanation' field with the text '* Co-author, ** Mentee'. Below these are two rows of entry forms. Each row has columns for 'Date' (with a dropdown for month and a text box for year), 'Type' (a dropdown menu currently showing 'Research Investigations'), 'PubMed ID' (a text box), and 'Special Comments (optional)' (a text box). The first row has the date '5' and '1996', and the PubMed ID '8967478'. The second row has the date '1' and '2005', and the PubMed ID '15632516'. Below each row is a 'Citation' text box containing the full citation text. The first citation is: 'Yang D, Previs SF, Fernandez CA, Dugelay S, Soloviev MV, Hazey JW, Agarwal KC, Levine WC, David F, Rinaldo P, Beylot M, and Brunengraber H. Noninvasive probing of citric acid cycle intermediates in primate liver with phenylacetylglutamine. Am J Physiol. 1996 May;270(5 Pt 1):E882-9. PMID: 8967478.' The second citation is: 'Levine WC, Lee JJ, Black JH, Cambria RP, and Davison JK. Thoracoabdominal aneurysm repair: anesthetic management. Int Anesthesiol Clin. 2005 Winter;43(1):39-60. PMID: 15632516.'

PubMed Import button will run a PubMed search with all names listed in your scholarship section.

PubMed Search



Click the green + to add the publication to your CV.

Click the eye (show / hide) to hide a publication from your list.

PubMed Search

The screenshot shows the 'PubMed Import' window in the EasyCV.me application. The window has a header with 'Replace', 'New (1)', and 'All (82)' buttons, and a 'Done' button. Below the header, there are search filters: 'Search PubMed', 'Dismiss All', and 'Author Names: Levine WC'. A list of search results is displayed, each with a snippet of text and a PMID. A blue circle highlights a dropdown menu that is open, showing a list of scholarship categories. The categories are: 'Research Investigations' (selected), 'Other peer-reviewed scholarship', 'Scholarship without named authorship', 'Proceedings of meetings or other non-peer reviewed scholarship', 'Reviews, chapters, monographs and editorials', 'Books/textbooks for the medical or scientific community', 'Patents', 'Case reports', 'Letters to the Editor', 'Professional educational materials or reports, in print or other media', 'Clinical Guidelines and Reports', 'Thesis', and 'Abstracts, Poster Presentations and Exhibits Presented at Professional Meetings'.

PubMed Import Replace New (1) All (82) Done

Search PubMed Dismiss All

Author Names: Levine WC ex: Levine WC +

Name Suggestions: + Levine W

Hedberg CW, Levine WC, White KE, Carlson RH, Winsor DK, Cameron DN, MacDonald KL, and Osterholm MT. An international foodborne outbreak of shigellosis associated with a commercial airline. JAMA. 1992 Dec 9;268(22):3208-12. PMID: 1433760.

Levine WC, Smart JF, Archer DL, Bean NH, and Tauxe RV. Foodborne disease outbreaks in nursing homes, 1975 through 1987. JAMA. 1991 Oct 16;266(15):2056-60. PMID: 1652220.

Levine WC, Buehler JW, Bean NH, and Tauxe RV. Epidemiology of nontyphoidal Salmonella bacteremia during the human immunodeficiency virus epidemic. JAMA. 1990 Mar 22;263(12):1611-5. PMID: 2056220.

Levine WC, Stephenson WT, and Craun GF. Waterborne disease outbreaks, 1986-1988. MMWR CDC Surveill Summ. 1990 Mar;39(1):1-13. PMID: 2156147.

Moran JS, and Levine WC. Drugs of choice for the treatment of uncomplicated gonococcal infections. Clin Infect Dis. 1995 Apr;20 Suppl 1:S47-65. PMID: 7500000.

Reef SE, Levine WC, McNeil MM, Fisher-Hoch S, Holmberg SD, Duerr A, Smith D, Sobel JD, and Pinner RW. Treatment options for vulvovaginal candidiasis. JAMA. 1994 Mar 23;271(12):1580-90. PMID: 7795112.

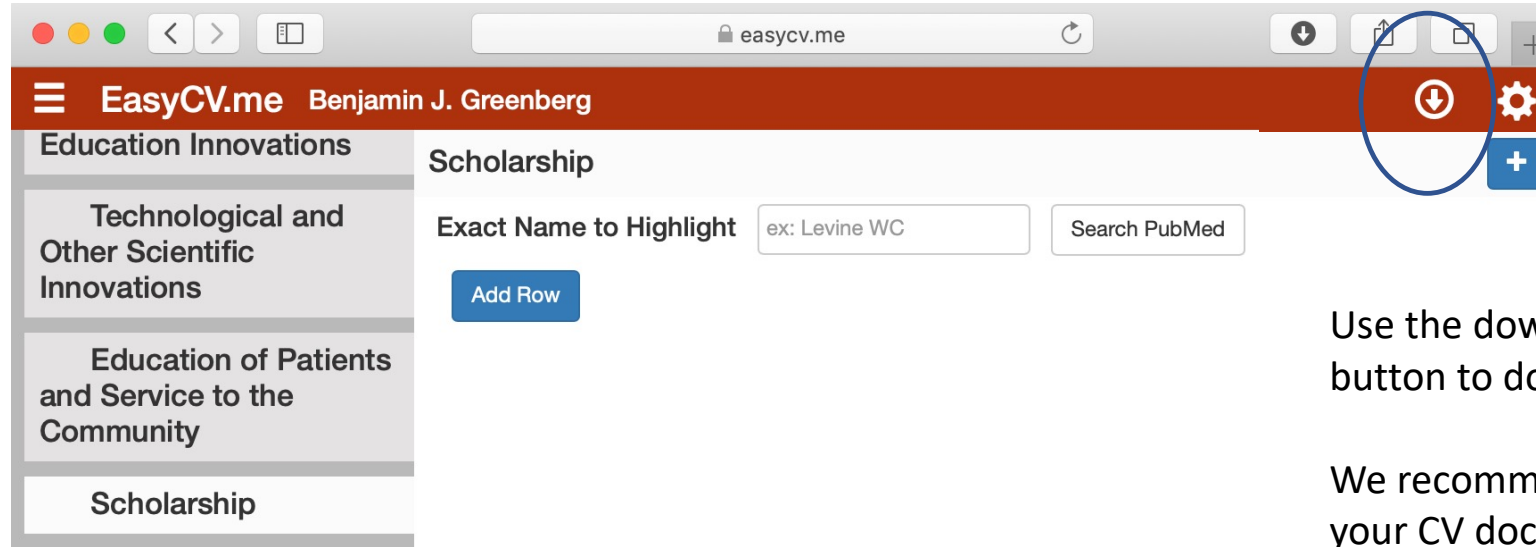
Levine WC, Berg AO, Johnson RE, Rolfs RT, Stone KM, Hook EW 3rd, Handsfield HH, Holmes KK, Islam MQ, and Piot P. Development of sexually transmitted diseases treatment guidelines, 1993. New methods, recommendations, and research priorities. STD Treatment Guidelines Project Team and Consultants. Sex Transm Dis. 1994 Mar-Apr;21(2 Suppl):S96-101. PMID: 8042129.

Weber JT, Levine WC, Hopkins DP, and Tauxe RV. Cholera in the United States, 1965-1991. Risks at home and abroad. Arch Intern Med. 1994 Mar 14;154(6):551-6. PMID: 8122948.

- ✓ Research Investigations
- Other peer-reviewed scholarship
- Scholarship without named authorship
- Proceedings of meetings or other non-peer reviewed scholarship
- Reviews, chapters, monographs and editorials
- Books/textbooks for the medical or scientific community
- Patents
- Case reports
- Letters to the Editor
- Professional educational materials or reports, in print or other media
- Clinical Guidelines and Reports
- Thesis
- Abstracts, Poster Presentations and Exhibits Presented at Professional Meetings

Select the appropriate scholarship category for each publication.

Download your CV



Use the down-pointing arrow button to download your CV.

We recommend downloading your CV document as a backup.

Download directly into HMS template

Your CV data will be downloaded and formatted into the HMS CV template.

[illegible]

Questions or need help?

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