
From: HMS-Office For Faculty Affairs Department
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Subject: OFA Announcement of the CV Generator pilot



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Faculty Affairs

Dear HMS/HSDM community:

The Office for Faculty Affairs is pleased to announce the pilot phase of the CV Generator, which is now available at <https://fa.hms.harvard.edu/cv-generator>. We embarked upon this digital innovation project with the support of the Dean's office to address the significant administrative burden associated with updating the HMS CV.

The CV Generator is an online application that can be used to upload an existing HMS CV or to create one from scratch. In this first iteration, any faculty member can use their HarvardKey to test out the application. Residents and fellows planning to transition to faculty status at HMS/HSDM may also use it.

A few things to keep in mind with this pilot:

- The application allows users to upload their CV, and it will do its best to “parse” the data based on section headers. No system is perfect in accomplishing this – CVs based on older HMS CV formats or with customized sections will not upload well, and Word files work better than PDF. Users will still need to adjust content afterwards.
- Those who have their HMS CVs in other systems can test out the application by exporting their CV and uploading it. Some affiliates have their own tools to meet local needs, and we have built the CV Generator with the intent for the tools to co-exist.
- Any individual data in the CV Generator will be retained as the application evolves, and we are following Harvard information security standards to protect the data.

The OFA and HMS IT are incredibly grateful to the many faculty, leaders, and staff across HMS, HSDM, and the affiliates who have invested time in defining the technical specifications, designing the application, and participating in the alpha and beta testing phases. This has truly been a collaboration by the community, for the community. Your ongoing feedback in the next few months will be critical to improving the functionality of the application, and we encourage you to give it a try.

Project Co-Sponsors

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