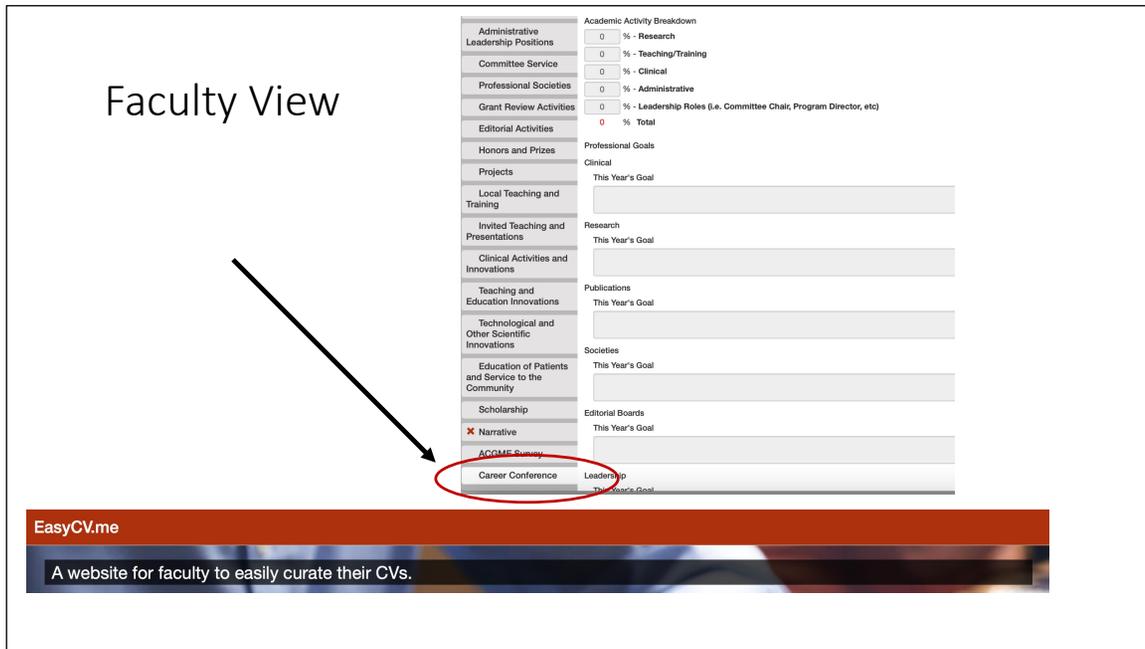
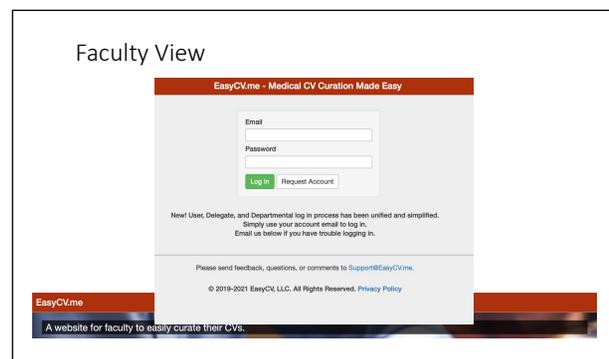


## Faculty Career Conference Process and Instructions:

### FACULTY:

1. **Schedule meeting with Conference Leader**
2. **Prior to meeting, Sign-in to <https://www.easycv.me/>**
  - If you are unable to login, please contact Nancy Axelrod for assistance.
3. **Scroll down and click on “Career Conference” on the left-hand side**



4. **Please note**, The Career Conference form will pull information from your CV if it has been uploaded into EasyCV. The administrative assistants have been trained in EasyCV and are prepared to support you with upload and maintenance of your CV into EasyCV. You can assign your admin as a “delegate” in EasyCV and send them your CV to be uploaded into EasyCV or, if you prefer, you can upload.

The screenshot shows the 'Settings' page for Tara C. Carey. On the left is a navigation menu with options: Settings, Note Pad, Biography, Education, Postdoctoral Training, Faculty Academic Appointments, and Appointments at. The main content area includes:
 

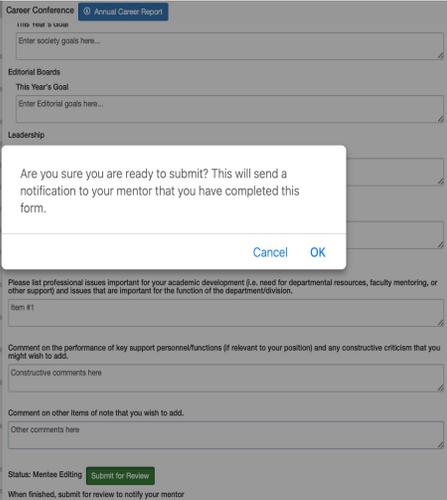
- Buttons for CV Import, PubMed Import, and CV Recent Changes.
- Area of Excellence: Clinical Expertise and Innovation.
- PubMed Scholarship Names: Carey T. (with a delete icon) and ex: Levine WC (with a plus icon).
- Delegates with Access:** A red circle highlights this section, which lists Mary Ann Spellman (mspellman@bwh.harvard.edu).
- Add a Delegate: An input field for an email address with a right-pointing arrow.
- Email Notification Settings: (partially visible).

5. **Complete Career Conference Form:**

The screenshot shows the 'Career Conferences' form. Key features and annotations include:
 

- At the top left, 'Career Conferences' and 'Annual Career Report' are circled in red.
- A blue arrow points to the 'Annual Career Report' link with the text: **\*\*Integrated Annual Career Conference Report pulls relevant data from CV portal to detail physician's accomplishments from the academic year**.
- The date range '1/1/21 - 12/31/21' is circled in red, with a blue arrow pointing to it and the text: **\*\*Select current year**.
- At the bottom right, 'Annual Merit Editing' is circled in red, with a green 'Submit for Review' button next to it.
- The form includes sections for 'Editorial Boards', 'Leadership', 'Custom Question #1', and 'Other Questions', each with a 'This Year's Goal' input field.
- There are sections for 'Professional Goals' (Clinical, Research, Publications, Scientist) with 'This Year's Goal' input fields.
- At the bottom, there is a footer for 'EasyCV.me' with the tagline 'A website for faculty to easily curate their CVs.' and a copyright notice for 2019-2021 EasyCV, LLC.

6. Click Submit (you will get a message confirming you are ready to submit)

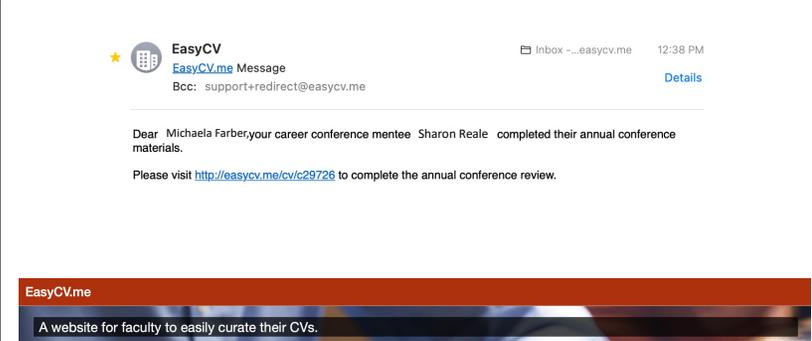


The screenshot shows a web form titled "Annual Career Report" with sections for "Enter society goals here...", "Editorial Boards", "This Year's Goal", "Enter Editorial goals here...", "Leadership", and "Please list professional issues important for your academic development...". A modal dialog box is displayed in the center with the text: "Are you sure you are ready to submit? This will send a notification to your mentor that you have completed this form." with "Cancel" and "OK" buttons. At the bottom of the form, there is a "Submit for Review" button and a status indicator "Status: Mentee Editing".

**EasyCV.me**  
A website for faculty to easily curate their CVs.

7. You and your conference mentor will get an email notifying you that you have submitted. You can download a copy of your form on the page.

### Mentor / ACC Leader Notification Email



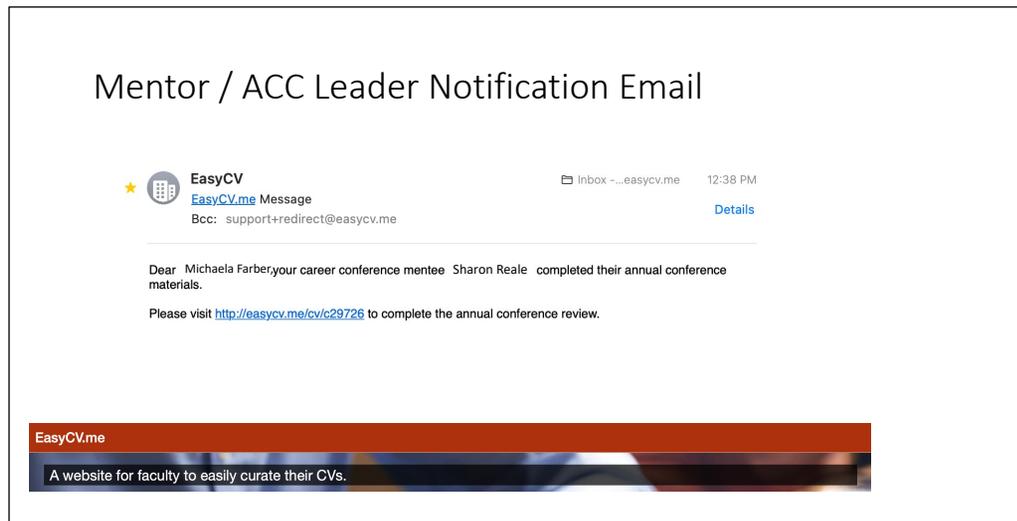
The screenshot shows an email notification from EasyCV. The header includes the EasyCV logo, "EasyCV Message", and the recipient's email address "support+redirect@easycv.me". The body of the email reads: "Dear Michaela Farber, your career conference mentee Sharon Reale completed their annual conference materials. Please visit <http://easycv.me/cv/c29726> to complete the annual conference review."

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A website for faculty to easily curate their CVs.

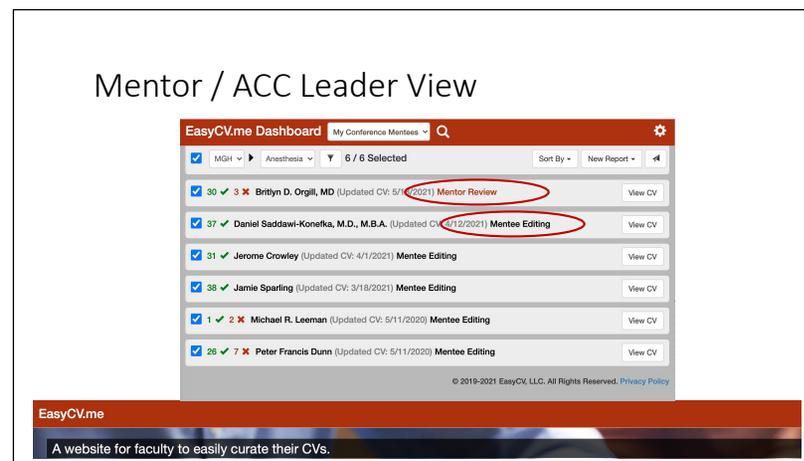
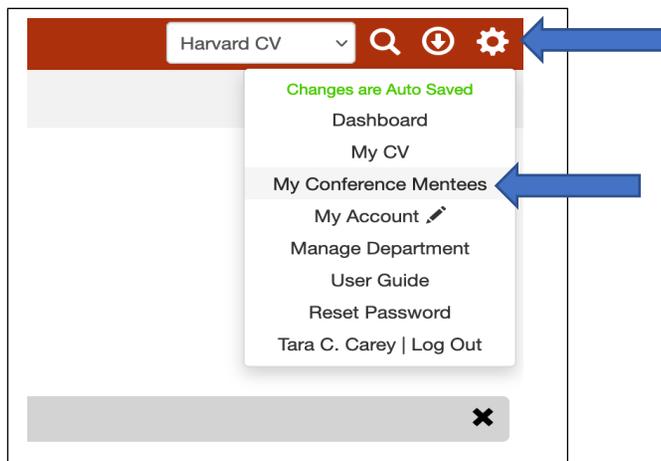
8. **Conference Report:** The final conference reports with your responses and your conference mentors notes will be available to you and your conference mentor. The report will also be sent to your primary Division Chief, the VC and Assoc VC for Faculty Development, and the Chair to help identify unique areas in which we can support with career engagement opportunities, support for promotion, or larger opportunities to address in the department.
9. **Department Review:** After the completion of the conferences, the Conference Leaders and Division Chiefs will meet to discuss any common themes that were heard during the meetings and give an opportunity to discuss comments a general way..

## **Conference Mentor Instructions:**

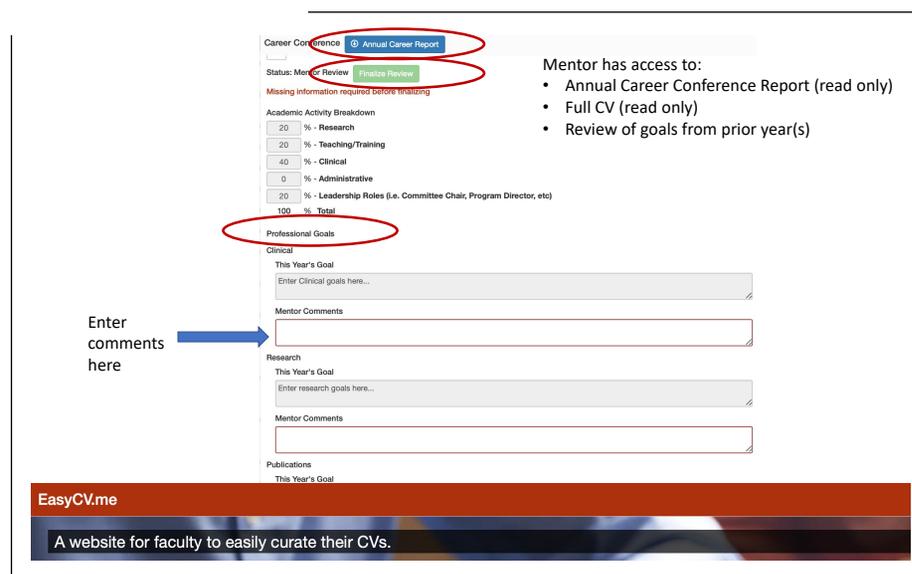
1. **After the faculty member completes their Career Conference form in EasyCV, you will get a notification like this:**



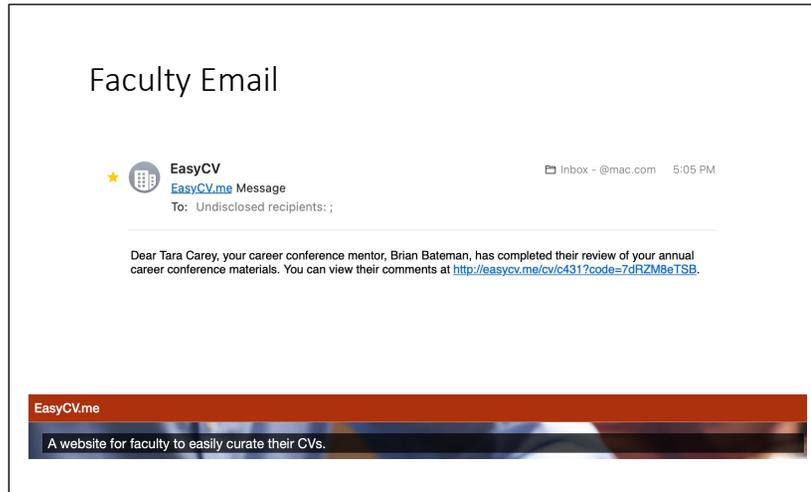
- On the EasyCV portal, you can select the “My Conference Mentees” dashboard by clicking on the wheel icon in the upper Right Corner. You will see a list of your assigned faculty and the status of their conference form. You can also view their CVs, if uploaded



- Click on “Mentor Review” to view their conference form and add your comments.



#### 4. Submit your comments for review by the faculty member.



6. **Conference Report:** The final conference reports with your responses and your conference mentors notes will be available to you and your conference mentor. The report will also be sent to your primary Division Chief, the VC and Assoc VC for Faculty Development, and the Chair to help identify unique areas in which we can support with career engagement opportunities, support for promotion, or larger opportunities to address in the department.
7. **Department Review:** After the completion of the conferences, the Conference Leaders and Division Chiefs will meet to discuss any common themes that were heard during the meetings and give an opportunity to discuss comments a general way..