How to use the CV Builder in OASIS
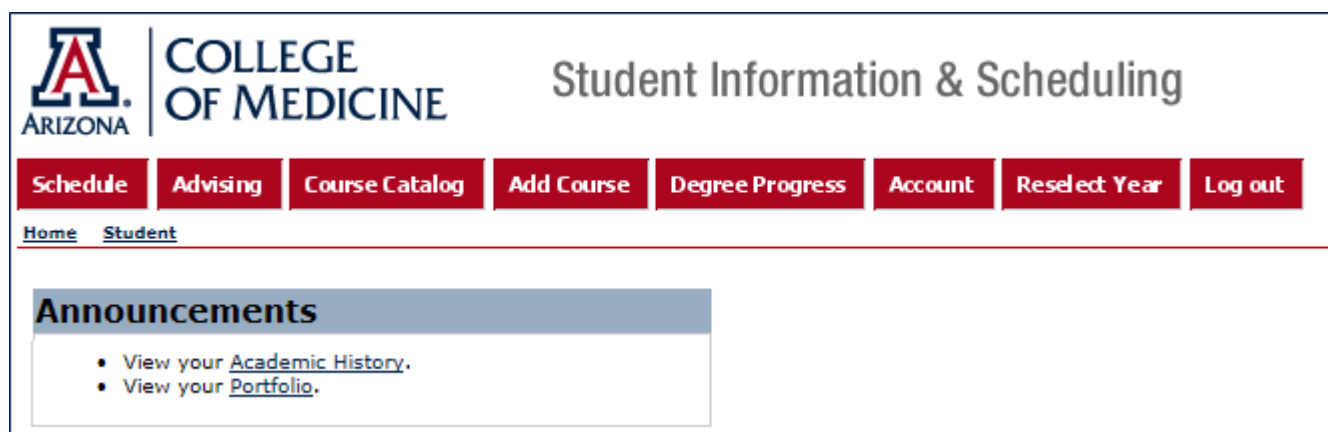
url: OASIS.medicine.arizona.edu

Available for your use is the CV Builder feature in OASIS which allows you to use a built-in template to create and generate a Curriculum Vitae (CV).

Within the CV Builder You Can:

- Attach uploaded files containing completed projects, articles and other materials
- Create Curriculum Vitae (CV) using blog entries and a built-in template
- Create a URL link to share your CV with individuals who do not have access to the OASIS

Creating and Accessing Your CV Builder:

- Log into OASIS using your NetID and password
- Refer to the **Announcements** section toward the top of the screen
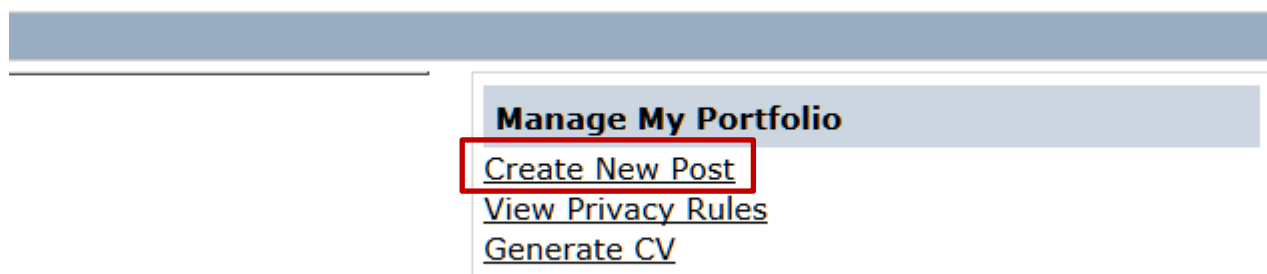
- Click on the **Portfolio** link

Create a CV entry

- Click on **Create New Post** on the right hand side of the page

- Scroll down towards the bottom of the page. You can ignore the text box

- Under **How do I create a CV**, check the box **Include CV Elements**
- The available CV tags will be displayed

Click on the appropriate CV tags (multiple tags can be selected)

- o Screens requiring additional information will be enabled depending on the CV tag you selected
  - ▪ Abstracts

  - ▪ Interests

  - ▪ Publications

Publications

Publication Name

Publication Year

Publication Date

Title*

Pages

Author

Last Name, FM initials

Annotation

- Certifications

Publications   Research

Certifications

Name*

Year

- Languages

Languages

Language*

Years of Practice

Proficiency Level

- Research

Research

Start Year*

End Year

Program Name*

Investigator

Investigator Rank

Investigator Department

Project Title

Narrative Description

- Education

Education

Start Year*

End Year*

Education Level*

School*

Degree Received

Major(s)

Minor(s)

Honors

- Presentations

Presentations

Presentation Year

Presenter(s)

Last Name, FM initials

Title*

Venue/Organization

Presentation City

Presentation State

Presentation Country

- Volunteer Service

Volunteer Service

Job Title*

Start Date

End Date

Organization

Accomplishments

- Honors/Awards

Honors/Awards

Name*

Year

- Professional Organizations

Professional Organizations

Start Year

End Year

Organization Name*

Accomplishments

Office Held

Office Start Year

Office End Year

- Work

- Press the **Submit** button to save your data
- You will be returned to the **Portfolio Posts** screen
- A listing of your tags will be displayed

☞ **NOTE:** To add additional **CV entries**, click on **Create New Post**. Repeat the **Create New Post** steps listed above. Additional entries will automatically be added to the **existing** CV – a new **CV** will not be created.

Generate a CV:

- Navigate to your **Portfolio Posts** page
- Click on the **Generate CV** link
- The **Select CV Elements and Order** screen will be displayed
- The **Format and View CV** screen will be displayed

Format and View CV

Back to posts

Instructions:
The order of CV elements can be rearranged by clicking on the up or down arrow next to the element's name, or by clicking on the element's name and dragging up or down. Individual entries within CV elements can also be reordered using the drag-and-drop function. Click **Generate CV** to create and view your formatted CV.

Publication

Include	Publication Name	Publication Year	Publication Date	Title	Pages	Author	Annotation
☑	Brain Journal	2014	May 10	How My Brain	18-37	Nye, Bill	

Research

Include	Start Year	End Year	Program Name	Investigato	Investigato Rank	Investigato Department	Project Title	Narrative Description
☑	01/01/2012	01/01/2014	Brain Study [	Bill Nye	Head guy	Brain stuff	More Brain St	Examined bra

Volunteer Service

Include	Job Title	Start Date	End Date	Organization	Accomplishment
☑	Patient Assistant	05/20/2013	08/15/2014	Tucson Medical Ce	Assisted with patie

[Generate CV] [Cancel]

Follow these instructions to re-order the CV sections and/or elements within a section

- Any posts you have entered as CVs will be displayed
- Posts can be excluded from the CV by unchecking the corresponding **Include** field
- Click on the **Generate CV** button at the bottom of the page to create the CV
- An rtf file will be created
- Indicate whether you would like to **Open with** (Microsoft Word or other default program) or **Save File**
  - **Open with** will open and display a read-only copy of the CV
    - To edit or share the CV, save the file with another name
  - **Save File** will download the rtf file and display the file icon
    - Open the file
    - A read-only copy of the CV will be displayed
    - To edit or share the CV, save the file with another name
- Your CV is now a Word document that you can edit as much as you'd like