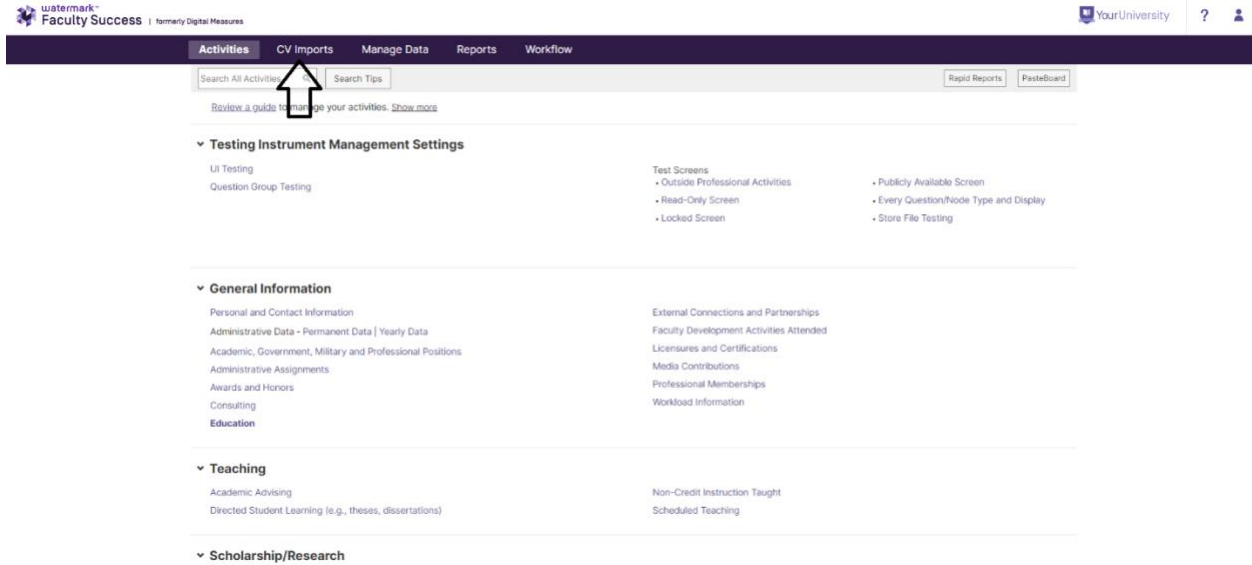
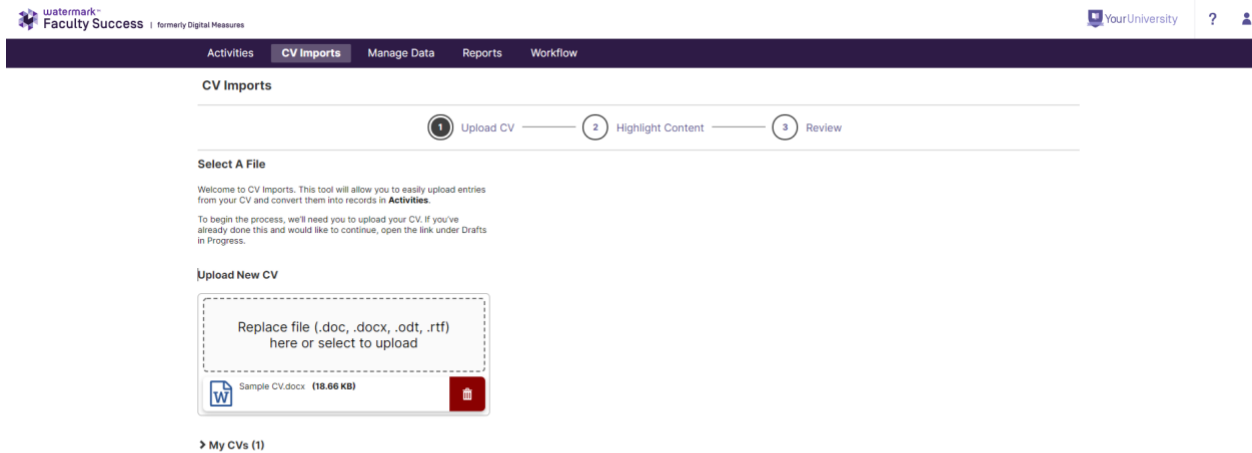


# Using CV Imports STEP-BY-STEP

Users will access CV Imports in the top Navigation bar.



From the CV Imports utility, users can upload a file with a compatible format (.doc, .docx, .odt, .rtf). Previous uploads will appear as a Draft in Progress with a link to the uploaded file.



After selecting "Begin," users will have the option of selecting specific sections of their uploaded CV to import into their institution's database. A drawer will appear that includes the data collection screens available for importing data.

The screenshot displays the 'CV Imports' section of the Faculty Success system. At the top, there are navigation tabs for 'Activities', 'CV Imports', 'Manage Data', 'Reports', and 'Workflow'. Below these, a progress bar shows three steps: '1 Upload CV', '2 Highlight Content', and '3 Review'. The main content area is titled 'Select an Activity Type' and contains a preview of a CV for Gloria Gonzalez. The CV includes contact information, research interests in Hispanic literature, education (Ph.D. and M.A. in Spanish), appointments as an adjunct lecturer, and a list of publications and conference presentations. On the right side, a sidebar titled 'Select an Activity Type' provides a list of activity categories, including Academic, Government, Military, Professional Positions, Administrative Assignments, Awards and Honors, Consulting, Education, External Connections and Partnerships, Faculty Development Activities, Licensures and Certifications, Media Contributions, Professional Memberships, Teaching, and Service. A red arrow points from the sidebar to the main CV content area.

Users can also select the Filter Activity Types field to filter activity types that have been completed, started, or not started.

After selecting the Activity Type, users will proceed through the following steps:

**1. Highlight Entries:** Users will highlight all records that match the selected Activity Type as they appear within their CV. Multiple records can be highlighted, and by clicking on a highlighted entry the user has the option to keep or remove that record from the import.

CV Imports

last saved, 12:12 PM SAVE



Education

Highlight Entries

Confirm Entries

Highlight Fields

Degree

Institution

Emphasis / Major

Year Completed\*

Review Education

Highlight Entries

Highlight all the entries that you would like to add as Education records.

HIGHLIGHTING INSTRUCTIONS

**Gloria Gonzalez**  
3204 Windover Way  
Houston, TX 77204  
ggonzalez@email.com  
000.123.4567 (Cell)

**RESEARCH INTERESTS**  
Hispanic Literature, Latin American Literature, Peninsular Literature

**EDUCATION**  
**Ph.D. in Spanish (US Hispanic Literature)**, 2016 – University of Houston. Dissertation: *Quixote Reborn: The Wanderer in US Hispanic Literature*. Sancho Rodriguez, Chair  
**M.A. in Spanish**, June 2013 – University of Houston  
**B.A. in Spanish**, June 2011 – University of Houston

**APPOINTMENTS**  
Adjunct Lecturer: University of Houston, Department of Hispanic Studies, September 2016 to Present.

**PUBLICATIONS**  
**Book**  
Gonzalez, Gloria. *Quixote Reborn: The Wanderer in US Hispanic Literature*. New Haven: Yale University Press (forthcoming)  
**Peer-reviewed Journals**  
Gonzalez, Gloria. "Mexican Immigrant Stories from the Central Valley," *Lady Liberty Journal*, 6(1): 24-41.  
Gonzalez, Gloria. "Comparing the Hispanic and European Immigrant Experience through Story," *Hispanic Literature Today* 12(3): 25-35.

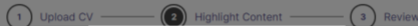
← BACK

Once you've highlighted the entries you would like to add as Education records, move on to the next section.

NEXT

CV Imports

last saved, 12:12 PM SAVE



Education

Highlight Entries

Confirm Entries

Highlight Fields

Degree

Institution

Emphasis / Major

Year Completed\*

Review Education

Highlight Entries

Highlight all the entries that you would like to add as Education records.

HIGHLIGHTING INSTRUCTIONS

**Gloria Gonzalez**  
3204 Windover Way  
Houston, TX 77204  
ggonzalez@email.com  
000.123.4567 (Cell)

**RESEARCH INTERESTS**  
Hispanic Literature, Latin American Literature, Peninsular Literature

**EDUCATION**  
**Ph.D. in Spanish (US Hispanic Literature)**, 2016 – University of Houston. Dissertation: *Quixote Reborn: The Wanderer in US Hispanic Literature*. Sancho Rodriguez, Chair  
**M.A. in Spanish**, June 2013 – University of Houston  
**B.A. in Spanish**, June 2011 – University of Houston

**APPOINTMENTS**  
Adjunct Lecturer: University of Houston, Department of Hispanic Studies, September 2016 to Present.

**PUBLICATIONS**  
**Book**  
Gonzalez, Gloria. *Quixote Reborn: The Wanderer in US Hispanic Literature*. New Haven: Yale University Press (forthcoming)  
**Peer-reviewed Journals**  
Gonzalez, Gloria. "Mexican Immigrant Stories from the Central Valley," *Lady Liberty Journal*, 6(1): 24-41.  
Gonzalez, Gloria. "Comparing the Hispanic and European Immigrant Experience through Story," *Hispanic Literature Today* 12(3): 25-35.

Would you like to remove this highlight?

KEEP HIGHLIGHT REMOVE HIGHLIGHT

← BACK

Once you've highlighted the entries you would like to add as Education records, move on to the next section.

NEXT

**2. Confirm Entries:** After highlighting all relevant activities, the user will then have the opportunity to verify the records that they selected in Highlight Entries. Each of the highlighted records will appear as a separate entry for review. Records that appear to be parsed incorrectly can be merged or split through the “Merge or Split Entries” button. To merge or split these records,

users will highlight the record to match the desired layout and press “Next” once this has been completed.

The screenshot shows the 'CV Imports' interface in the 'Confirm Entries' step. The top navigation bar includes 'Activities', 'CV Imports', 'Manage Data', 'Reports', and 'Workflow'. The 'CV Imports' section has a progress indicator with three steps: 1. Upload CV, 2. Highlight Content (current step), and 3. Review. A 'SAVE' button is visible in the top right. On the left, a sidebar lists 'Education' options: Highlight Entries, Confirm Entries (selected), Highlight Fields, Degree, Institution, Emphasis / Major, Year Completed\*, and Review Education. The main content area is titled 'Confirm Entries' and contains a 'MERGE OR SPLIT ENTRIES' button at the top. Below are three entries, each with a trash icon: 'Entry 1' (Ph.D. in Spanish, 2016), 'Entry 2' (M.A. in Spanish, 2013), and 'Entry 3' (B.A. in Spanish, 2011). At the bottom, there are 'BACK' and 'NEXT' buttons with the instruction: 'Once you've confirmed that your entries are correct, move on to the next step.'

**3. Highlight Fields:** Now that activities from the uploaded CV have been identified, users will associate required and recommended fields within Faculty Success to the highlighted entries. Required and recommended fields are determined through the **Database Configuration** utility.

The screenshot shows the 'CV Imports' interface in the 'Highlight Fields' step. The top navigation bar is the same as the previous screenshot. The 'CV Imports' section has a progress indicator with three steps: 1. Upload CV, 2. Highlight Content (current step), and 3. Review. A 'SAVE' button is visible in the top right. On the left, a sidebar lists 'Education' options: Highlight Entries, Confirm Entries, Highlight Fields (selected), Degree, Institution, Emphasis / Major, Year Completed\*, and Review Education. The main content area is titled 'Highlight Fields' and contains a 'Recommended Fields' section. Below this section are 'Degree', 'Institution', 'Emphasis / Major', and 'Date Fields' (Year Completed\*). At the bottom, there are 'BACK' and 'NEXT' buttons with the instruction: 'When you're ready to begin, move on to the next step.'

After selecting one of the required or recommended fields, users will be prompted to classify the record according to the nature of the field. For fields with drop down list values, users will select the appropriate value for each entry from the drawer.

The screenshot shows the 'Add Degree' interface in the Faculty Success system. The interface is divided into several sections:

- Navigation:** Activities, CV Imports, Manage Data, Reports, Workflow.
- CV Imports:** 1 Upload CV, 2 Highlight Content, 3 Review
- Education:** Highlight Entries, Confirm Entries, Highlight Fields, Degree (selected), Institution, Emphasis / Major, Year Completed\*, Review Education.
- Add Degree:** Please add the Degree for each of your Education entries.
- Entry 1:** Ph.D. in Spanish (US Hispanic Literature), 2016 – University of Houston. Dissertation: Quixote Reborn: The Wanderer in US Hispanic Literature. Sancho Rodriguez, Chair
- Entry 2:** M.A. in Spanish, June 2013 – University of Houston
- Entry 3:** B.A. in Spanish, June 2011 – University of Houston
- Dropdown Menu:** BA, BBA, BS, DBA, EDD, JD, LLM, MA, MBA, MS, Ph D, Other
- Footer:** watermark | © 2021 Watermark Insights, LLC and its affiliates. All Rights Reserved. Sitemap | Terms & Conditions

For text fields, such as the title of a Publication, users will highlight the relevant portion of their CV entry.

Intellectual Contributions

Highlight Entries

Confirm Entries

Highlight Fields

Contribution Type

Current Status

**Title of Contribution**

Authors\*

Editors\*

Expected Date of Submission\*

Date Submitted\*

Date Accepted\*

Date Published\*

Review Intellectual Contributions

Highlight Title of Contribution

Please highlight the **Title of Contribution** for each of your **Intellectual Contributions** entries. If this information is not in your CV then you can use Manual Entry.

Entry 1

Gonzalez, Gloria. Quixote Reborn: **The Wanderer in US Hispanic Literature**.  
New Haven: Yale University Press (forthcoming)

▶ View Record in Progress, 1 item added.

Entry 2

Gonzalez, Gloria. **Yearning to Be Free: 3 Hispanic Women's Diaries**.  
Hispanic Literature Today: 11(2): 18-31.

▶ View Record in Progress, 1 item added.

Once you've highlighted the **Title of Contribution** for each of your **Intellectual Contributions** entries, you go to the next section.

Any data needed for a recommended or required field in Faculty Success that does not exist in a CV can be manually entered by using the "Manual Entry" button.

If a user needs to move to a different Activity type before finishing the review process of their current Activity Type, they can access the drawer menu by clicking on "Highlight Content" within the step indicator.

**4. Review Records:** After highlighting all of the necessary fields for each record, users will have the opportunity to review and edit each entry before importing.

Activities **CV Imports** Manage Data Reports Workflow

CV Imports last saved, 3:21 PM **SAVE**

1 Upload CV — 2 Highlight Content — 3 Review

**Intellectual Contributions**

Highlight Entries

Confirm Entries

Highlight Fields

Contribution Type

Current Status

Title of Contribution

Authors\*

Editors\*

Expected Date of Submission\*

Date Submitted\*

Date Accepted\*

Date Published\*

Review Intellectual Contributions

**Review Intellectual Contributions**

Please review all of the **Intellectual Contributions** records you've prepared before importing to **Activities**. If there are any errors please, edit them and update before submitting.

**2 Records to be Imported**

**Record 1** **EDIT**

View Original Entry

Contribution Type	Current Status	Title of Contribution
Skipped - <a href="#">Add Info</a>	Skipped - <a href="#">Add Info</a>	The Wanderer in US Hispanic Literature

**Authors**

1st Author	First Name	Middle Name/Initial
People at Test University Cushing, Cameron (deptChair1)	Cameron	Skipped - <a href="#">Add Info</a>
<b>Last Name</b>	Cushing	
2nd Author		
People at Test University li, rick (R)	rick	Skipped - <a href="#">Add Info</a>
<b>Last Name</b>	li	

**5. Import Records:** After confirming the accuracy of these records, the Activity Type drawer will appear and allow the user to continue the parsing process for other records, or to proceed to the final review before importing CV entries.

Activities **CV Imports** Manage Data Reports Workflow

CV Imports last saved, 3:24 PM

Ph.D. in Spanish (US Hispanic Literature), 2016 - University of Houston, Dissertation: *Quirote Reborn: The Wanderer in US Hispanic Literature*. Sancho Rodriguez, Chair

M.A. in Spanish, June 2013 - University of Houston

B.A. in Spanish, June 2011 - University of Houston

**APPOINTMENTS**

Adjunct Lecturer, University of Houston, Department of Hispanic Studies, September 2016 to Present.

**PUBLICATIONS**

**Book**

Gonzalez, Gloria. *Quirote Reborn: The Wanderer in US Hispanic Literature*. New Haven: Yale University Press, forthcoming.

**Peer-reviewed Journals**

Gonzalez, Gloria. "Mexican Immigrant Stories from the Central Valley," *Lady Liberty Journal*, 6(11): 24-41.

Gonzalez, Gloria. "Comparing the Hispanic and European Immigrant Experience through Story," *Hispanic Literature Today* 12(3): 23-35.

Gonzalez, Gloria. "Yearning to Be Free: 3 Hispanic Women's Diaries," *Hispanic Literature Today*, 11(2): 18-31.

**CONFERENCE PRESENTATIONS**

2018. Gonzalez, Gloria. "Storytelling Methods in the Central Valley," Hispanic Storytelling Association Annual Conference, San Francisco, CA

2017. Gonzalez, Gloria. "When Cultures Merge: Themes of Exclusion in Mexican-American Literature," US Hispanic Literature Annual Conference, Tucson, AZ.

**TEACHING EXPERIENCE**

**Adjunct Lecturer, University of Houston**

- Mexican-American Literature, Spanish 3331
- Women in Hispanic Literature, Spanish 3350
- Spanish-American Short Story, Spanish 4339

**Graduate Teaching Assistant, Northwestern University**

- Elementary Spanish 1501, 1502, 1505
- Intermediate Spanish 2301, 2302, 2610

**HONORS / AWARDS**

Mexico Study Abroad Summer Grant, 2016

UH Teaching Awards, 2015, 2016, 2018

Dissertation Fellowship, 2015

**LANGUAGES**

English (native)

Spanish (bilingual oral and written fluency)

Classical Latin (intermediate)

**Select an Activity Type**

Filter Activity Types

All

Testing Instrument Management Settings

Test Screens

- Outside Professional Activities

General Information

- Academic, Government, Military and Professional Positions
- Administrative Assignments
- Awards and Honors
- Consulting
- Education
- External Connections and Partnerships
- Faculty Development Activities
- Attended
- Licensures and Certifications
- Media Contributions
- Professional Memberships

Teaching

- Academic Advising
- Directed Student Learning (e.g., theses, dissertations)
- Non-Credit Instruction Taught
- Scheduled Teaching

Scholarship/Research

- Artistic and Professional Performances and Exhibits
- Contracts, Fellowships, Grants and Sponsored Research
- Intellectual Contributions (2)
- Intellectual Property (e.g., copyrights, patents)

If you're finished creating records, move on to the final step.

**REVIEW AND IMPORT 2 RECORDS**

The final review screen will show all of the records to be imported alongside the required and recommended fields associated with such records. Once the

user has confirmed the accuracy of all records, they will select Import at the bottom right of the screen.

The screenshot shows the 'CV Imports' interface in Faculty Success. At the top, there is a navigation bar with 'Activities', 'CV Imports', 'Manage Data', 'Reports', and 'Workflow'. The 'CV Imports' section is active, and a progress indicator shows three steps: 1. Upload CV, 2. Highlight Content, and 3. Review (which is currently selected). Below the progress indicator, there is a 'Review' section with a message: 'Please review all of the records you've prepared before importing to Activities. If there are any errors please, edit them and update before submitting.' Below this, it says '2 Records to be Imported' and 'Intellectual Contributions: 2 Records'. A table displays the details for 'Record 1':

Contribution Type	Current Status	Title of Contribution	
Skipped	Skipped	The Wanderer in US Hispanic Literature	

Below the table, there are sections for 'Authors' and 'Editors'. The 'Authors' section lists two authors:

1st Author	2nd Author																
<table border="1"><thead><tr><th>People at Test University</th><th>First Name</th><th>Middle Name/Initial</th><th>Last Name</th></tr></thead><tbody><tr><td>Cushing, Cameron (deptChair)</td><td>Cameron</td><td>Skipped</td><td>Cushing</td></tr></tbody></table>	People at Test University	First Name	Middle Name/Initial	Last Name	Cushing, Cameron (deptChair)	Cameron	Skipped	Cushing	<table border="1"><thead><tr><th>People at Test University</th><th>First Name</th><th>Middle Name/Initial</th><th>Last Name</th></tr></thead><tbody><tr><td>II, rick (fll)</td><td>rick</td><td>Skipped</td><td>II</td></tr></tbody></table>	People at Test University	First Name	Middle Name/Initial	Last Name	II, rick (fll)	rick	Skipped	II
People at Test University	First Name	Middle Name/Initial	Last Name														
Cushing, Cameron (deptChair)	Cameron	Skipped	Cushing														
People at Test University	First Name	Middle Name/Initial	Last Name														
II, rick (fll)	rick	Skipped	II														

The 'Editors' section lists one editor: '1st Editor'.

At the bottom of the interface, there are 'BACK' and 'IMPORT' buttons. A message at the bottom reads: 'Once you've reviewed your new records and confirmed that everything is correct, import them into Activities.'

CV Imports is currently best suited for faculty within Faculty Success who do not have existing data within the system. As our development of CV Imports continues, we will be posting announcements in the [News & Updates](#) article that highlight exciting new features and how they will benefit all users of Faculty Success at your institution.