Easy steps to digitalize your academic CV document

Completing your UNIWeb CV (and CCV) might be easier than you think. Here are tips on setting up your CV with tools that will speed up the process.

START WITH YOUR PUBLICATIONS

A large portion of your academic CV is dedicated to your publications. That's good news because importing references from Endnote and BibTex files is easy. If you don't have a bibliography file, don't worry, you can create one automatically with Google Scholar.

By creating a Google Scholar profile, you'll be using Google's search power to find all your publication references. It might even find articles that you have forgotten about. Google Scholar will give you the option to check which publications are yours. The last step is just to download all your publications as a BibTex file and import them into UNIWeb.

Google Scholar will keep updating your publications over time, so you can use it to keep your CV up-to-date effortlessly.

CCV COMES FIRST
Keep in mind that if you already have data in your CCV, you should import it in UNIWeb before following any of the steps here.
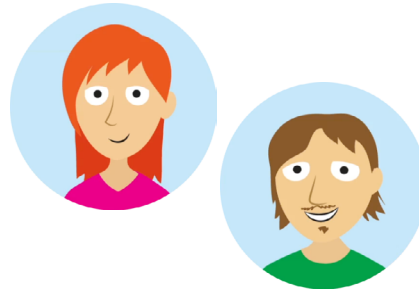
DELEGATES TO THE RESCUE

If you have a Word or PDF version of your academic CV, you can copy the data to UNIWeb. While importing it automatically is not possible due to the unstructured nature of the document, you can still benefit from having an up-to-date CV by hiring students or other types of assistants to copy the information (excluding publications).

The UNIWeb delegates feature allows you to invite one or more delegates to help you with your CV. The list of active delegates is always available in the user menu (ie, the picture of you in the screen's top-right corner). From there, you can add or remove delegates with ease, and without having to risk security by sharing passwords.

Copy-pasting information from a document into UNIWeb will take some time. Fortunately, UNIWeb is designed for fast data entry, with no downtime when moving across pages. Entering data in a form, saving it and moving to the next form is an instantaneous step, which eliminates unnecessary idling and saves time.

TIGHT SECURITY
Delegates don't inherit permissions, meaning that account-holders with administrative access can freely add delegates while preserving data security.

REUSE YOUR EFFORT

Some portions of your UNIWeb CV will demand your attention because they need more granular information than normally available in a standard CV document. For example, funding agencies require a great deal of detail regarding past funding.

UNIWeb is all about reusing data. Once it's entered, it's used for computing academic metrics, generating official webpages, applying for funding (via CCV), and generating your annual activity reports. Having your data in UNIWeb will multiply the results of your data entry efforts.