

# Resume/CV Review Program Guide – For Resume/CV Submitters

## Logging in

Website: <https://www.abstractscorecard.com/cfp/submit/login.asp?EventKey=WOCEQBNJ>

If this is your first time using the new platform, click on 'Join Now' to sign up as a new user.

If you are not a new Resume/CV Review Cadmium user, enter your email address and Access Key (password). If you do not remember your password, click on lost your access key.

The screenshot shows a web browser window with the URL <https://www.abstractscorecard.com/cfp/submit/login.asp?EventKey=WOCEQBNJ>. The page features the ASHP logo (pharmacists advancing healthcare®) and a navigation bar with links for 'Abstract Scorecard©', 'Event Details', and 'Technical Support'. The main content area is titled 'Welcome to the 2020 CV Review Program' and includes the following text:

Submissions will be accepted from participants from July 27 – September 3.

CVs will be assigned to reviewers no later than October 1.

Participants should receive feedback from the reviewer(s) via email by October 31. If feedback is not received by this date, the submitter should contact the reviewer directly. Please do not contact reviewer prior to October 31 to request feedback.

Participants will send each of their assigned reviewers an email confirming that feedback was received and thanking the reviewer for their time.

**\*\*Please note: You must have an active ASHP membership to participate in this program\*\***

If you have any questions regarding ASHP's CV Review Program please contact [newpractitioners@ashp.org](mailto:newpractitioners@ashp.org) or visit [the ASHP website](#).

A prominent blue button labeled 'Log in to the Submission Site' is centered at the bottom of the main content area. The footer contains the text '41 days remaining', '© 2020 CadmiumCD', 'Tel (410) 638-9239', 'Support@cadmiumcd.com', 'My Data', and 'Site Map'.

Participants will send each of their assigned reviewers an email confirming that feedback was received and thanking the reviewer for their time.

**\*\*Please note: You must have an active ASHP membership to participate in this program\*\***

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**Log in to the Submission Site**

### New Users

Click 'Join Now' to begin your first submission.

Join Now

### Already a User?

**Email Address \***

  
**Access Key \***

Show

Lost your access key?

Login

Questions? Organizer: Jennifer Tyra - [jtyra@ashp.org](mailto:jtyra@ashp.org)

If you are a new user, you will be asked to enter profile information before continuing.

abstractscorecard.com/cfp/account/signup.asp?EventKey=NVVQWNVV

# ashp

pharmacists advancing healthcare®

← Login Page | Abstract Scorecard® Event Details | Technical Support

## ACCOUNT PROFILE Create Account

Please complete the information below and then press the 'Create Account' button.  
You will be the contact person for all information that you submit using this account.

*Note: This is the email ASHP will use to communicate with you about your involvement in the CV Review Program.*

\* indicates a required field

<b>Personal Details</b>	<b>Mailing Address</b>	<b>Contact Details</b>
Prefix * <input type="text"/>	Address Line 1 <input type="text"/>	Office Phone <input type="text"/>
First Name * <input type="text"/>	Address Line 2 <input type="text"/>	Cell Phone <input type="text"/>

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After you complete your profile information, or if you are a current user, the next step is to click on [+Click here to begin a new submission](#)

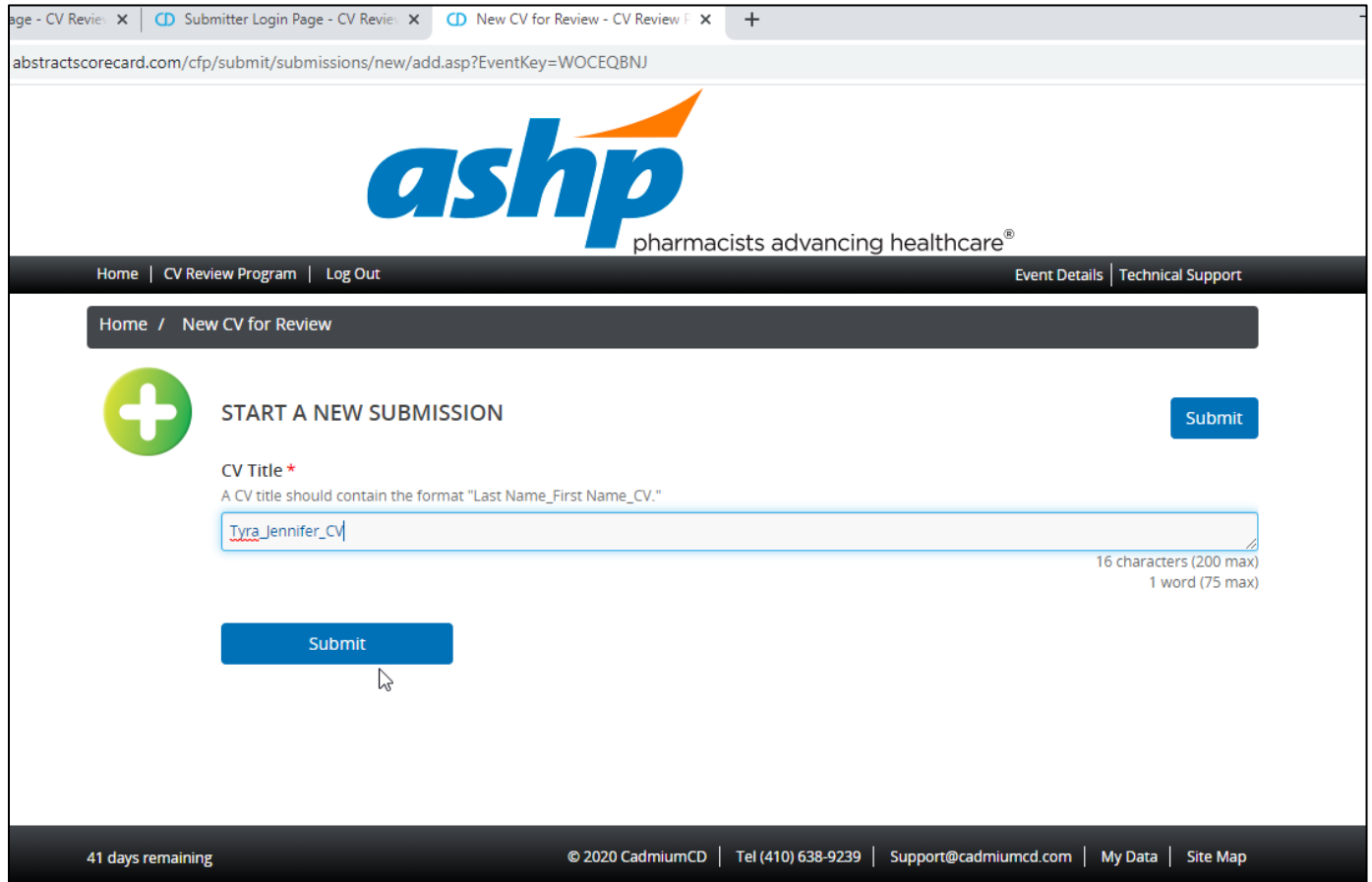
If you are a new or past user, this is where you submit your Resume/CV and information about yourself such as your interests in specific areas of specialty (i.e. Administrative Practice, Ambulatory Care) for this cycle only (i.e. Winter 2020).

If you are a past participant, you can view your previous submission. You cannot make changes, as it is complete and locked.

The screenshot displays the user interface of the stractscorecard.com website. At the top, the URL is stractscorecard.com/cfp/home.asp?EventKey=WOCEQBNJ. The header features the logo for "ASHP pharmacists advancing healthcare®" and navigation links for Home, CV Review Program, Log Out, Event Details, and Technical Support. The main content area is divided into three columns: "EVENT INFORMATION" with details for the CV Review Program 2020 and a link to contact the event organizer; "YOUR PROFILE" for user TEST Jennifer Tyra, showing affiliation with ASHP and login statistics, with a link to view or edit the profile; and "SUBMIT FEEDBACK" with a message about welcoming feedback and a link to a feedback form. Below these is a "CV FOR REVIEWS" section, which includes a summary of submission status (0 complete, 1 incomplete, 0 withdrawn) and a prominent green link to "Click here to begin a new cv for review". A specific CV entry, "Tyra\_Jennifer\_CV", is shown as "Incomplete (CV for Review locked)" with a "Preview CV for Review" button. The footer contains the text "41 days remaining" and contact information: © 2020 CadmiumCD, Tel (410) 638-9239, Support@cadmiumcd.com, My Data, and Site Map.

## Next step: Start a New Submission

Enter your Resume/CV name, click 'Submit'. See formatting below. (Last Name\_First Name\_Resume)



The screenshot shows a web browser window with three tabs: 'page - CV Review', 'Submitter Login Page - CV Review', and 'New CV for Review - CV Review'. The address bar shows the URL: [abstractscorecard.com/cfp/submit/submissions/new/add.asp?EventKey=WOCEQBNJ](http://abstractscorecard.com/cfp/submit/submissions/new/add.asp?EventKey=WOCEQBNJ). The main content area features the ASHP logo (pharmacists advancing healthcare) and a navigation bar with links for Home, CV Review Program, Log Out, Event Details, and Technical Support. Below the navigation bar is a breadcrumb trail: Home / New CV for Review. The main heading is 'START A NEW SUBMISSION' with a green plus icon and a blue 'Submit' button. The form field is labeled 'CV Title \*' and includes a note: 'A CV title should contain the format "Last Name\_First Name\_CV."'. The text 'Tyra\_Jennifer\_CV' is entered in the field. A character count shows '16 characters (200 max)' and '1 word (75 max)'. A blue 'Submit' button is positioned below the form field.

Click 'Upload Curriculum Vitae'


Revisi... x | Submitter Login Page - CV Review... x | Task List for 'Tyra\_Jennifer\_CV' - C... x | +


tscorecard.com/cfp/submit/submissions/tasks/start.asp?EventKey=WOCEQBNJ&SubmissionID=919458

CV for Review Title: Tyra\_Jennifer\_CV

CV for Review ID: 919458  
Proposal Category: Fall CV Submissions  
CV for Review Status: Active

New cv for review was successfully added.

 **1. Upload Curriculum Vitae**  
Click here to Upload Curriculum Vitae.


 **2. CV Submitter Information**  
Click here to complete the CV Reviewer Information task.

[Save Submission](#)

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Click in box, or drag/drop your resume/CV file into the box to upload your resume/CV.

CV for Review Title: Tyra\_Jennifer\_CV

 EDIT UPLOAD CURRICULUM VITAE TASK FOR 'TYRA\_JENNIFER...' [Continue](#)

Please Upload Curriculum Vitae below. Please Note: CV must be submitted as a Word version with the following filing nomenclature: LastName\_FirstName\_CV (i.e. Smith\_John\_CV) to be accepted. \* indicates a required field

**Upload Curriculum Vitae \***

Drop your file here to upload or click within to browse the files on your computer.

**Uploaded File**  
No file has been uploaded yet

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You will see the name of the uploaded file. Click 'Continue'


Submitter Login Page - CV Review | Edit Upload Curriculum Vitae Task

card.com/cfp/tasks/upload/edit.asp?EventKey=WOCEQBNJ&SubmissionID=919458&TaskID=50031

or Review Title: Tyra\_Jennifer\_CV

Drop your file here to upload or click within to browse the files on your computer.

**Uploaded File**

 TEST.docx  
Jul 5th, 2020 @ 2:24 PM  
0 x 0  
11.5 KB

[Remove File](#)

[Continue](#)

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Click on 'CV Submitter Information'. This is where you can enter information for the reviewer, such as your areas of interest, questions you have about your resume/CV, etc.

Submitter Login Page - CV Review x Task List for Tyra\_Jennifer\_CV - C x +

ecard.com/cfp/submit/submissions/tasks/start.asp?EventKey=WOCEQBNJ&SubmissionID=919458

for Review Title: Tyra\_Jennifer\_CV



Once completed, the task will then appear with a large green check mark.

After you have completed all of the tasks below, select "Save Submission".

[Edit Tyra Jennifer CV](#)

CV for Review ID: 919458  
Proposal Category: Fall CV Submissions  
CV for Review Status: Active

Upload Curriculum Vitae task was successfully completed on Friday, July 24, 2020, 2:25 PM

-  **1. Upload Curriculum Vitae**  
Completed Friday, July 24, 2020, 2:25 PM  
Click here to Upload Curriculum Vitae.
-  **2. CV Submitter Information**  
Click here to complete the CV Reviewer Information task.

days remaining

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Please complete the questions on this page.

The screenshot shows a web browser window with three tabs: 'CV Review', 'Submitter Login Page - CV Review', and 'Edit CV Submitter Information Task'. The address bar shows the URL: `abstractscorecard.com/cfp/tasks/survey/edit.asp?EventKey=WOCEQBNJ&SubmissionID=919458&TaskID=50032`. The page header features the logo for 'pharmacists advancing healthcare' and navigation links for 'Home', 'CV Review Program', 'Log Out', 'Event Details', and 'Technical Support'. A dark banner below the header displays 'CV for Review Title: Tyra\_Jennifer\_CV'. A breadcrumb trail reads: 'Home / CV for Review / Tasks / Edit CV Submitter Information Task for 'Tyra\_Jennifer\_CV''. The main content area includes a clipboard icon, the title 'EDIT CV SUBMITTER INFORMATION TASK FOR 'TYRA\_JENNIFE...', and a blue 'Continue' button. A light blue instruction box states: 'Please complete the required fields below.' with a note '\* indicates a required field'. The first question is: '1 Please indicate your current professional background: \*' with a sub-instruction 'Select One.' and a dropdown menu showing '-- Select one --'. The second question is: '2 Graduation Year for Pharm.D. Program (completed or anticipated): \*' with a sub-instruction 'Please enter your graduation year below.' and an empty text input field. The footer contains the text '41 days remaining', copyright information '© 2020 CadmiumCD', and contact details: 'Tel (410) 638-9239 | Support@cadmiumcd.com | My Data | Site Map'.

#5 and #6 are not required, but can be very helpful for the reviewer if you can share specific goals, plans, and/or questions.

Submitter Login Page - CV Review | Edit CV Submitter Information | +

card.com/cfp/tasks/survey/edit.asp?EventKey=WOCEQBNJ&SubmissionID=919458&TaskID=50032

or Review Title: Tyra\_Jennifer\_CV

**5** Please provide a brief description explaining how you plan to use your CV, including short-term and long-term goals. This information will assist reviewers in evaluating your CV and help them provide the most relevant feedback.  
*\*In your response, please do not use bullets or dashes.*

Plans for CV

Short-Term Goals

Long-Term Goals

**6** If there is an area in which you would like your assigned reviewer(s) to provide specific feedback (i.e. I am most concerned with how information is listed under publications; I would like additional guidance on how to list my professional involvement; etc.), please include this information below.

**7** Agreement \*

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\*Please note #7, this is required of all submitters.

*I agree to send my assigned reviewer(s) an email that confirms that their feedback was received and thanks them for volunteering to review my resume/CV.*

Click 'Continue' at the bottom of the page when you are finished.

Submitter Login Page - CV Review x Edit CV Submitter Information Ta x +

http://www.cadmiumcd.com/cfp/tasks/survey/edit.asp?EventKey=WOCEQBNJ&SubmissionID=919458&TaskID=50032

Review Title: Tyra\_Jennifer\_CV

- ASHP Newslink, Newsletter, or E-mail
- ASHP Website
- ASHP Student Membership Campaign
- Social Media (Facebook, Twitter, LinkedIn, etc.)
- School/Student Society (SSHP)
- Word of Mouth
- Other (please explain below)

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**9** How did you hear about the CV Review Program? (other)  
if you selected 'other' above, please type how you heard about the CV reviewer program here.

Continue



Once you have submitted both your resume/CV document, and the resume/CV Submitter information, click 'Save Submission'



Submitter Login Page - CV Review x Task List for 'Tyra\_Jennifer\_CV' - C x +

recard.com/cfp/submit/submissions/tasks/start.asp?EventKey=WOCEQBNJ&SubmissionID=919458

V for Review Title: Tyra\_Jennifer\_CV

[Edit Tyra\\_Jennifer\\_CV](#)  
CV for Review ID: 919458  
Proposal Category: Fall CV Submissions  
CV for Review Status: Active

CV Submitter Information task was successfully completed on Friday, July 24, 2020, 2:33 PM

-  **1. Upload Curriculum Vitae**  
Completed Friday, July 24, 2020, 2:25 PM  
Click here to Upload Curriculum Vitae.
-  **2. CV Submitter Information**  
Completed Friday, July 24, 2020, 2:33 PM  
Click here to complete the CV Reviewer Information task.

[Save Submission](#)


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You may preview your information, 'Click here for a preview of your cv for review' at the bottom of the screen. When you are ready to submit, click 'Submit' on the top right.

CV Review: x | Submitter Login Page - CV Review: x | Submit - CV Review Program - C x +


actscorecard.com/cfp/submit/submissions/submit.asp?EventKey=WOCEQBNJ&SubmissionID=919458


CV for Review Title: Tyra\_Jennifer\_CV

 **CV FOR REVIEW SUMMARY** [Submit](#)

[Edit Tyra Jennifer CV](#)  
CV for Review ID: 919458  
Proposal Category: Fall CV Submissions  
CV for Review Status: Active

You have completed all the required tasks for this cv for review.  
Use the "Submit" button to complete your cv for review.

 **1. Upload Curriculum Vitae**  
Completed - Friday, July 24, 2020, 2:25 PM

 **2. CV Submitter Information**  
Completed - Friday, July 24, 2020, 2:33 PM

[Click here for a preview of your cv for review.](#)

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You are finished! You can submit any feedback you have about the process using the Feedback form, as indicated below.

If you participated in a previous cycle, you might also see another review 'locked' (see is #1 below). The most current submission will say 'Status: Complete (Submitted Date/Time)', which is #2 in the image below.

You will also receive a confirmation email from: [doNotReply@ConferenceAbstracts.com](mailto:doNotReply@ConferenceAbstracts.com) stating that your submission has been received.

CV Review Program 2020  
United States  
[Contact the Event Organizer](#)

TEST Jennfier Tyra  
Affiliation: ASHP  
Logins: 4 [Log Out](#)  
[View / Edit Your Profile](#)

We always welcome feedback, and we want to hear what you like and what can be improved.  
[Feedback Form](#)

CV for Review successfully completed on Friday, July 24, 2020, 2:36 PM

**CV FOR REVIEWS** (You have 1 complete cv for review, 1 incomplete cv for review, and 0 withdrawn cv for reviews)

[Click here to begin a new cv for review](#)

1 Tyra\_Jennifer\_CV  
Status: Incomplete (CV for Review locked)  
[Preview CV for Review 1](#)

2 Tyra\_Jennifer\_CV  
Status: Complete (Submitted 07/24/2020, 2:36 PM)  
[Preview CV for Review 2](#) [Resend CV for Review 2 Confirmation Email](#)

41 days remaining | © 2020 CadmiumCD | Tel (410) 638-9239 | [Support@cadmiumcd.com](mailto:Support@cadmiumcd.com) | [My Data](#) | [Site Map](#)

*Thank you for completing your submission. We would love to hear your feedback on this system.*

Any question related to the Resume/CV Review Program experience, please contact [newpractitioners@ashp.org](mailto:newpractitioners@ashp.org)