RESUME CONFIGURATION MANUAL

AUBMC

AMERICAN UNIVERSITY *of* BEIRUT MEDICAL CENTER

المَركَز الطـبّي فِـِيْ الجـامِعَـة الأمْـيركيّة فِيْ بَـيروتْ

Our lives are dedicated to yours

The Resume tab in the Business Decisions Inc. (BDI) system, is similar to a curriculum vitae, which assists the employee to have an updated profile at all times. It allows an employee to keep track of his/her professional path. Moreover, it assists the Recruitment Team to find an internal candidate that matches any AUBMC vacancy.

Step 1

Log into the system using the following URL:
http://aub.bdifocus.com/Login
or through our HR website, under the "Employee's Tools" section:
http://staff.aub.edu.lb/~webhrdmc/––› AUBMC Talent Management Application (Focus BDI)

Step 2

Click on **"Need your Password"** link.

Step 3

Type you email address in the box, and click on **"Send Me My Password"** button.
A password will be sent to your email. Go back to the website and log in using your email address and the password you received.

Step 4

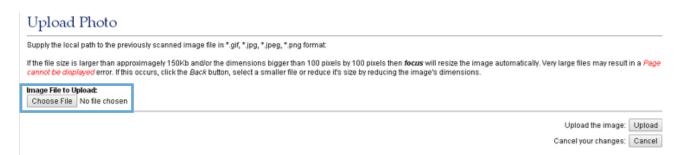After logging in, go to the **StarTrak Navigation System**, and click on **Resume.**

Step 5

(Optional)
- Click on **"Upload photo"** in order for you to post your picture. Posted pictures must be: gif, jpg or jpeg extensions, and the file should have a maximum size of 40Kb, not wider than 100 bytes (photos wider than 100 bytes will be resized to fit).
- You will then be asked to provide the name of the file that contains your photo. You may click on the **"browse"** button to locate the file on your computer drive and upload.

Note:

An error message will be displayed if the file you are attempting to upload is too big. In this case, click on the back button to enter an alternate picture. (You may also shrink the picture you have attempted to load to meet the size restriction of no larger than 40Kb.)

Upload Photo

Supply the local path to the previously scanned image file in *.gif, *.jpg, *.jpeg, *.png format:

If the file size is larger than approximagely 150Kb and/or the dimensions bigger than 100 pixels by 100 pixels then *focus* will resize the image automatically. Very large files may result in a *Page cannot be displayed* error. If this occurs, click the *Back* button, select a smaller file or reduce it's size by reducing the image's dimensions.

Image File to Upload:
Choose File | No file chosen

Upload the image: Upload
Cancel your changes: Cancel

Step 6

Enter or edit your information in each field by clicking on the **"Edit"** icon located just under each resume item. Select **"Save"** to save the information you enter. Clicking on **"Cancel"** will delete the entered information.

A. Basic Information
You can only edit your name, personal phone, email address, and photo. The other personal information fields are loaded into the resume directly from the HR system. Therefore, if any other personal information is incorrect, please contact our HR Department, ext. 6110/6111.
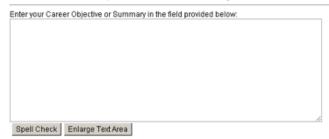
Basic Information Edit

Resume Last Updated On:
Employee #:
Name:
Gender:
Title:
Supervisor:
Date of Birth:
Date of Hire:
Personal Phone
E-Mail Address:

B. Career Objective or Summary
An **objective** tends to be a short-term reflection of what a person would like to specifically do in the near future. A **summary** is usually a summation of personal skills, experience, qualifications, and background usually in a functional area.
- **Example of an objective:**
  I would like to gain a management position within the Personal Insurance Division.
- **Example of a summary:**
  I am an Information Systems professional with significant strengths in software development, networking and programming. I can configure PCs and troubleshoot hardware problems. I am proficient in C++, Visual Basic and am MCSE certified.

Edit Career Objective or Summary

Enter your Career Objective or Summary in the field provided below:

| Spell Check | Enlarge Text Area |

An **Objective** tends to be a short-term reflection of what a person would like to specifically do in the near future.
Example: I would like to gain a management position within the Personal Insurance Division.

A **Summary** is usually a summation of a person's skills and experience which highlights their qualifications and background, usually in a functional area.
Example: I am an Information Systems professional with significant strengths in software development, networks and programming. I can configure PCs and troublshoot hardware problems. am proficient in C++, Visual Basic, and am MCSE ceritified.
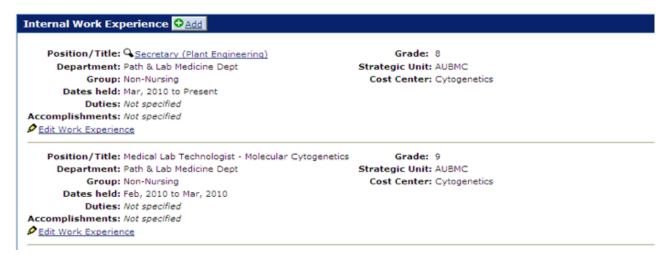
C. Summary of Key Strengths, Abilities, Experience, and Other Skills

Edit Summary of Key Strengths, Abilities, Experience, and Other Skills

Enter your Summary of Key Strengths, Abilities, Experience, and Other Skills in the field provided below:

| Spell Check | Enlarge Text Area |

Examples

- Strong interpersonal effectiveness--relate well to a wide variety of individuals and able to build rapport with leaders and colleagues
- Excellent written and verbal communication skills
- Highly creative and enthusiastic
- Solid project management skills--complete projects on time AND on budget
- Flexible and adaptable in times of change or crisis

Save your changes: [Save]
Cancel your changes: [Cancel]

D. Internal Work Experience
List the positions you held while working for AUBMC including title, department, grade, dates, duties and accomplishments.

Note:
HR will be adding your current position, grade and department; however, you will be adding your previous positions in the medical center along with your duties and accomplishments.

Internal Work Experience ⊕ Add

Position/Title: 🔍 Secretary (Plant Engineering)   **Grade:** 8
Department: Path & Lab Medicine Dept   **Strategic Unit:** AUBMC
Group: Non-Nursing   **Cost Center:** Cytogenetics
Dates held: Mar, 2010 to Present
Duties: *Not specified*
Accomplishments: *Not specified*
✏ Edit Work Experience

Position/Title: Medical Lab Technologist - Molecular Cytogenetics   **Grade:** 9
Department: Path & Lab Medicine Dept   **Strategic Unit:** AUBMC
Group: Non-Nursing   **Cost Center:** Cytogenetics
Dates held: Feb, 2010 to Mar, 2010
Duties: *Not specified*
Accomplishments: *Not specified*
✏ Edit Work Experience

E. External Work Experience

This states the work experience you held outside of AUBMC with a summary of your previous duties and accomplishments.

Add External Work Experience

Position Details

Company: _____

Location: _____

Position/Title: _____

Start Date: _____ 🗓 (mm/yyyy)

End Date: _____ 🗓 (mm/yyyy)

Duties

Enter a summary of your duties while you held this position:

[   ]

Spell Check | Enlarge Text Area

Examples:

- Provide ongoing educational consulting to...
- Design and deliver high-impact training and educational materials.
- Conduct needs assessments, learner analyses, and evaluation planning.
- Serve on workgroups and committees related to...

Accomplishments

Enter a summary of your accomplishments while you held this position:

[   ]

Spell Check | Enlarge Text Area

Examples:

- Designed XYZ training program for center staff that will be implemented throughout our West Region.
- Conducted nationwide survey of staff. Assisted in compiling the data and writing the report, which was submitted to... Result will be that we will attract a wider pool of applicants for our leadership programs.
- Served as team leader for search committee to hire... Drafted questions and lead the interviewing panel. Made hiring recommendations.

F. Education
Include the educational background or degree you have received.

Add Education Experience

Enter education details in the fields provided below:

College/University:

Degree:

Date: _____ 📅 (mm/yyyy)

Example:
University of Wisconsin at Madison
Master of Arts Degree, English

Save your changes: [Add]

Cancel your changes: [Cancel]

Contact Administrator ⬆Top

G. Professional Credentials/Certifications/Awards/Publications
List all certifications, awards or special recognitions you have previously received.

Add Professional Credentials/Certifications/Awards/Publications

Enter Professional Credentials/Certifications/Awards/Publications details in the fields provided below:

Name:

Issued By:

Date: _____ 📅 (mm/yyyy)

Examples:
Performance Excellence Award
Nebraska Mutual Life Insurance Company

SPHR Certification
Society of Human Resource Management

Save your changes: [Add]

Cancel your changes: [Cancel]

Contact Administrator ⬆Top

H. Training
Include any training you have successfully completed.

Add Training

Enter Training details in the fields provided below:

Name:

Provider:

Date: _____ 📅 (mm/yyyy)

Example:
Focus Application Usage
Business Decisions, Inc.

Save your changes: [Add]

Cancel your changes: [Cancel]
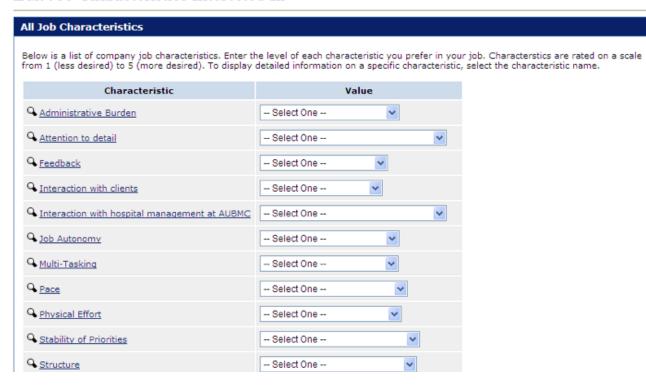
Contact Administrator ⬆Top

Note:
Fields 6.6, 6.7 and 6.8: Upon receiving any new degree, award, certification or training certificate, a hard copy should be provided to the HR Department to be added to your file.

I. Job Characteristics
Job characteristics include items that impact job satisfaction. You may select a value for each characteristic from a pull down menu. Enter the level of each characteristic you prefer in your job. Characteristics are rated on a scale of 1 (least desired) to 5 (highly desired). Click on the characteristic name for an explanation of each value. Personal preferences may later be matched with the job characteristics for other positions.

Edit Job Characteristics Interested In

All Job Characteristics

Below is a list of company job characteristics. Enter the level of each characteristic you prefer in your job. Characterstics are rated on a scale from 1 (less desired) to 5 (more desired). To display detailed information on a specific characteristic, select the characteristic name.

Characteristic	Value
Administrative Burden	-- Select One --
Attention to detail	-- Select One --
Feedback	-- Select One --
Interaction with clients	-- Select One --
Interaction with hospital management at AUBMC	-- Select One --
Job Autonomy	-- Select One --
Multi-Tasking	-- Select One --
Pace	-- Select One --
Physical Effort	-- Select One --
Stability of Priorities	-- Select One --
Structure	-- Select One --

J. Career Path/ Interests
This will take you to your Development Plan.

Career Path / Interests ⊙ Go to

No Career Path job interests have been identified. ⊙ Go to
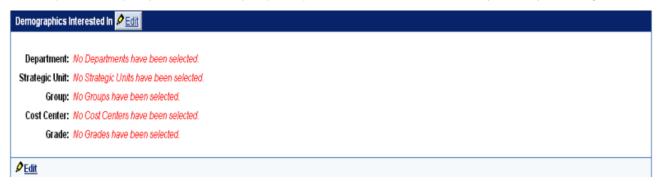
⊙ Go To Development Plan

K. Jobs
Here, you can add a job of interest to your Job Cart in order to assess your readiness/ compatibility/ and gaps for this job. You can also include it in your development plan for future purposes.

Jobs Interested In ⊕ Add
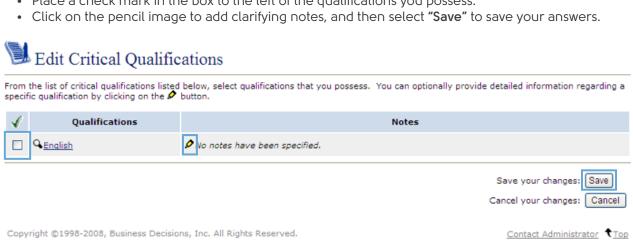
No jobs interested in have been identified.

⊕ Add

L. Demographics

Here, you can edit your preferences and specify what you are interested in, in terms of a specific department, grade...

Demographics Interested In *Edit*

Department: *No Departments have been selected.*

Strategic Unit: *No Strategic Units have been selected.*

Group: *No Groups have been selected.*

Cost Center: *No Cost Centers have been selected.*

Grade: *No Grades have been selected.*

Edit

M. Critical Qualifications

Critical qualifications refer to any experiences or skills the employee has attained and might be considered important by the organization to track.

- Place a check mark in the box to the left of the qualifications you possess.
- Click on the pencil image to add clarifying notes, and then select **"Save"** to save your answers.

Edit Critical Qualifications

From the list of critical qualifications listed below, select qualifications that you possess. You can optionally provide detailed information regarding a specific qualification by clicking on the ✎ button.

✓	Qualifications	Notes
☐	🔍 English	✎ No notes have been specified.

Save your changes: [Save]

Cancel your changes: [Cancel]

Contact Administrator ⬆Top

For any assistance, please call extension: 6139.