# Imperial College London

# My CVs
## Terms and conditions for students

### Terms of use

My CVs is a service provided and operated as part of the 'JobsLive' system administered by the Careers Service at Imperial College London. It is made available to all Imperial current students, and recent alumni (within 3 years of graduation) on the following terms and conditions. By using My CVs, you are deemed to accept these terms and conditions.

If you do not wish to be bound by these terms and conditions, please do not registers or use JobsLive

My CVs consists of:

- CV Reviews allows Imperial students and users to upload CVs (up to five), set a description, and submit these for review.

### Data protection and My CVs

The Careers Service offers dedicated professional information and impartial advice to students and alumni of Imperial College London.

This information is for guidance purposes only and is open to individual interpretation. We're committed to protecting your privacy, and any correspondence will be dealt with in accordance with the EU General Data Protection Regulation (GDPR). See Imperial College London Guidance on Data Protection and Freedom of Information.

If you wish to provide feedback on our services then please go to our website.

### Who we are and how to contact us

My CVs is provided and operated by the Careers Service at Imperial College London. Our opening hours are 10:00 – 17:15, Monday to Friday, apart from when College is closed.

Our address is:

Careers Service, Imperial College London
Level 5, Sherfield Building | South Kensington Campus | London, SW7 2AZ
t: +44(0)20 7594 8025
e: careers@imperial.ac.uk

## Careers Service
www.imperial.ac.uk/careers

## Scope of service

The Careers Service offers a CV review service via MyCV. Students and recent alumni of Imperial (up to 3 years of graduating) can submit up to 5 CVs to the systemat any one time, and one CV can be submittedd for review in any 24 hour period. Upon submission, a trained memnber of the Careers team will review the CV and provide feeback via email in one of 3 categoiries ("Looks good", "Needs some work", "Not up to standard"). Feedback given will include comment on the CV submitted, plus further useful resources for CVs/application process.

### Who has access to the personal student and CV data?

Only Imperial Careers Service staff can search approved published CVs and download.

### How does the CV review process work?

- User logs in and navigates to **Profile-CV Management**. From here they can:
- Upload a new CV: if they are currently within the upload limit, the upload form will display. This allows them to upload a new CV and set an appropriate description.
- Manage existing CVs: the other tab will list all their currently uploaded CVs. From here they can either click **Manage-Request Review**, or select the option from the **Quick Actions** dropdown.
- The status of the CV will change to 'Awaiting Review'. This CV will now appear in the queue for operators under **Tasks CV Reviews**. This will also trigger the 'CV Review Requested' notification.
- An operator can then submit a review for the CV, after clicking on the entry in the queue. If any are configured, then a review outcome must be selected as well.
- This will then set the CV to the 'Reviewed' state, and remove it from the operator queue. This will trigger the 'CV Review Completed' notification, which is sent to the student.
- Students can then login and view the CV details by clicking 'Manage' on the CV marked as 'Reviewed'.