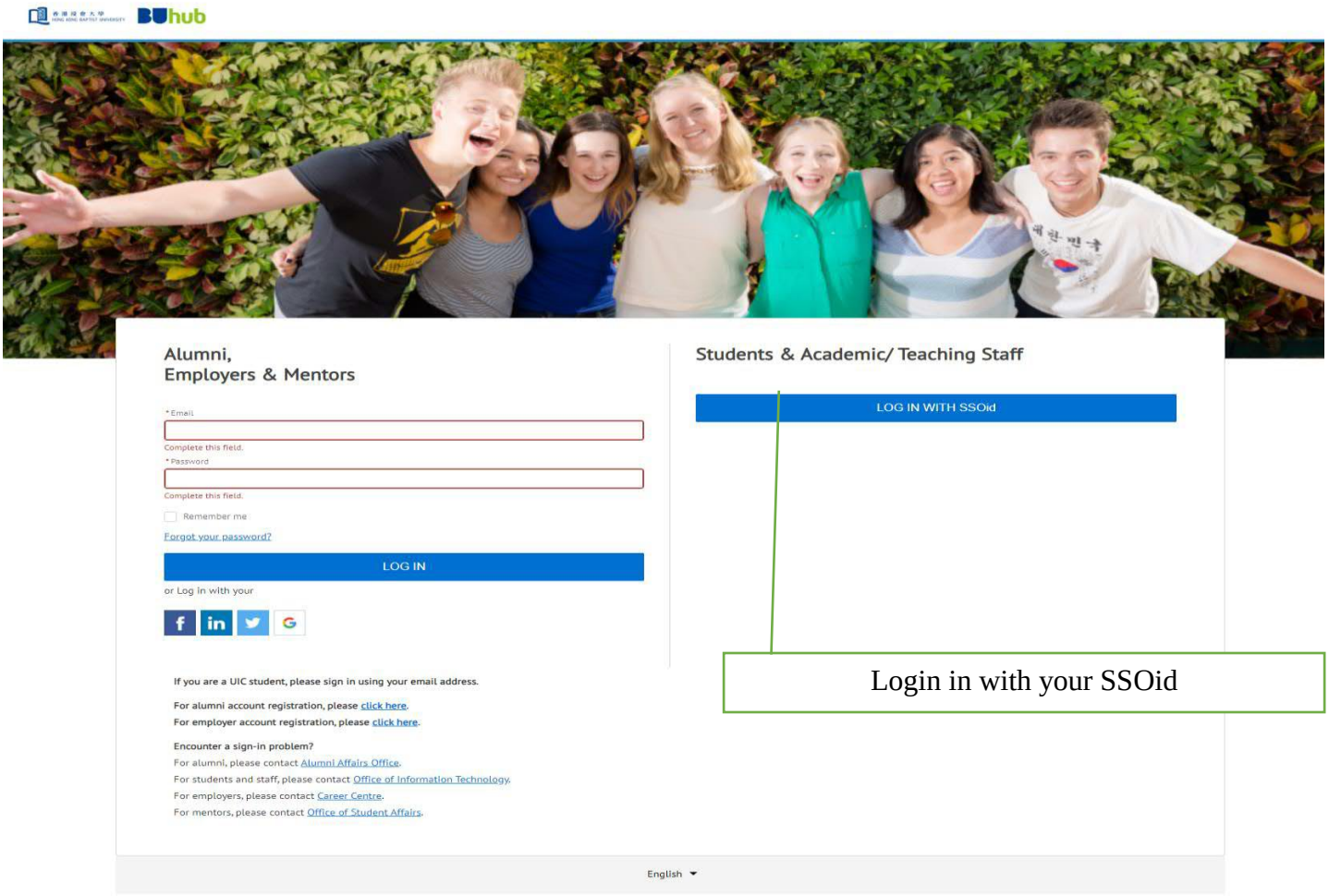
BUhub User Guide for Staff (Student Helper Jobs)

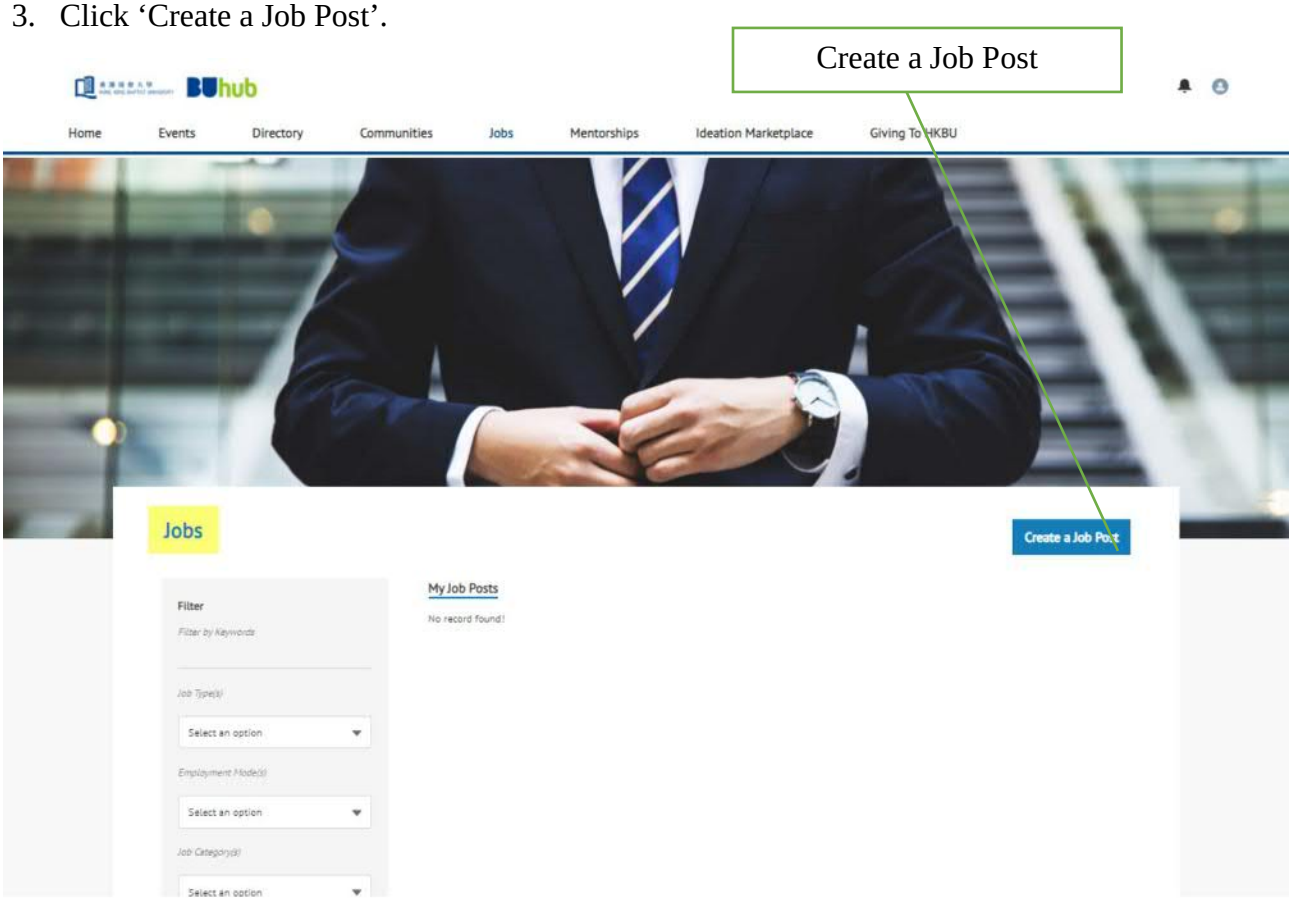
A. Post a Student Helper Job at BUhub

1. Visit BUhub.

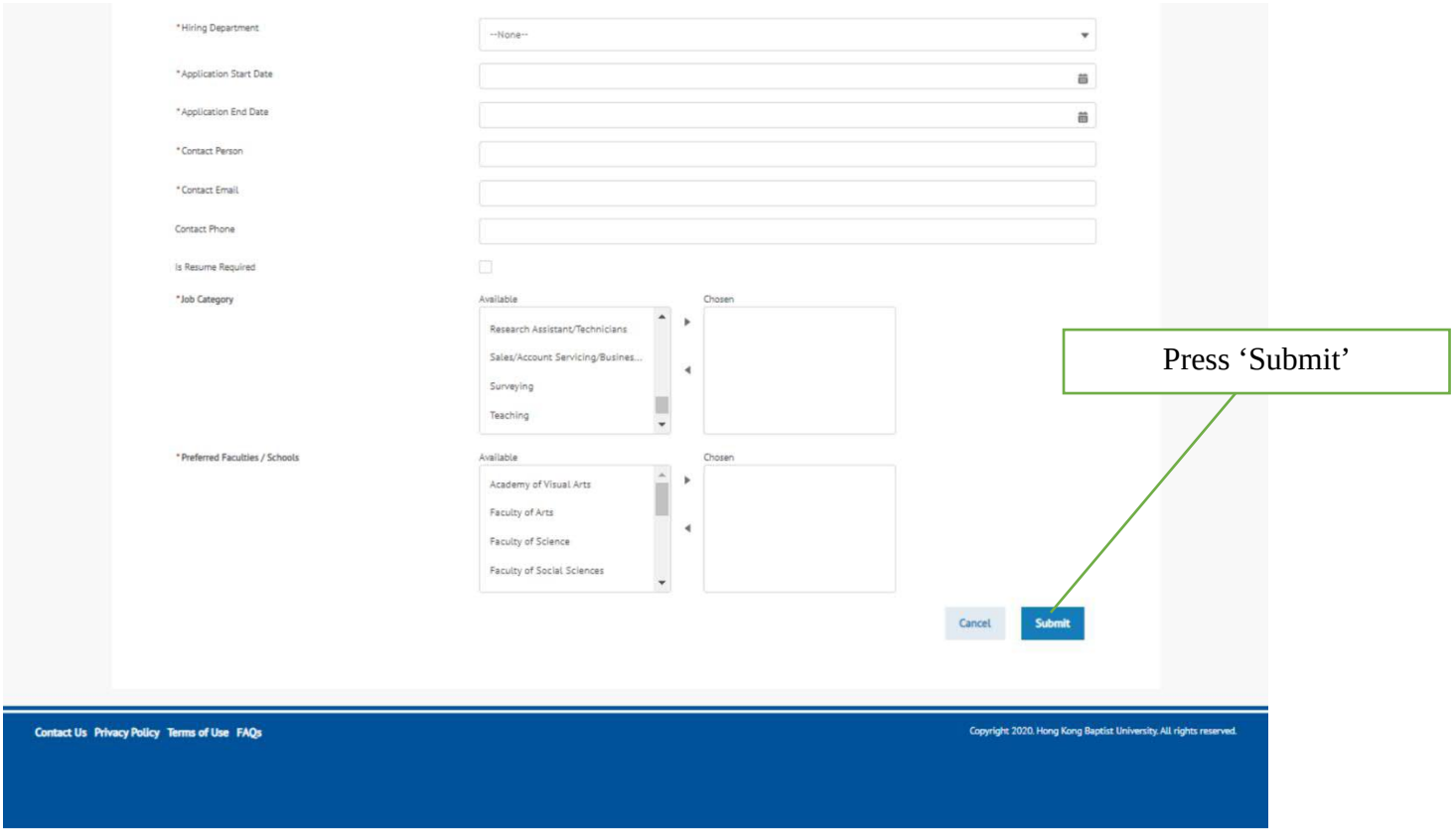


2. Please choose the ‘Job’ module.

3. Click ‘Create a Job Post’.



4. Enter all the job information and then press ‘Submit’.



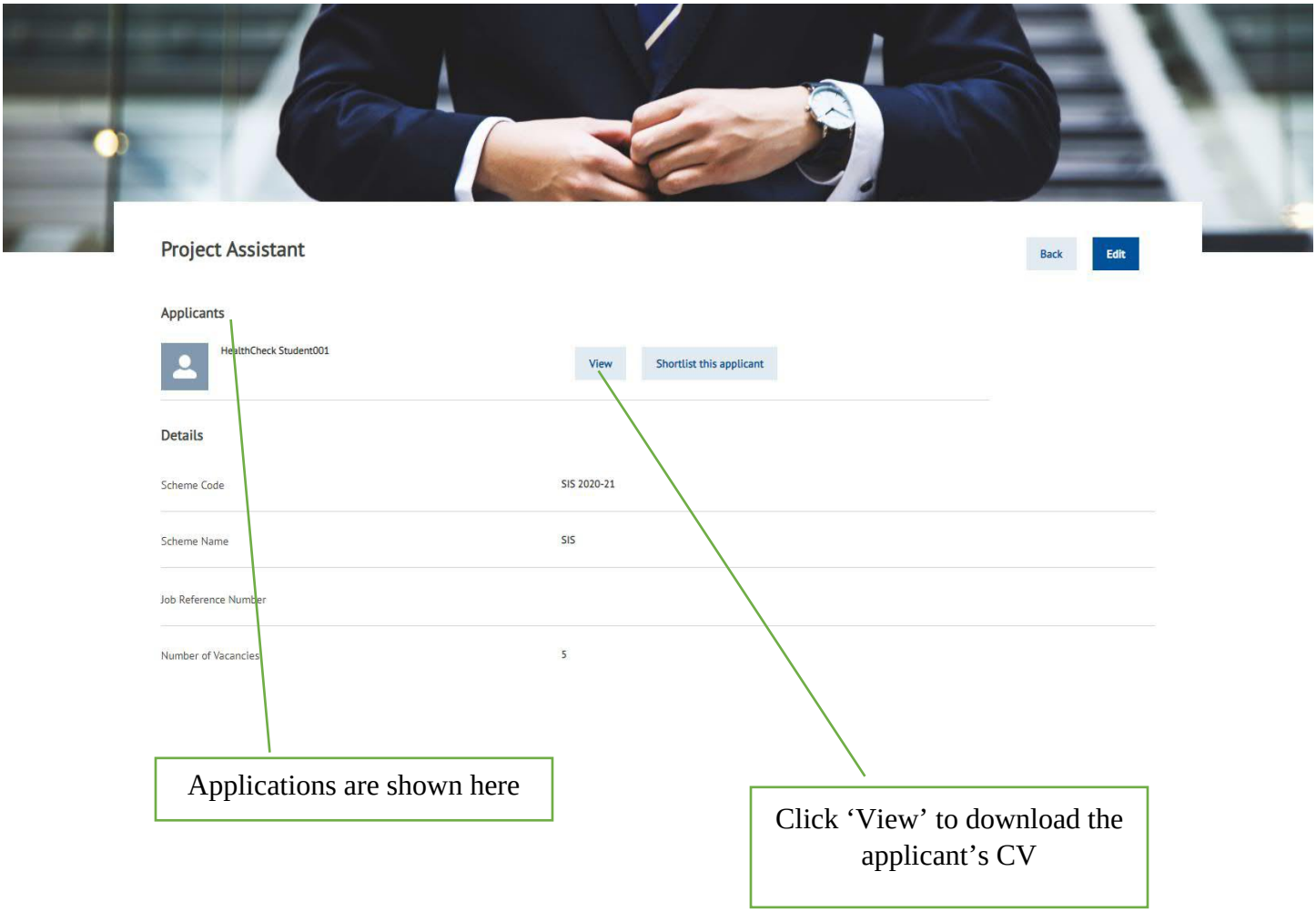
5. It usually takes two working days to process your job posting request. An email will be sent to you once the job request is approved and your job vacancies will be posted at BUhub.

B. View Applicants at BUhub

1. Login to BUhub and choose the 'Job' module.

2. Click the job title.

3. A list of applicants will be shown.



4. You can then contact the applicants directly for interview by phone or email.