

BUhub User Guide for Staff (Student Helper Jobs)

A. Post a Student Helper Job at BUhub

1. Visit [BUhub](#).



Alumni, Employers & Mentors

* Email

Complete this field.

* Password

Complete this field.

Remember me

[Forgot your password?](#)

LOG IN

or Log In with your

If you are a UIC student, please sign in using your email address.
For alumni account registration, please [click here](#).
For employer account registration, please [click here](#).

Encounter a sign-in problem?
For alumni, please contact [Alumni Affairs Office](#).
For students and staff, please contact [Office of Information Technology](#).
For employers, please contact [Career Centre](#).
For mentors, please contact [Office of Student Affairs](#).

Students & Academic/ Teaching Staff

LOG IN WITH SSOid

Login in with your SSOid

English ▾

2. Please choose the 'Job' module.

The screenshot shows the BUhub website interface. At the top, the navigation menu includes: Home, Events, Directory, Communities, **Jobs**, Mentorships, Ideation Marketplace, and Giving To HKBU. A green box highlights the 'Jobs' menu item, with a green line pointing to it from the text 'Choose 'Job''.

The main banner features a photograph of Prof. Johnny M. Poon conducting an orchestra. The text on the banner reads: 「藝術可貴在超越語言, 將人連繫在一起」 and "The beauty of art goes beyond language and it connects people". The name '潘明倫 教授' and 'Prof Johnny M Poon' is displayed in the center. On the right, the logo 'BU's "ers" Say' is visible.

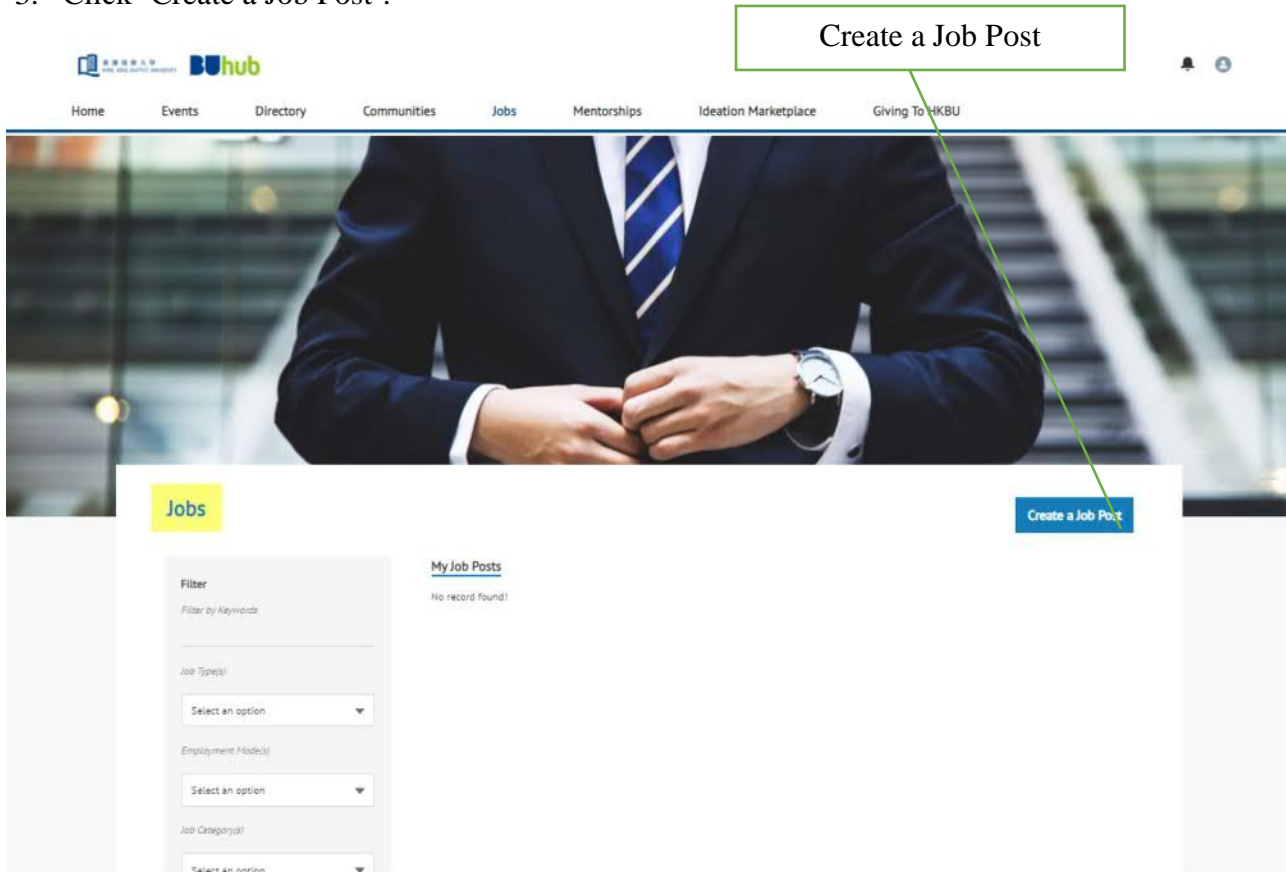
Below the banner are four main action buttons:

- Join an Event (Calendar icon)
- Find Your BUddies (Person in notebook icon)
- Post a Job (Briefcase icon)
- Have a Group Chat (Speech bubbles icon)

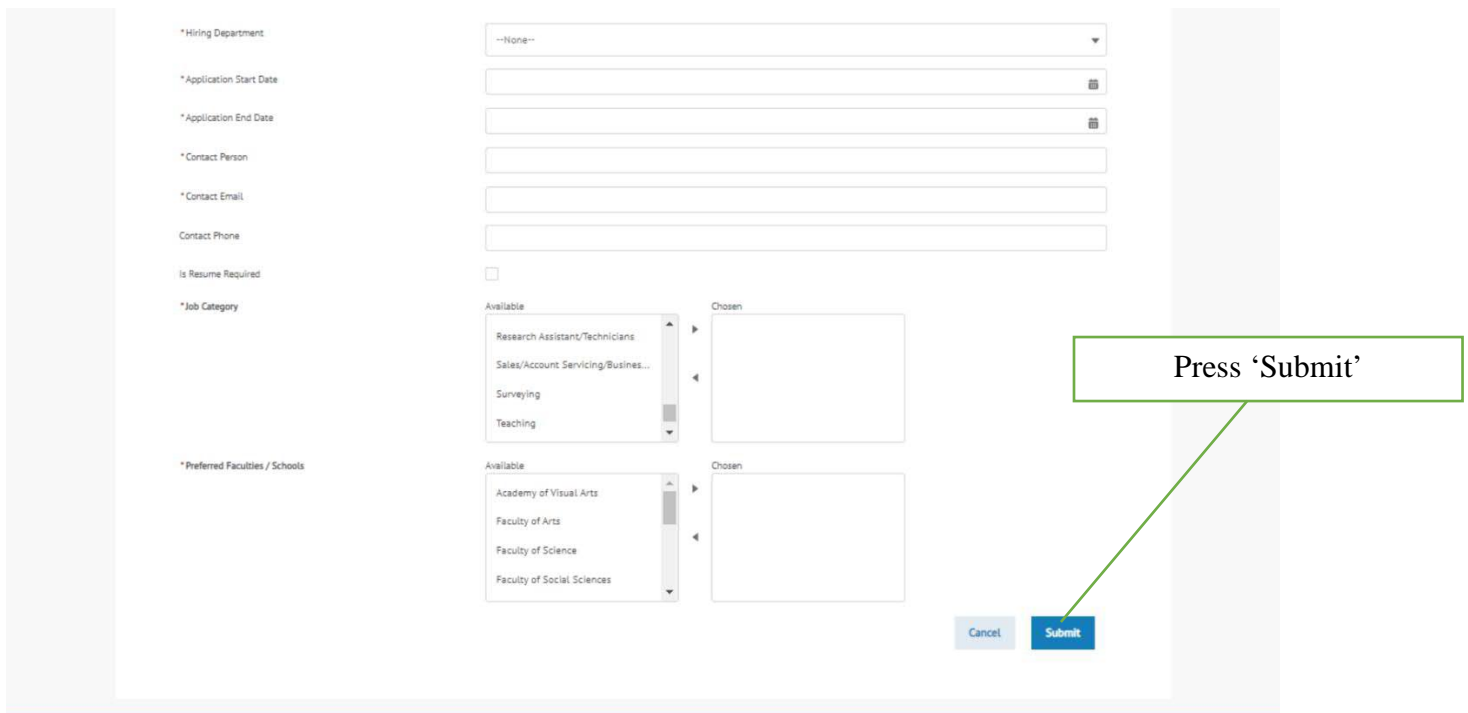
At the bottom left, there is a 'Sort by:' dropdown menu set to 'Most Recent Activity' and a search bar labeled 'Search this feed...'. On the bottom right, a section titled 'You may be interested in these communities' lists:

- Alumni in Canada (6 members)
- BU Freshers Group (47 members)

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.

The screenshot shows the 'Project Assistant' job page on BUhub. At the top right, there are 'Back' and 'Edit' buttons. Below the job title, there is a section for 'Applicants'. A single applicant is listed with a profile icon and the name 'HealthCheck Student001'. To the right of the name are two buttons: 'View' and 'Shortlist this applicant'. Below the applicant list is a 'Details' section with the following information:

Scheme Code	SIS 2020-21
Scheme Name	SIS
Job Reference Number	
Number of Vacancies	5

Two green callout boxes are present: one pointing to the 'View' button with the text 'Click 'View' to download the applicant's CV', and another pointing to the applicant name with the text 'Applications are shown here'.

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