What is a Job listing number?

A Job listing number is a unique identifier linked to a job on the Student Job Service Board associate with Departmental job hires only.

How is the Job listing number created?

Any time a job is posted to the Student Job Service board, a corresponding job listing number is generated.

Where can I find Job listing number?

The Job listing number can be found on the "Manage your Job Post" function of the Business link or by clicking here.

JOB MAINTENANCE FUNCTIONS:

Add/Change Supervisor(s) For Departmental Jobs

Add/Change Secondary Supervisor(s) For Work-Study Students

Check Destination Change

Distribution Change (Budget Line)

Estimated Hours Per Week Change

Pay Rate Change

Terminations

Start/End Date Change

Group Rate/Distribution Change (Budget Line)

Evaluate Your Student(s)

MAIL CODE APPROVAL

Mail Code Approve To Pay Mail Code Status

WORK-STUDY JOB FUNCTIONS:

Maintain Existing Work-Study Jobs

Create a New Work-Study Job

<u>Create Outside Agency WS Job</u> <u>Award Balance by Mail Code</u>

STUDENT JOB SERVICE FUNCTIONS:

Post a Job Manage your Job Posts

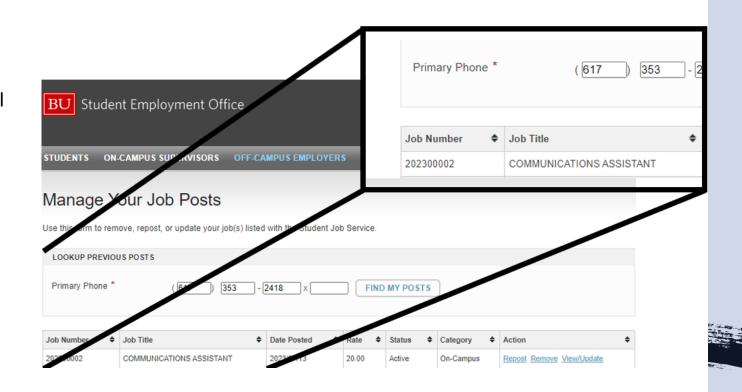
Where can I find Job listing number? Continued...

Job Listing numbers can be found in the first column of the table.

If you've created job postings in the past, you'll find a full listing of all approved posts after entering the primary phone number.

If this is your first time creating a job post, return to the Business link, select "Post a job" and follow the prompts.

Job postings are approved within 1-2 business days of submission. Check back within that timeframe because you will not receive a confirmation email.



Boston University Business Link

Student Employment

HIRING PROCESS FUNCTIONS:

New Hire/Rehire

Approve/Review/Delete

Form 19 Compliance, Section 2



Boston University Business Link Student Employment
STUDENT EMPLOYMENT NEW HIRE/REHIRE

Type of Employment: Departmental Work Study	
Listing Number N/A or listing Nbr]
Student Id:	Student Name:
Semester: Select > Year:	Action: O New Hire O Rehire
Submit	

How to use the Listing Number Field

- Open Business link, access Student Employment and select the New Hire/Rehire Function.
- The field will only display for the "Departmental" Employment Type. Once select proceed to enter the Listing number.
- If a job Listing Number was not created, input N/A and move on to the next field and proceed with the hire as you normally would.
- Beyond this point the hiring process will remain the same.
- The additional, "Listing Number" Field will be used to link the Job posting information to each hire and provide an additional data point for future integration.

STUDENT EMPLOYMENT NEW HIRE/REHIRE ENTER LISTING NUMBER OR 'N/A' **Type of Employment:** ○ Departmental ○ Work Study **Listing Number** N/A or listing Nbr **Student Id:** U24682468 Student Name: Semester: Select.. > Year: Action: O New Hire O Rehire Submit Boston University Business Link Student Employment STUDENT EMPLOYMENT NEW HIRE/REHIRE LISTING NUMBER NOT FOUND **Type of Employment:** ● Departmental ○ Work Study Listing Number | 11111111 **Student Id:** U24682468 **Student Name:** Semester: Select.. > Year: Action: O New Hire O Rehire Submit

Boston University Business Link Student Employment

Error messages and fixes

- ENTER LISTING NUMBER OR N/A Refer to Page 2 to locate Listing Number and input number into the field. If no job listing number was created, input N/A.
- LISTING NUMBER NOT FOUND Check the Job Listing Number, the number should match the one on "Manage your job post." The number should be 9 digits long with the first 4 digits referencing the year the post was created and the last 5 digits reference the sequence in which it was approved.
- If you continue to experience an issue with the field contact Student Employment at seo@bu.edu or call 617-353-3594 for additional guidance.