

HOW TO GET HIRED THROUGH SUCCESSLINK

1

Complete your application for a Successlink partner organization today at youth.boston.gov. You can apply to up to 15 jobs!

2

Reach out! Contact the partner sites that you have applied to see how you can get connected. A full listing of Successlink Partners can be found [here](#).

3

If you are selected by a Successlink Partner, you will receive an onboarding email to complete your hiring paperwork. A list of [required documents](#) can be found [here](#).

4

Complete onboarding! Complete tasks and upload required documents in your [onboarding portal](#)!

Remember the onboarding process consists of 2 parts!

- 1. Completing your onboarding tasks.
- 2. Uploading ALL required documents.

5

Hang tight! Successlink Review: The successlink team will review your documents and verify all information on your profile, if any additional information is required, a member of the successlink team will reach out to you via email.

6

Almost there! Once your profile has been reviewed and documents verified you will be placed into the hired status.

7

Timesheets! Time to work! Congratulations and welcome to the Successlink program! Timesheets are verification that you have completed your hiring process and are ready to start working! Please wait for communication from your worksite supervisor, they will contact you to confirm your start date!

