Manager Space: General

Log in to Manager Space
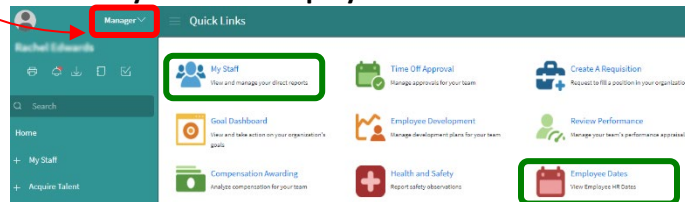
1. Go to https://bfm.sd.gov/hr/ms.aspx.
2. Follow the instructions on that page.

Other Manager Information:
https://bhr.sd.gov/manager.html

Manager Main Screen

Select Manager from the Dropdown. The icons you will use are My Staff and Employee Dates.

*The other icons may not load correctly until they are set up.

Continuous Performance Communication (CPC):
Forms and documents can be accessed here:
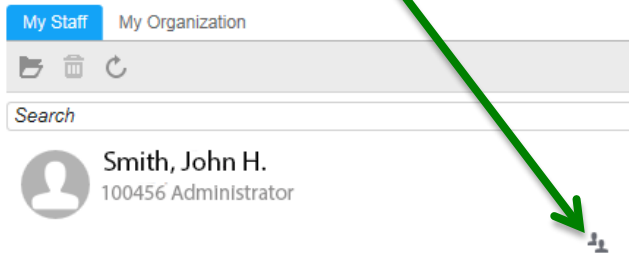https://bhr.sd.gov/policies-forms/forms/#cpcforms

My Staff
View and manage your direct reports

Provides a point of access to all the information about your employees.

1. The information in this icon is for reference only.

2. Click on the 👤 icon and it will allow you to view subordinates staff information.

Employee Dates
View Employee HR Dates

Provides employee dates including birthdate, date hired, grade change date, longevity date, and years of service.

View Applications

1. Click the **+** next to Acquire Talent on the left menu.
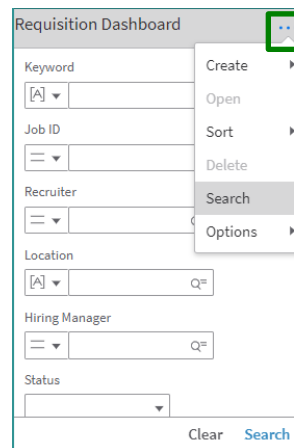2. Select Requisitions from the drop down.

Search Requisitions

Click the ellipsis and then select search to view the search options.

Search by:

Keyword: Enter partial job title or location and press enter.

Job ID: Enter the Job ID number and press enter.

Hiring Manager: Enter the employee ID or click the magnifying glass, enter first and last name and press enter.

Good News:
Supervisors have automatic access to their requisitions plus all subordinates' requisitions.

#15994 - 402663 Public Broadcasting Media Specialist II
Location: RAPID CITY
Hiring Manager:
Work Type: Full-Time 40 Hours Weekly
Requisition Status: Open
Posting Status: 2 of 2 Postings Live

Location/Title is not always the location/title of the job posting. Double click the job requisition and view the postings tab to view the working title and posting location.

Requisition Dashboard

View ALL Applicants:

Hiring Manager Review = 29 applicants.

Records per page = 20

Use the arrows
on the bottom to advance.

View Candidates' Applications

Double-click candidate to view job application & attachments. Documents under attachments titled EXT HIR SUMMARY or INT HIR MGR SUMMARY will contain most of the candidates application info.

John Smith(105849) - 402183 Nurse II

John Smith (External)
daffyduck@gmail.cm

Home   My Staff   Acquire Talent   Take Notes

Actions   Options   Drill Around®

Correspondence

Resume/ CV | Correspondence: 1 | Interviews: 0 | Screenings: 0 | Notes: 1 | Attachments: 1

At A Glance

Talent Profile
Question Results
Correspondence
Interviews
References
Contact Information
Personal Information

Screening Questions

Review candidates' responses to screening questions while previewing applications by going to the Question Results tab.

View and send correspondence.

Click here to review notes.

Application Detail Tabs

Attachments

To open attachments, click Attachments from the candidate screen. Then click Open Document in the attachments screen.

Attachments

Open   Create   Update   Delete

Type Of Document	File Name	Date Uploaded		
Resume	David Allan Meigs.docx	6/16/2017	Send Email	Open Document
Cover Letter	Coverletter.docx	6/16/2017	Send Email	Open Document

Other Manager Guides:

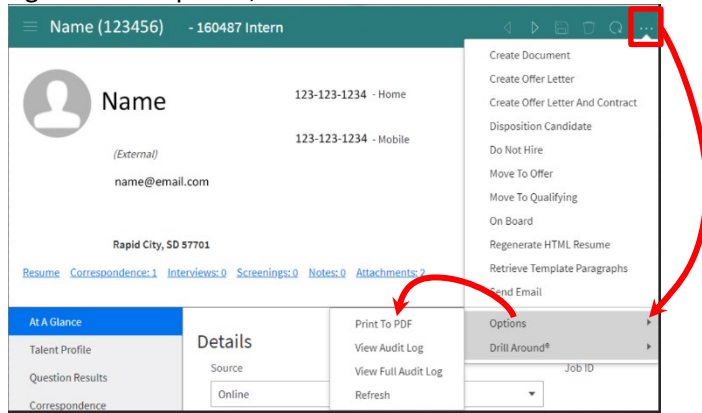**Proxy-** To grant access to another employee to view your requisitions see the Proxy Guide.

Disposition- To learn more about notifying candidates of job status and reason codes, see the Disposition Guide.
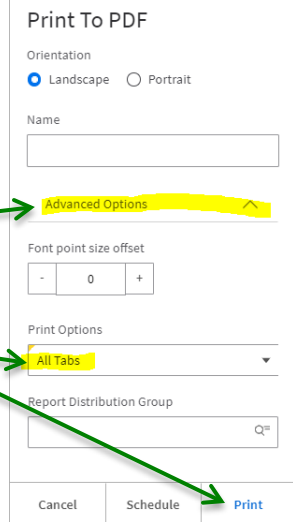
Print Applications

Responses to screening questions as well as other attachments are not part of the summary document and must still be accessed in Manager Space under the application.

To print question responses for each candidate. Open the Candidate record and click the three dots on the far right. Select Options, then Print to PDF.

Printing a list of candidates:

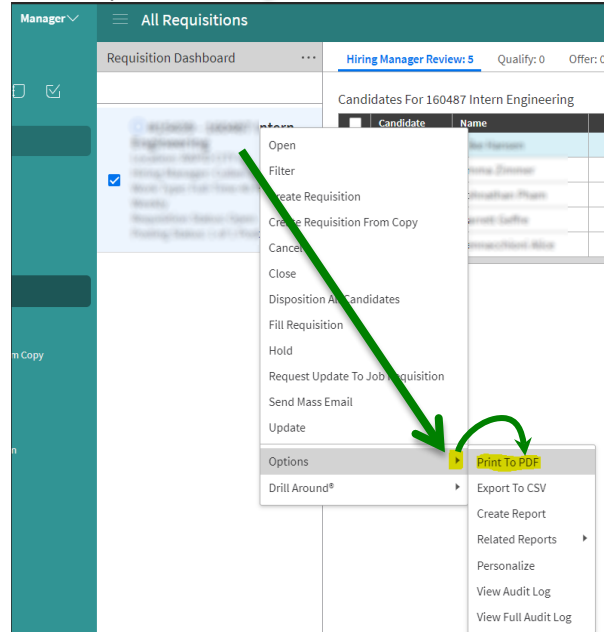Right click the job record.
Select Options ⟶ Print to PDF

To Print information from all of the tabs on the left menu for the candidate, follow the steps above.
On the pop-up window, click **Advanced Options**.
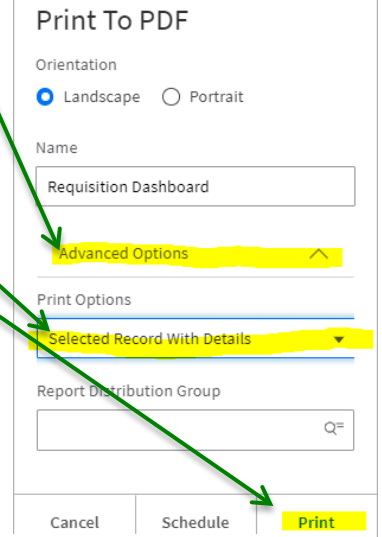Under Print Options pick **All Tabs** and **Print**.

Click Advanced Options.
Under **Print Options** pick **Selected Record With Details**.
Then click **Print.**

This will create a PDF document. To access, click My Print Files and View.

Revised 6.2022