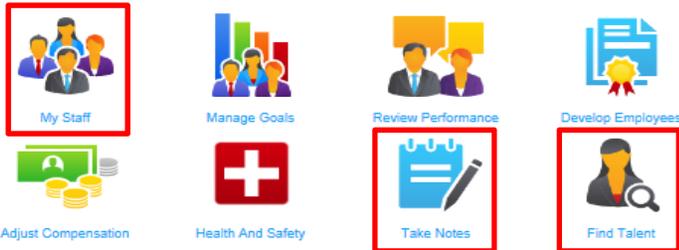
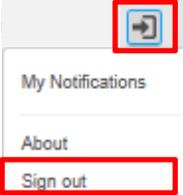
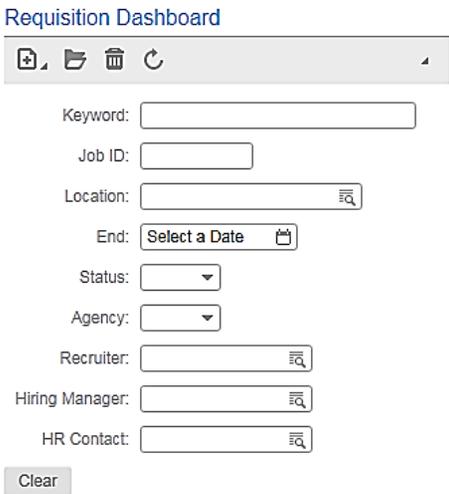


Log in to Manager Space	Manager Main Screen	My Staff
<p>New Users - follow these instructions</p> <ol style="list-style-type: none"> 1. Go to http://bhr.sd.gov. 2. Click Employee/Manager Self Service found at the bottom of the page under Other Resources. 3. Click Human Resources Portal Login. 4. User Name is your 6 digit employee number. 5. Password is the first 3 letters of first name plus first 3 letters of last name plus the last 4 digits of your SSN. <p>Resulting in a 10 or fewer character password: firlas1234</p>	<p>Limit actions to only those designated with red boxes as shown below.</p> 	<p>Provides a point of access to all the information about your employees.</p>  <p>The information in this icon is for reference only.</p>
<p>To Log out of Manager Space</p> <ol style="list-style-type: none"> 1. In the upper right corner of your screen click the right arrow.  2. Click Sign out. 	 <p>Good News: Supervisors will have automatic access to their requisitions plus all subordinates' requisitions.</p>	<p>Take Notes</p> <p>Take Notes is an optional tool that allows you to add private or public notes regarding an employee.</p>  <p>Note: If employees transfer, any Public Notes regarding them will be available to the next supervisor.</p>
Search Requisitions		Find Talent
<p>Search by:</p> <p>Keyword: Enter partial job title and press Enter.</p> <p>Job ID: Enter 4 digit number and press Enter.</p> <p>Location: Click the magnifying glass. Type the name of the city in the Location field and press Enter.</p> <p>Agency: Click the down arrow and select an agency.</p> <p>Hiring Manager: Click the magnifying glass, enter first and last name and press Enter.</p> <p>Click Clear to reset Search options.</p> 		<p>To View Applications:</p> <ol style="list-style-type: none"> 1. Click Acquire Talent. 2. Click Candidates and Requisitions.  <p>Refer to HRM</p>

Requisition Dashboard

View ALL Applicants:
 Hiring Manager Review = 27 applicants.
 Records per page = 10
 Use the highlighted arrows in the lower right corner to advance.

Double-click applicant to view job application & attachments

Qualifying Candidates

1. Find a candidate to consider.
2. From the candidate's application click **Actions -> Move to Qualifying.** (Not required, but useful to organize applications)

Dispositioning Candidates

Managers: Please do not disposition candidates BHR will handle.

View Candidates' Applications

View and send

Open to Review

Resumes, cover letters.

Application Detail Tabs

Navigation Tips

➤ **Slow Load Time?** Speed the process to load your candidates.



From the Requisition Dashboard - Enter your **Hiring Manager number** and press **TAB**

➤ **View Applicant's Resume or other Attachments** in separate window.

Right click on a candidate's application -> Select **Drill Around->Attachments.** The attachments open in a separate window.

Print Applications

To view and print a Word document that contains most of a candidate's application information, click on a candidate's attachments and open the document titled EXT HIR MGR SUMMARY or INT HIR MGR SUMMARY.

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

To Print Question Responses - click **Options > Print to File.** This will create a PDF document.

After a job closes, you will receive an email that includes a Requisition List indicating all preference candidates.

* Preference is also noted in the **Notes** section of the Candidate's application.