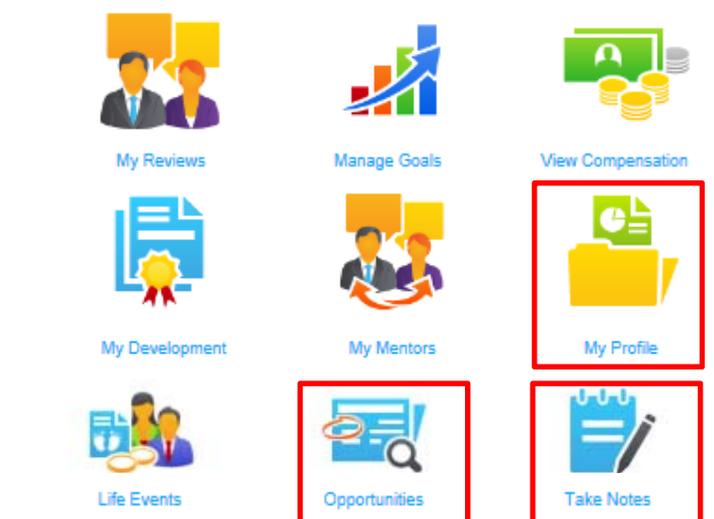
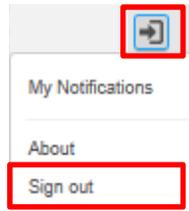


Log in to Employee Space	Employee Main Screen	My Profile
<p><b>First Time Users - follow these instructions</b></p> <ol style="list-style-type: none"> <li>1. Go to <a href="http://bhr.sd.gov">http://bhr.sd.gov</a>.</li> <li>2. Click <b>Employee/Manager Self Service</b> found at the bottom of the page under <b>Other Resources</b>.</li> <li>3. Click <b>Human Resources Portal Login</b>.</li> <li>4. User Name is your 6 digit employee number.</li> <li>5. Password is the <b>first 3 letters of first name</b> plus <b>first 3 letters of last name</b> plus <b>the last 4 digits of your SSN</b>. Resulting in a 10 or fewer character password: <b>firlas1234</b></li> </ol>	<p>Limit actions to only those designated with red boxes as shown below.</p> 	<p>Provides a point of access to the employee, e.g., pay, supervisor, job description, etc.</p>  <p>My Profile</p> <hr/> <p><b>Take Notes</b></p> <p>An optional tool that allows you to add private or public notes.</p>  <p>Take Notes</p> <hr/> <p><b>Opportunities</b></p> <p>Search and apply for jobs.</p>  <p>Opportunities</p>
<p><b>To Log out of Employee Space</b></p> <ol style="list-style-type: none"> <li>1. In the upper right corner of your screen click the right arrow. </li> <li>2. Click <b>Sign out</b>.</li> </ol> 	<p><b>Update Talent Profile</b></p>	
<p><b>Note: Changes made to your profile will not transfer to previously submitted applications.</b></p> <p>Update your Talent Profile: Click <b>My Profile</b>  -&gt; <b>Talent Profile</b>.</p> <p><b>To Add a qualification:</b></p> <ol style="list-style-type: none"> <li>1. Select the <b>Create</b> action under the appropriate panel (Education, Employment History).</li> <li>2. Enter the required information.</li> <li>3. Click <b>OK</b>.</li> </ol> 	<p><b>To Update a qualification:</b></p> <ol style="list-style-type: none"> <li>1. Double-click the qualification you want to update.</li> <li>2. Make your changes and click the <b>Save</b> button found on the toolbar.</li> </ol> 	

## Opportunities (Search for Jobs)

### Search by:

**Keyword:** Enter partial job title and press **Enter**.

**Location:** Click the magnify glass in the location field. Type the city name and press Enter. Double-click on the city.

**Agency:** Click the down arrow and search a preferred agency such as Corrections.

**To view job description** - Double click **Job Title**.

Available Jobs

Keyword:  Job ID:   
 Location:  Category:   
 Work Type:  Agency:

## Apply for a Job

Locate job and click the **Apply Now** button or click **Save To Job Cart** to complete later.

### Profile and Consent

- Click **View/Update** to make changes to your Talent Profile.
- If necessary, choose the items in Additional Profile Options to revise information for only the current job application.

- Answer Consent Agreement. Click **Next**.

### Attachments

- Add any attachments, e.g., cover letter, resume, etc.
- Click **Attach** - located above File Name.
- Click **Next** when done.



Profile And Consent

Attachments

Questions

MyHistory

Talent Profile

Information

Summary

### Questions

Answer required questions. Click **Next**.

### My History

Update information for only the current job application.

### Information

All answers are voluntary. Click **Next**.

### Summary

- Click **Review Application to view or print**. **NOTE:** You cannot make changes to your application here. After reviewing your application, click the Back button in your browser.
- Click **Previous** to review and update information.
- Click **Submit Application**. You will receive a confirmation email when your application is received. **NOTE:** Once you click Submit Application you cannot make changes to your job application.
- Click **Finish**.

## My Job Cart

To view your Job Cart

1. Select **Opportunities**.
2. Select the **My Job Cart** tab.
3. Select job and click **Apply Now**.



Available Jobs

## My Applications

To view your Applications

1. Select **Opportunities**
2. Select the **My Applications** tab.



Available Jobs

Select the job you want to review or continue applying.

To withdraw an Application

1. Select **Opportunities** -> **My Applications** tab.
2. Highlight the job you want to withdraw, click **Actions** -> **Withdraw**.

