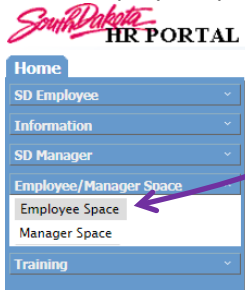


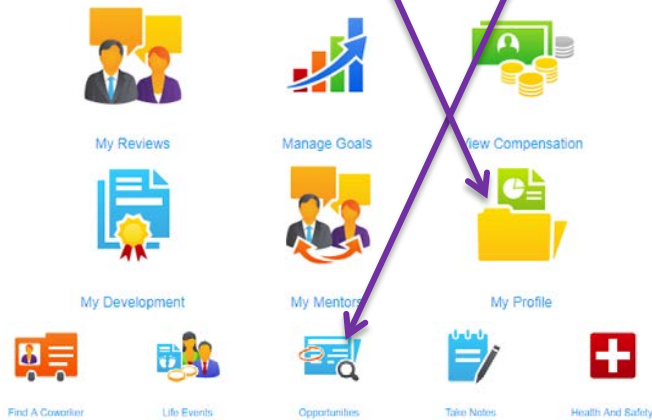
Log in

- Go to <http://bhr.sd.gov>.
 - Click **Employee Self Service Portal** found at the bottom of the page under **Other Resources**.
 - Click **HR Portal Login**.
- User Name is your 6 digit employee number.
- Password is the **first 3 letters of first name** plus **first 3 letters of last name** plus the **last 4 digits of your SSN**.
- Select Employee Space on the left menu.



Employee Main Screen

*If you can't see all of the icons, you may need to scroll down.
The icons you will use are My Profile & Opportunities.



My Profile

Provides a point of access to your information, e.g., pay, supervisor, work assignment, education, etc.



Opportunities

Search and apply for jobs.

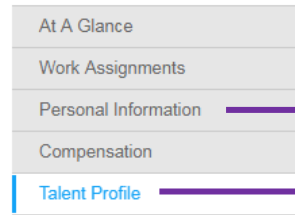
Opportunities

Update Profile

Note: Changes made to your profile will not transfer to previously submitted applications.

Update your information:

- Click **My Profile**
- Select **Personal Information** or **Talent Profile**.

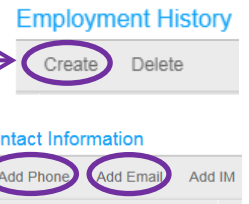


Update your address, phone numbers, emails, and emergency contacts.

Update your education, employment history, and references.

To add information:

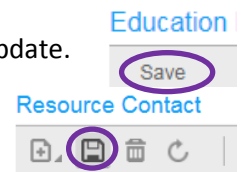
- Select the **Create** or **Add** action under the appropriate section (Contact Information, Address, Education, Employment History, or References).



- Enter the required information.
- Click **OK** or **Save** (Depending on the section).

To update information:

- Double-click the line you want to update.
- Make your changes and click the Save button/icon found on the toolbar.



Tip:

To receive internal communications via email you must:

- Enter a valid email address if one is not listed.
- Check – Change this to be work email.

Add An Email Address For Employee Name - 123456

Effective Date: 2/1/2018

Active

Description:

Email Address:

Change This To Be Work Email

Preferred Email

When Available:

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 and press **Enter**.

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

***To view job description:** Double click on the job title.

Search | Internships | My Job Cart | My Applications

Available Jobs

Keyword: Job ID:

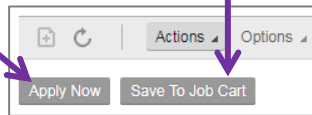
Location: Agency:

Work Type:

Clear

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, check the additional items to revise that information for only the current job application.
- Answer Consent Agreement. Click **Next**.

Attachments

NOTE: You cannot attach documents to your profile. You must attach the documents every time you apply for a job.

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



- Follow the instructions on the attachment screen. You may need to scroll down to see the attachment portion of the page. Once you have added an attachment click **OK** and **Next**.

Add Attachment

Attachments

Instructions to attach a document:

1. Click the drop down arrow next to Type of Document to select the type of document you are attaching.
2. Click Choose File or Browse to locate your document.
3. Double click the document.
4. Click OK.

If you wish to claim Veterans' Preference or Disabled Veterans' Preference, you must attach a DD214 (member copy 4), DD214R (member copy 4), or NGB22 for verification and related documents, if applicable (disabled veteran documents, marriage certificate, and/or veteran's death certificate or casualty report). If you have previously submitted your preference documents, you do not need to resubmit.

If you have questions please call 865.773.3148.

For information on how to add or delete attachments watch this video - <https://youtu.be/FEC-d05vZa0>

Attachment Information

Type Of Document:

Document:

OK | Cancel

Questions

- Answer required questions. Click **Next**.

Information

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

Summary

- Click Review Application to view or print.

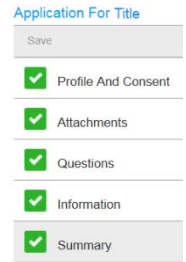
NOTE: You cannot make changes to your application here. After reviewing your application, click the Back button in your browser.

- Click Previous to review and update information, if needed.

- **Click Submit Application.**

*You will receive a confirmation email when your application is received.

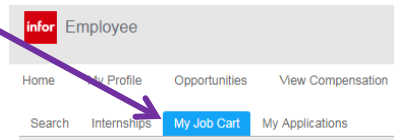
NOTE: Once you click Submit Application you cannot make changes to your job application. If you need to make a change or update an attachment, call BHR at 605.773.3148.



My Job Cart

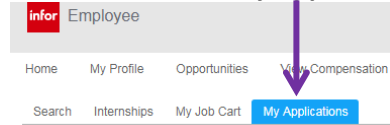
To view your Job Cart select **Opportunities** and then **My Job Cart**.

Select the job and click **Apply Now**.



My Applications

To view the status of your application select **Opportunities** and then **My Applications**.



Select the job you want to review or continue applying for.

Withdraw Application

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

