

Log in to Manager Space

- 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**.

Resulting in a 10 or fewer character password:
firlas1234

OR

- Go to <https://bfm.sd.gov/hr/ms.aspx>.
Use the instructions listed on the webpage to log in.

Manager Main Screen


The icons you will use are **My Staff**, **Take Notes**, and **Find Talent**.

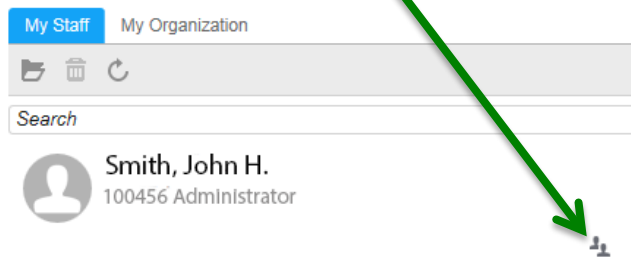


My Staff

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



- The information in this icon is for reference only.
- Click on the  icon and it will allow you to view subordinates staff information.



Take Notes

Take Notes is an optional tool that allows you to add private or public notes regarding an employee.



Find Talent

To view applications click the Find Talent Icon.



Search Requisitions

Search by:

Keyword: Enter partial job title and press Enter.

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

Location: Click the magnifying glass. Type the name of the city in the **Location** field and press Enter.

Agency: Click the down arrow and select an agency.

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



Searching by a specific Job ID or Hiring Manager employee number will load the job requisition faster.

Requisition Dashboard

Keyword:

Job ID:

Location:

End:

Status:

Agency:

Recruiter:

Hiring Manager:

HR Contact:

Clear



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

Requisition Dashboard

Requisition Dashboard

Hiring Manager Review: 27 Qualify: 0 Hire: 0 Disposition: 0

C...	Name	Candida...	Ema...	Applica...	Selection...	Type	Source	Education	
111									Resume.
100									Resume.
114							High School Diplom		Resume.
114							High School Diplom		Resume.
959							High School Diplom		
825							Technical School		
113							High School Diplom		Resume.
811									Resume.
870									Masters Degree Resume.
947							High School Diplom		Resume.

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

Records Per Page: 10

View Candidates' Applications

Double-click candidate to view job application & attachments.

Home My Staff Acquire Talent Take Notes

John Smith(105849) - 402183 Nurse II

John Smith (External)
 daffyduck@gmail.cm

Email 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

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	Send Email	Open Document
Resume	David Allan Meigs.docx	6/16/2017	Send Email	Open Document
Cover Letter	Coverletter.docx	6/16/2017	Send Email	Open Document
DSS Questionnaire	08181701.PDF	7/6/2017	Send Email	Open Document
	EXT HIR MGR SUMMARY	8/24/2017	Send Email	Open Document

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 within the electronic application

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