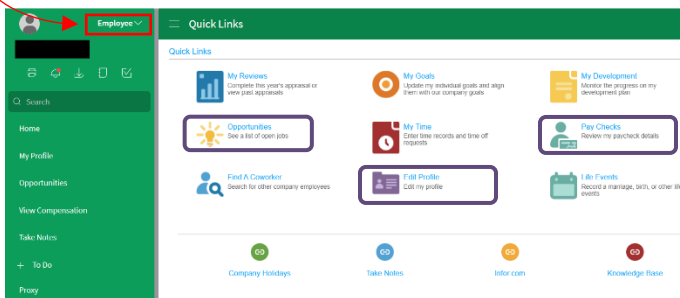


Log in

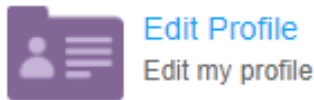
1. Go to <https://bfm.sd.gov/hr/es.aspx>.
2. Click Proceed to Employee Space.
3. Click Azure
4. Enter your state email address
5. Click Next
6. Enter the same password you use to log onto your computer each day.

Employee Main Screen

Select Employee from dropdown. The icons you will use are Opportunities, Edit Profile, and Pay Checks.

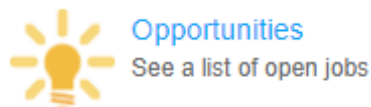


My Profile



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

Opportunities



Search and apply for jobs.

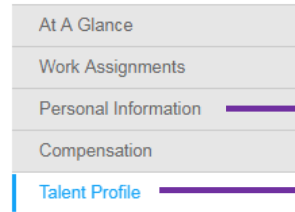
[Sign up](#) for Mailing list of Promotional Jobs

Update Profile

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

Update your information:

- Click **My Profile** on the left menu or **Edit Profile** under Quick Link.
- Select **Personal Information** or **Talent Profile**.

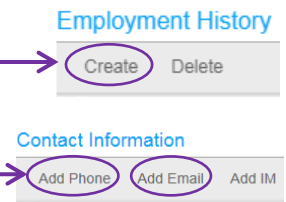


Update your address, phone numbers, emails, and emergency contacts.

Update your education, employment history, and references.

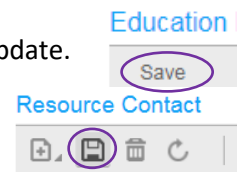
To add information:

1. Select the **Create** or **Add** action under the appropriate section (Contact Information, Address, Education, Employment History, or References).
2. Enter the required information.
3. Click **OK** or **Save** (Depending on the section).



To update information:

1. Double-click the line you want to update.
2. 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.

Opportunities (Search for Jobs)

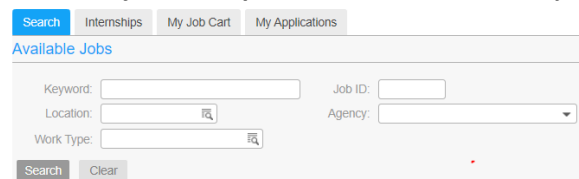
Search by:

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.

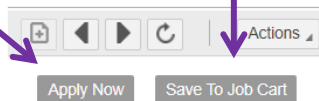
***To view job description:** Double click on the job title.



Internships do not show in employee space.

Apply for a Job

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



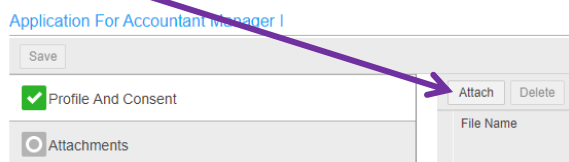
Profile and Consent

- Click **View/Update** to make changes to your Talent Profile. *Note-current employment history might show inaccurate supervisor.*
- If necessary, check the additional items to revise that information for only the current job application.
- Answer Consent Agreement. Click **Next**.

Attachments

Add any attachments, e.g., cover letter, resume, etc.

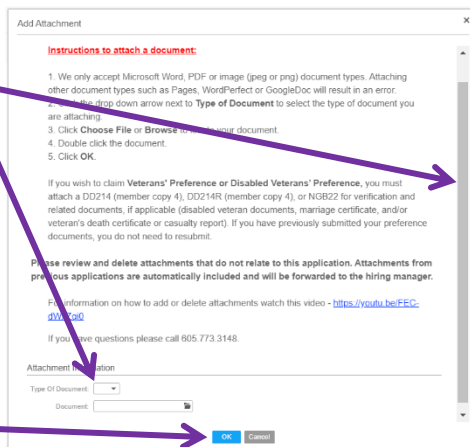
- Click **Attach** – located above File Name.



- 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**.



Questions

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

My History – edit as needed.

Talent Profile – edit as needed.

Information

- All answers are voluntary, click **Next**.

Summary

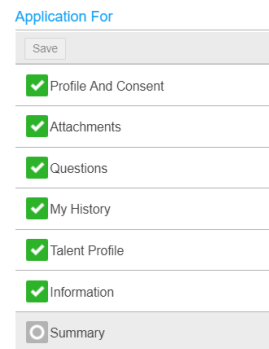
- Click **Review Application** to view or print.

NOTE: You cannot make changes to your application here. After reviewing, close window.

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

- **Click Submit Application.**

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

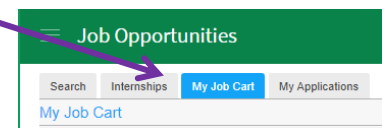


NOTE: Once you click Submit Application you cannot make changes to your job application. If you need to make a change or update an attachment, call BHR at 605.773.3148.

My Job Cart

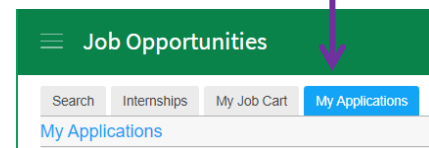
To view your Job Cart select **Opportunities** and then **My Job Cart**.

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**.

