Log in
2. Follow the instructions on that page.

Employee Main Screen
Select Employee from dropdown. The icons you will use are Opportunities, Edit Profile, and Pay Checks. You can also expand Benefits on the left menu (see page 3).

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

Opportunities
Search and apply for jobs.

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

Update your resume or other attachments on the Resume tab.

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 Submit or Save (Depending on the section).

Tip:
To receive internal communications via email you must:
- Enter a valid state email address if one is not listed.
- Check – Primary Email Communication.

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.

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 My Profile 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

- Follow the instructions on the attachment screen.

You may need to scroll down to see the attachment portion of the page.

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, right click and select Withdraw.
**View Compensation History**

From the Employee Space home, click **View Compensation**:
1. Double click position under Compensation by work assignment
2. Click the **Pay Rate History** tab. Here you can view salary history information. It will only display your current position.

Some reason codes you may see:
- SPMA – Salary Policy Market Adjustment
- SPMTMV – Salary Policy Movement to Market Value

**Employee Check In**

Once you have met with your manager, you can view your Check In in Employee Space. Click **Employee Check In**. Double click the date of your check in, review and once you are finished click **Acknowledge** on the check in review screen, or hit the back button and click **Acknowledge**.

**Continuous Performance Communication (CPC) Forms including an FAQ are located here:**
[https://bhr.sd.gov/policies-forms/forms/#cpcforms](https://bhr.sd.gov/policies-forms/forms/#cpcforms)

**View Benefits Information**

Click **My Benefits** to view your current benefit elections and enrolled dependents if applicable.

To view information on life events, visit:

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