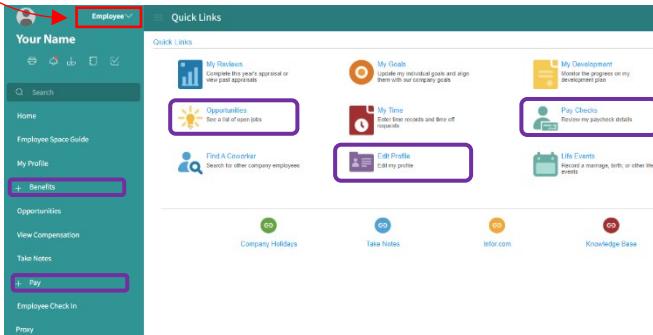


Log in

1. Go to <https://bfm.sd.gov/hr/es.aspx>.
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.

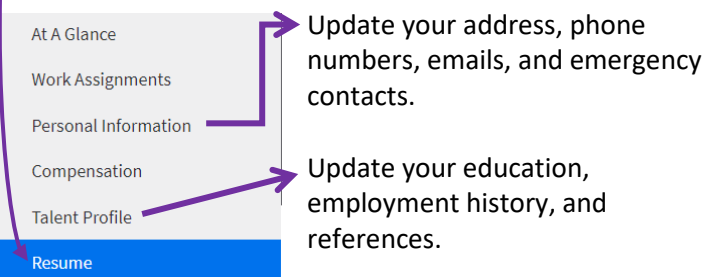
Update Profile

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

Update your resume or other attachments on the Resume tab.

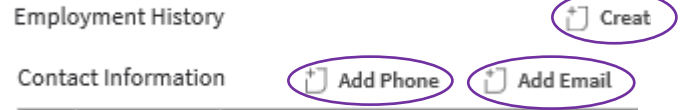
Update your information:

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



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).

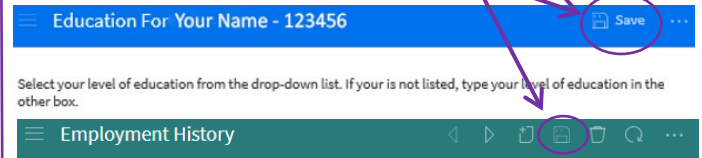
Tip:

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**.

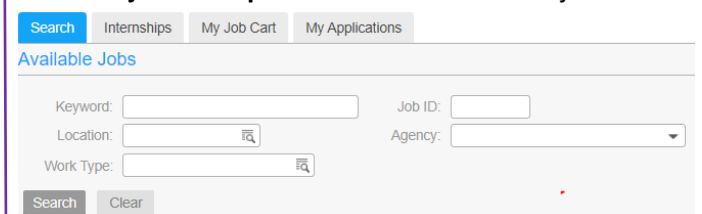
Location: Click the magnify glass in the location field.

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.



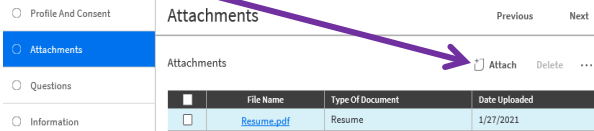
Profile and Consent

- 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.

Add Attachment

Attachments

1. We only accept Microsoft Word, PDF or image (jpeg or png) document types.
2. Click the drop-down arrow next to type of Document to select the type of document you are attaching.
3. Click Choose File or Browse to locate your document.
4. Double click the document, 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.

Please review and delete attachments that do not relate to this application. To delete a document, hit the DELETE button on the previous screen. When adding a new document, selecting this application only attaches the document to this active application. Selecting all applications attaches your document to this application and your profile for later use. Attachments from your profile are automatically included and will be forwarded to the hiring manager.

Attachment Information

Type Of Document

Document

Cancel Submit

Once you have added an attachment click **Submit** 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.

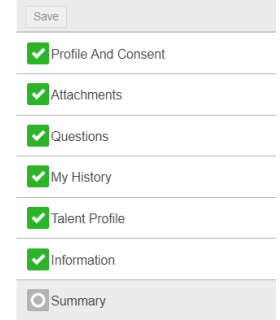
- Click Previous to review and update information, if needed.

- **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.

Application For



My Job Cart

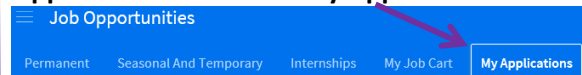
To view your Job Cart select **Opportunities** and then **My Job Cart**.



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

My Applications

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

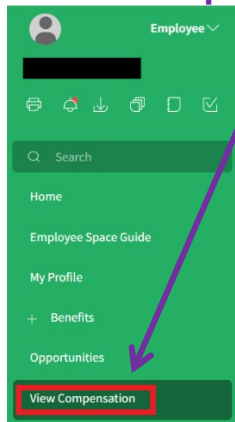


Select the job you want to review or continue applying for.

Withdraw Application

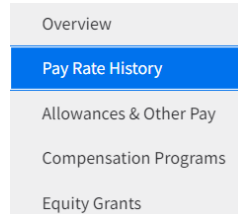
1. Select **Opportunities** -> **My Applications**
2. Highlight the job you want to withdraw, right click and select **Withdraw**.

View Compensation History



From the Employee Space home, click **View Compensation**:

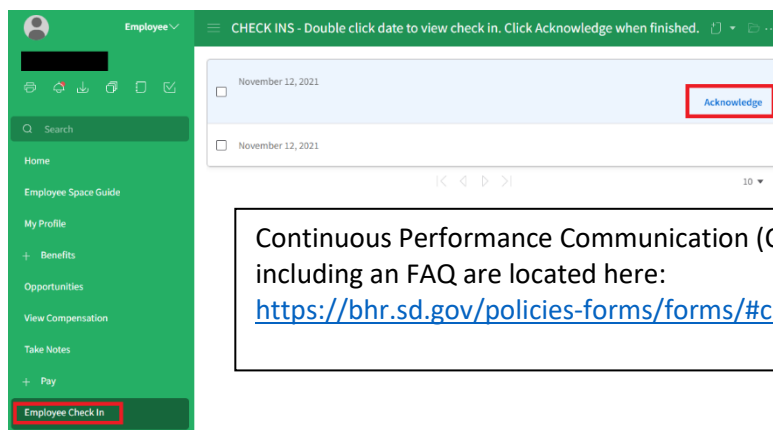
1. Double click position under Compensation by work assignment
2. Click the **Pay Rate History** tab. Here you can view salary history information. It will only display your current position.



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

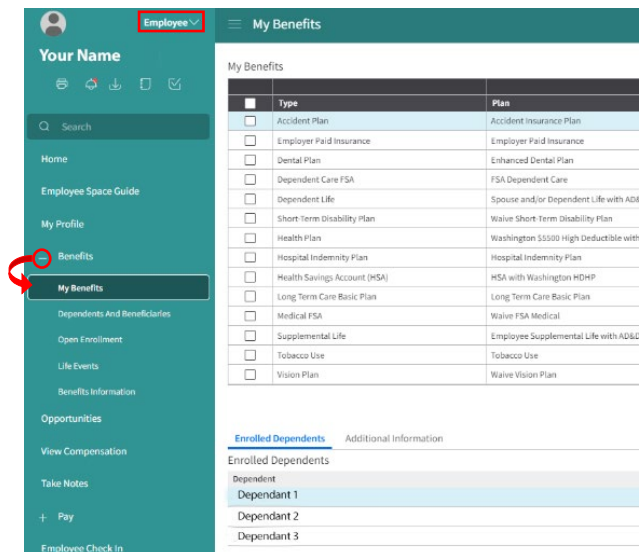
Employee Check In

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>

View Benefits Information



Click **My Benefits** to view your current benefit elections and enrolled dependents if applicable. To view information on life events, visit:
<https://bhr.sd.gov/benefits/lifeevents/index.html>