Log in to Manager Space
1. Go to https://bfm.sd.gov/hr/ms.aspx.
2. Follow the instructions on that page.

Other Manager Information:
https://bhr.sd.gov/manager.html

Manager Main Screen
Select Manager from the Dropdown. The icons you will use are My Staff and Employee Dates.

Continuous Performance Communication (CPC):
Forms and documents can be accessed here:
https://bhr.sd.gov/policies-forms/forms/#cpcforms

My Staff
View and manage your direct reports.
Provides a point of access to all the information about your employees.
1. The information in this icon is for reference only.
2. Click on the icon and it will allow you to view subordinates staff information.

Employee Dates
View Employee HR Dates
Provides employee dates including birthdate, date hired, grade change date, longevity date, and years of service.

View Applications
1. Click the + next to Acquire Talent on the left menu.
2. Select Requisitions from the drop down.

Search Requisitions
Click the ellipsis and then select search to view the search options.

Search by:
Keyword: Enter partial job title or location and press enter.
Job ID: Enter the Job ID number and press enter.
Hiring Manager: Enter the employee ID or click the magnifying glass, enter first and last name and press enter.

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

Location/Title is not always the location/title of the job posting. Double click the job requisition and view the postings tab to view the working title and posting location.
Requisition Dashboard

View Candidates’ Applications
Double-click candidate to view job application & attachments. Documents under attachments titled EXT HIR SUMMARY or INT HIR MGR SUMMARY will contain most of the candidates application info.

Screening Questions
Review candidates’ responses to screening questions while previewing applications by going to the Question Results tab.

Attachments
To open attachments, click Attachments from the candidate screen. Then click Open Document in the attachments screen.

Other Manager Guides:
Proxy- To grant access to another employee to view your requisitions see the Proxy Guide.
Disposition- To learn more about notifying candidates of job status and reason codes, see the Disposition Guide.
**Print Applications**

Responses to screening questions as well as other attachments are not part of the summary document and must still be accessed in Manager Space under the application.

To print question responses for each candidate. Open the Candidate record and click the three dots on the far right. Select Options, then Print to PDF.

To Print information from all of the tabs on the left menu for the candidate, follow the steps above. On the pop-up window, click Advanced Options. Under Print Options pick All Tabs and Print.

This will create a PDF document. To access, click My Print Files and View.

**Printing a list of candidates:**

Right click the job record. Select Options Print to PDF

Click Advanced Options. Under Print Options pick Selected Record With Details. Then click Print.

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