

Career Space Quick Reference Guide

Bureau of Human Resources
605.773.3148
careers@state.sd.us
<http://bhr.sd.gov/>

Register/Log in

1. Go to <http://bhr.sd.gov/workforus>.
2. Log in or Register.

If you are an individual with a disability and are unable or limited in your ability to access job openings or apply for a job on this site, you can request a reasonable accommodation by contacting the Bureau of Human Resources at 605.773.3148 or bhrinfo@state.sd.us.

Just looking? Click All Open Positions

Are you a First Time User?

1. Click Register.
2. Click to review your profile.
3. Complete your profile before you apply for a job.
4. Click Search For Jobs.
5. Ready to apply? Click Apply Now.

Returning Users: (username and passwords are case sensitive)

Click Login. (username is email address)

(If you need your password reset, please email bhrinfo@state.sd.us or call 605.773.3148.)

State Employee Users:

Go to Employee Space to apply.

Board of Regents Employee Users:

BOR Employees are considered new users and must register/login here.

Find a job

All open positions

Login/Register

Login

Register

» Tips for searching our jobs

» Frequently Asked Questions

» How to Apply

State Employees (except Board of Regents) need to apply in employee space:

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

Resume Parsing (New Registrants only)

Parsing pulls information from your resume and populates it on your profile. The first three lines of your resume should be your:

1. Name
2. Your Address
3. Your city, state, and zip

Review your profile once parsed to ensure information populated correctly.

Can't remember your password?

To reset, go to login screen and click "If you forgot your password, click here to reset". You will need to enter your username (email address) and the system will send an email to the email address on file. The email will contain a temporary password and upon logging in you then will answer security questions.

My Profile

Click My Profile and enter required information unless you attach a resume.

Find a job

All open positions

Manage My Account

My Profile

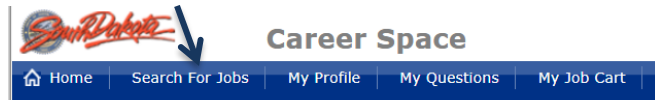
My Applications

My Job Cart

Change Password

Search for Jobs

Click Search For Jobs.



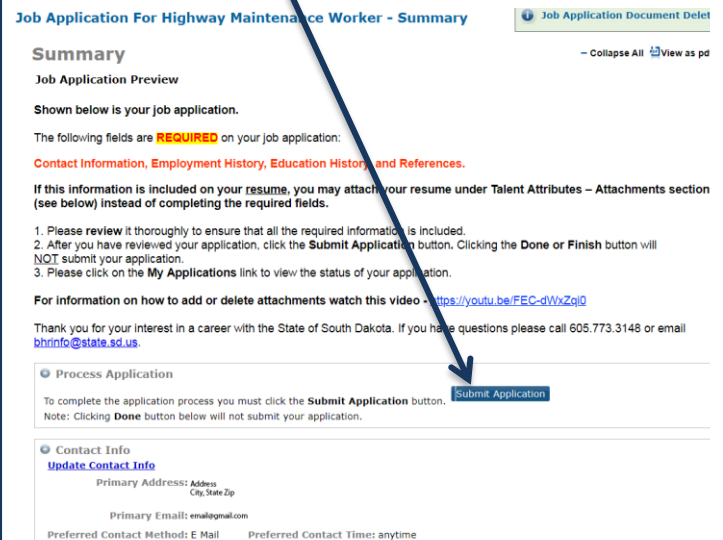
Apply

1. When you find a job you want to apply for, click Apply Now.



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

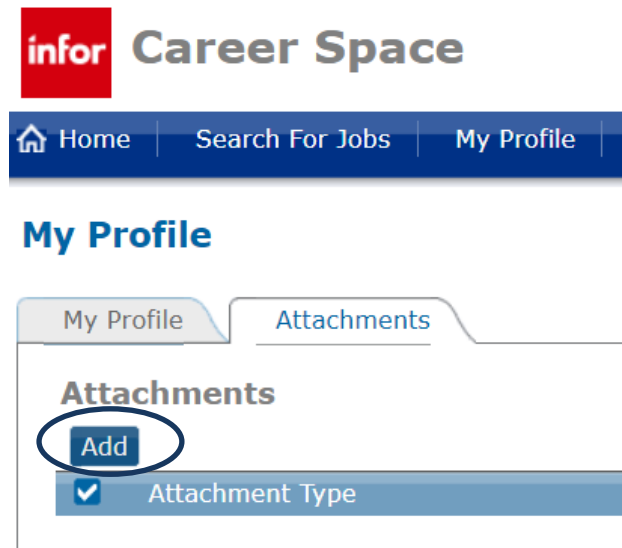
2. Complete the application process. Note: Clicking the Done or Finish button will NOT submit your application.
3. Answer required questions. Note -250 character limit
4. Review/edit information and click **Submit Application**



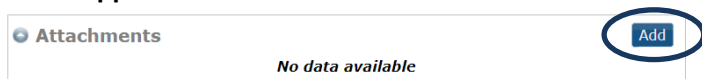
Get a weekly list of jobs to your inbox – sign up [here!](#)

Attachments

Review attachments and delete any that do not relate to the specific application. Files that are added in the Summary Screen of an application will be copied to your profile.

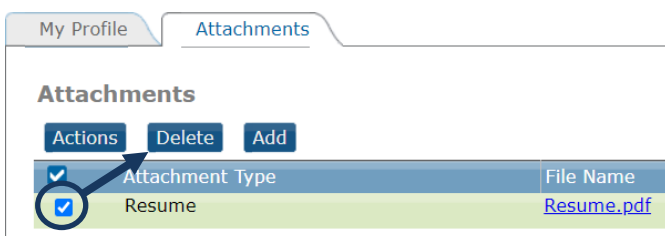


You can also add attachments on the Summary screen of the application.

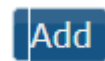


Delete an Attachment:

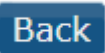
My Profile



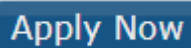
Buttons to know:



Click to add information



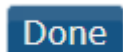
Click to return to the previous page.



Click to apply for a job.



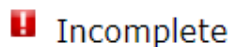
Click to Submit your application.



Clicking Done will only save your application.

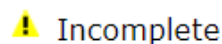
Application Status:

To review the status of your application, you can go to **My Applications** on the main menu.



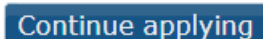
Incomplete

Application Incomplete and you can no longer apply.



Incomplete

Application Incomplete. Hit Continue Applying to apply.



Application in Review

Your application is currently being reviewed by the hiring manager.

Application Received

You have submitted your application.

Withdrawn

You have withdrawn your application.

Can't Remember Username?

Call 605.773.3148 or email careers@state.sd.us

Need more assistance? Watch a video tutorial on how to register and apply - <https://youtu.be/YAYewjMa0oA>