

Need assistance or have questions?

Please contact us at bhrinfo@state.sd.us or 605.773.3148

If you are a current state employee (except Board of Regents), click <https://bfm.sd.gov/hr/es.aspx> for instructions and to apply.

Application Steps:

<div style="border: 1px solid green; border-radius: 10px; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">1</div> <p>Click My Profile and enter required information.</p>	<div style="border: 1px solid orange; border-radius: 10px; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">2</div> <p>Click Search For Jobs. When you find one, click Apply Now.</p>	<div style="border: 1px solid blue; border-radius: 10px; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">3</div> <p>Complete the application process. Review/edit information and click Submit Application.</p>
---	---	---



Career Space

Home	Search For Jobs	My Profile	My Questions	My Job Cart	My Applications	Change My Password	Help
------	-----------------	------------	--------------	-------------	-----------------	--------------------	------

2

1

Process Application

To complete the application process you must click the **Submit Application** button

Note: Clicking **Done** button below will not submit your application.

Submit Application

3

Contact Information	
Update Contact Info	
Preferences *Not required	Add
Talent Attributes	Add
Employment History *Required unless included on resume	Add
Education History *Required unless included on resume	Add
Competencies And Skills *Not required	Add
Credentials *Not required	Add
Achievements *Not required	Add
References *Three professional references required unless included on resume	Add
Attachments *Add cover letter, resume, military documents, and other documents here	Add
Identification Number *Not required	Add
Travel Documents *Not required	

Buttons to Know	Done	Only saves application. Does not submit.	Click the drop-down arrows to select from list. If nothing, then type in the Other box. <div style="margin-top: 10px;"> <input style="width: 100%; border: 1px solid #ccc;" type="text"/> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="border: 1px solid red; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">▼</div> <div style="border: 1px solid red; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">▶</div> </div> <div style="margin-top: 5px;"> <input style="width: 100%; border: 1px solid #ccc;" type="text"/> </div> </div>
	Add	Click to add information.	
	Back	Click to return to previous page.	
	My Applications	Click to check the status of your jobs.	