

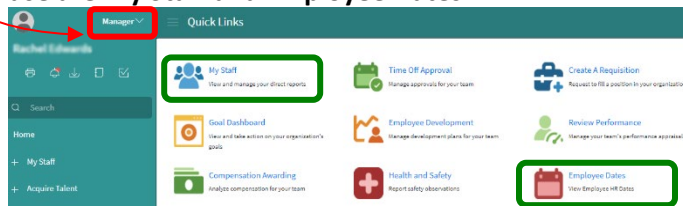
Manager Space: General

Log in to Manager Space

1. Go to <https://bfm.sd.gov/hr/ms.aspx>.
2. Click Proceed to Manager Space
3. Click Azure
4. Enter your state email address
5. Click Next
6. Enter the same password you use to log onto your computer each day.

Manager Main Screen

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



*The other icons may not load correctly until they are set up.

Continuous Performance Communication (CPC):

Forms and documents can be accessed here:


<https://bhr.sd.gov/policies-forms/forms/#cpcforms>

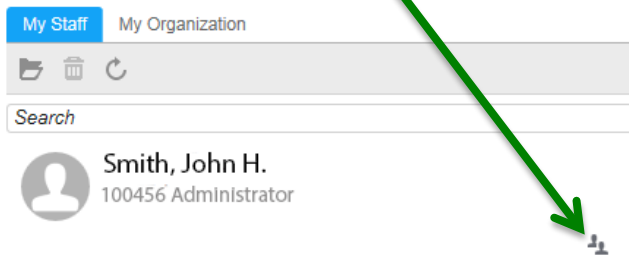


My Staff

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.

#15994 - 402663 Public Broadcasting Media Specialist II

Location: RAPID CITY

Hiring Manager: [REDACTED]
Work Type: Full-Time 40 Hours Weekly

Requisition Status: Open

Posting Status: 2 of 2 Postings Live

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	Job Board Posting																		
Responsibilities	<table border="1"> <thead> <tr> <th>Title</th> <th>Job Board</th> <th>Postin...</th> <th>Posti...</th> <th>Posting S...</th> <th>Location Of Job</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Content Bear Reporter (Public Broadcast Media Specialist)</td> <td>External Stat...</td> <td>4/1/2021</td> <td></td> <td>Posting live</td> <td>Vermillion/Sioux Falls/Rapid City</td> </tr> <tr> <td><input type="checkbox"/> Content Bear Reporter (Public Broadcast Media Specialist)</td> <td>Internal Stat...</td> <td>4/1/2021</td> <td></td> <td>Posting live</td> <td>Vermillion/Sioux Falls/Rapid City</td> </tr> </tbody> </table>	Title	Job Board	Postin...	Posti...	Posting S...	Location Of Job	<input type="checkbox"/> Content Bear Reporter (Public Broadcast Media Specialist)	External Stat...	4/1/2021		Posting live	Vermillion/Sioux Falls/Rapid City	<input type="checkbox"/> Content Bear Reporter (Public Broadcast Media Specialist)	Internal Stat...	4/1/2021		Posting live	Vermillion/Sioux Falls/Rapid City
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Description																			
Questions																			
Postings																			

Proxy

To grant access to another employee to view your requisitions see the [Proxy Guide](#).

Requisition Dashboard

View ALL Applicants:
Hiring Manager Review = 29 applicants.

Records per page = 20

Use the arrows on the bottom to advance.

The screenshot shows a 'Requisition Dashboard' with a search sidebar on the left and a table of candidates on the right. A large green box is overlaid on the table, with arrows pointing to the top-left corner (labeled 'View ALL Applicants'), the text 'Records per page = 20', and the bottom navigation arrows (labeled 'Use the arrows on the bottom to advance').

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.

Home My Staff Acquire Talent Take Notes

John Smith(105849) - 402183 Nurse II

Actions Options Drill Around

John Smith (External)
daffyduck@gmail.com

Resume/ CV | Correspondence: 1 | Interviews: 0 | Screenings: 0 | Notes: 1 | Attachments: 1

At A Glance
Talent Profile
Question Results
Correspondence
Interviews
References
Contact Information
Personal Information

View and send correspondence.

Click here to review notes.

Application Detail Tabs

Attachments

Type Of Document	File Name	Date Uploaded	Send Email	Open Document
Resume	David Allan Meigs.docx	6/16/2017	Send Email	Open Document
Cover Letter	Coverletter.docx	6/16/2017	Send Email	Open Document

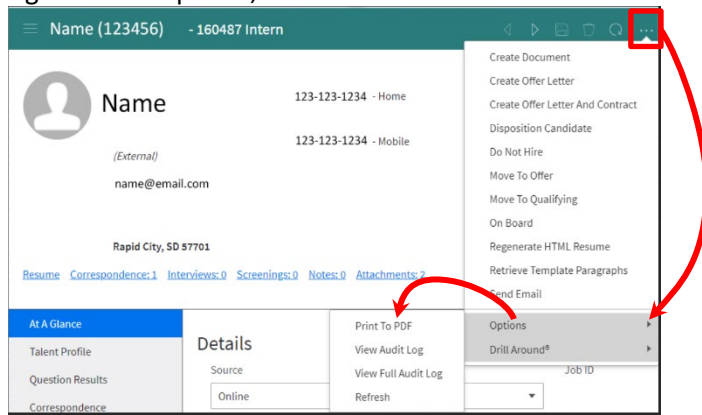
The screenshot shows a candidate profile for John Smith. A green arrow points from the 'Question Results' tab in the 'Application Detail Tabs' to the text 'Review candidates' responses to screening questions while previewing applications by going to the Question Results tab.' Another green arrow points from the 'Attachments' tab to the text 'To open attachments, click Attachments from the candidate screen. Then click Open Document in the attachments screen.'

Manager Space: General

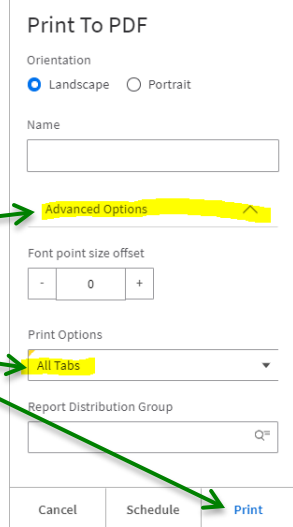
Print Applications

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.

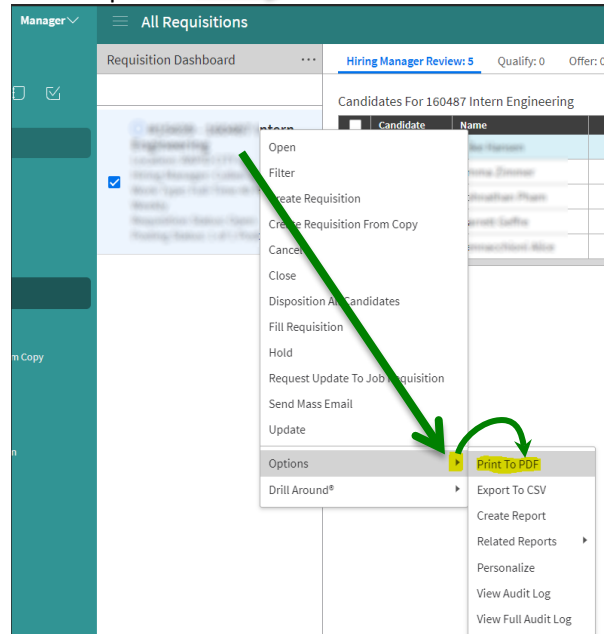


To Print information from all of the tabs on the left menu for the candidate, follow the steps above. On the pop-up window, click **Advanced Options**. Under Print Options pick **All Tabs** and **Print**.

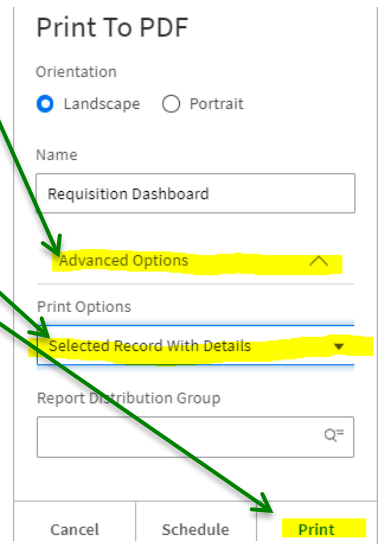


Printing a list of candidates:

Right click the job record. Select Options → Print to PDF



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



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

