



## Instructions to Create Job Requisition in Dayforce

Updated on June 9<sup>th</sup>, 2026

By The Department of Personnel Management

### Overview:

On June 9<sup>th</sup>, 2026, The Department of Personnel Management (DPM) has released a new process for Hiring Managers to submit a Job Vacancy Announcement (JVA) that will replace the JVA Fillable PDF. You will be able to create and manage requisitions in Dayforce using the new Requisition Management Role. Requisition creation in Dayforce will replace the submission of the Fillable JVA PDF form.

To do this, logged in as Requisition Management Role, the manager will submit a Web Form in Dayforce with the position you would like to be advertised. Once the form is submitted the Department of Personnel Management will need to approve the form. If the form is approved, the job listing will be created and applicants can apply to the position on The Navajo Nation Government Apply Portal.

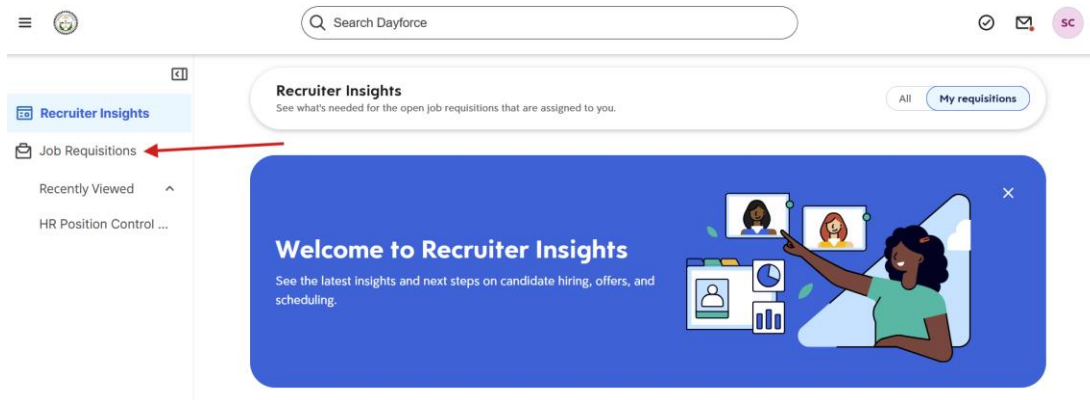
We highly encourage everyone to begin using this process as soon as possible to transition to a more efficient and streamlined hiring process. The fillable JVA PDF will no longer be accepted after June 26<sup>th</sup>.

### Step-By-Step Instructions

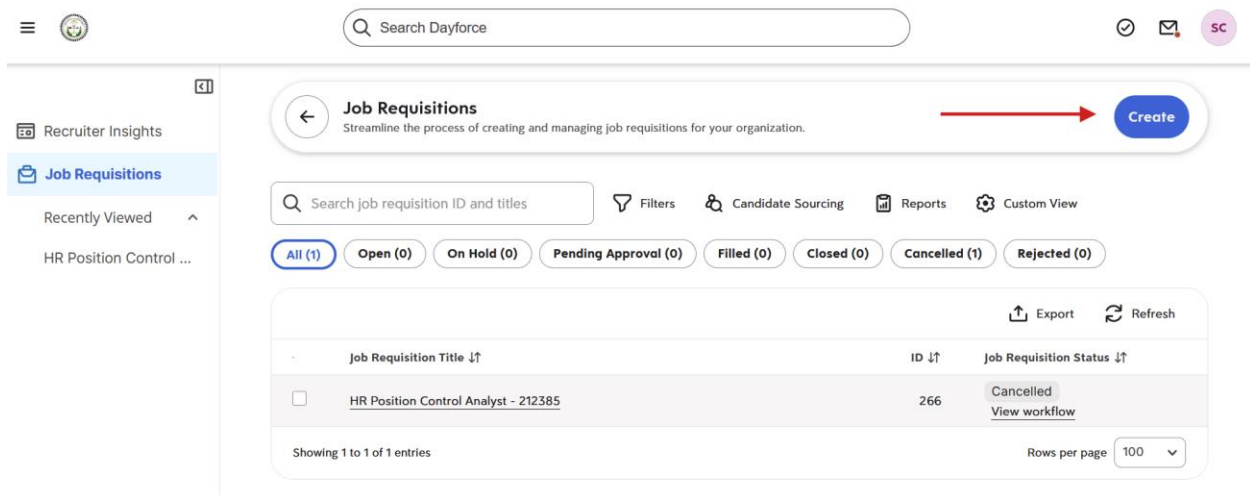
- 1) Select Role *Requisition Management*
- 2) Go to *Recruiting* by selecting the *Navigation* icon on the top left



### 3) Go to *Job Requisitions*



### 4) Click the blue *Create* button to open the requisition form



- 5) Fill out the Requisition Form clicking submit when it is completed. If you have questions on how to fill out the form, please contact DPM Recruitment Staff at (928) 357-6706 or emailing [RecruitDocs@dpm.navajo-nsn.gov](mailto:RecruitDocs@dpm.navajo-nsn.gov)
- 6) After form submission you can refresh the page to see your Requisition. It will have a status of Pending Approval

That concludes the instructions on how to create a Requisition in Dayforce. There will be a different set of instructions on managing and hiring qualified candidates in Dayforce.

## **Notes:**

- If you are not the manager for the position you will need to add yourself as an *Additional User* on the form in order to view the requisition