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The Navajo Nation | Yideeskáądi Nitsáhákees

MEMORANDUM

TO : Division/Executive Directors and Department/Program Managers
EXECUTIVE AND LEGISLATIVE BRANCHES

FROM : *Tomicita Woodie*
Tomicita Woodie, Human Resources Director
Department of Personnel Management

DATE : 08/25/2023

SUBJECT: REVISION TO JOB VACANCY ANNOUNCEMENT (JVA) & RECRUITMENT EMAIL CHANGE

For immediate implementation, the attached fillable PDF Job Vacancy Announcement (JVA) will be replacing the excel JVA. The JVA revisions will simplify the creation and submission of JVAs by programs and allow the DPM Recruitment team to quickly review and publish JVAs using the data collected. The JVAs will then be generated on newly formatted PDF for posting to the DPM's Jobs page.

It is important that the fillable form is not printed and only filled out on a computer. Required fields on the form are outlined in **red**. **Revisions to the JVA include:**

- Removed fields: Requisition, Date Posted, Closing Date, Minimum Qualifications and Special Requirements – **this data will be populated by DPM.**
- Added fields: Position Reports To, Additional Information Applicant Should Know

Additionally, the DPM Recruitment Section now has a dedicated email address for document submissions. For timely response and well-being of our staff, all documents pertaining to JVAs, Individual Assessment Requests or other DPM Recruitment documents are to be submitted electronically to:

Recruitdocs@dpm.navajo-nsn.gov

To prevent any future issues or delays, your adherence in utilizing the revised form is paramount. Should you have any questions and/or need additional assistance, please contact DPM.

XC: Debbie Nez-Manuel, Division Director, DHR File

Department of Personnel Management

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