



MEMORANDUM

TO: Division/Executive Directors and Department/Program Managers

EXECUTIVE AND LEGISLATIVE BRANCHES

FROM:

Charlotte Bighthumb

Charlotte Bighthumb, Human Resources Director
Department of Personnel Management

DATE: March 03, 2025

SUBJECT: **New Employee Intake Process**

This memorandum is to inform all Navajo Nation departments and programs that the Department of Personnel Management (DPM) has implemented a new process to streamline the onboarding of new employees.

The New Employee Intake process was developed to address deficiencies with the Navajo Nation's current hiring process. The New Employee Intake process incorporates a new standardized form that replaces the Personnel Action Form (PAF) and will reduce the turn-around time for processing. The intake process begins immediately after a candidate is selected to fill a vacant position. The program's HR Representative will complete the following steps:

1. New Employee Intake Form & New Hire Forms

Complete the New Employee Intake Form and ensure the required attachments listed on the form are completed.

2. New Employee Intake

Contact the assigned Senior HR Technician (SHRT) at DPM to schedule a (1) on (1) appointment.

Departments may submit the New Employee Intake Form with supporting documents to the assigned Technician via email. The employee may also bring the form and supporting documents with them to their scheduled appointment.

3. Employee Benefits Enrollment

Contact the Employee Benefits Program to schedule a date for the new employee to enroll for benefits.

4. Contract Accounting (External Funds)

New Employee Intake Forms must be verified by Contract Accounting for all externally funded positions.

5. New Employee Intake

The new employee will attend their scheduled appointment to be updated into HRIS. Upon completion of their intake, they will receive the completed form approved by DPM to be provided back to the department.

- Attached the completed forms from step 1.

During the intake process, the SRHT will verify that all required documents are submitted with the correct information. The SRHT will offer the option to schedule training for the employee, if needed. DPM is striving to improve the onboarding process, assisting programs to onboard needed workforce and ensuring that the employee will be paid timely.

DPM has conducted training for several departments "point of contact" and will schedule additional training for departments that have not yet attended. We encourage all departments to utilize this new process to ensure timely processing of New Hire employees. The form and additional information can be found on DPM's website.

For questions or additional assistance, please contact DPM at (928) 871-6330 or reach out to SHRT assigned to your division using the attached listing.

XC: Reycita Toddy, Division Director, DHR
File

Department of Personnel Management

P. O. Box 7080, Window Rock, Arizona 86515 | Ph: (928) 871-6330 | Fx: (928) 871-6976; www.dpm.navajo-nsn.gov