



The Navajo Nation

Yideeskáądi Nitsáhákees

DR. BUU NYGREN *PRESIDENT*

RICHELLE MONTTOYA *VICE PRESIDENT*

MEMORANDUM

TO : All Executive and Legislative Branch Departments

FROM : Charlotte Bighthumb
Charlotte Bighthumb, Human Resources Director
Department of Personnel Management/DHR

DATE : November 17, 2025

SUBJECT : Recruiting Blackout Period – Dayforce Migration

As part of the upcoming Dayforce Migration, a recruitment pause will be implemented to ensure a smooth and successful transition to the new system. This temporary pause is necessary to maintain data integrity, prevent any loss or duplication of recruiting information, and allow our teams to complete the migration process efficiently.

From November 24, 2025, through December 12, 2025, DPM Recruitment will be in a blackout period. During the blackout period, no new job postings (JVA's), candidate updates, or recruitment-related changes will be made in the current system. Once the migration is complete, an update will be issued confirming when normal recruiting activities can resume in.

November 20, 2025: Last day to submit Job Vacancy Announcements (JVAs) by 5:00 pm. Any submissions received after this time will be held and processed after December 12, 2025.

During this period, all recruiting activities will be temporarily paused, including:

- Posting of new Job Vacancy Announcements (JVAs).
- Re-advertising of existing job postings.
- Applying for new jobs through the Navajo Nation Jobs Apply Portal.

Additionally, during this time, the DPM Recruitment and IT teams will be focused on converting recruiting data and configuring the new Dayforce Recruitment system. Once migration is complete, all new job requisitions and positions will be created directly within Dayforce.

While recruitment activities are paused, DPM Recruitment team can continue to:

- Complete Individual Assessments for actions such as promotions, demotions, temporary assignments, reclassifications, transfers, political appointees, and acting statuses.
- Complete Qualification Assessments on JVAs posted prior to the blackout.
- Forward referrals for JVAs currently posted.
- Coordinate with the Recruitment Team for assistance with interviews.

Support and Training:

The Recruitment Team will be providing coaching and training on the new Dayforce recruitment system to ensure all users are confident and prepared for the transition. Additional details and training schedules will be forthcoming.

Thank you for your cooperation and understanding as we move toward enhanced recruitment experience with Dayforce. Please reach out if you have any questions or concerns.



Division of Human Resources – Administration

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