



**The Navajo Nation** **DR. BUU NYGREN** *PRESIDENT*  
Yideeskáądi Nitsáhákees **RICHELLE MONTOYA** *VICE PRESIDENT*

**MEMORANDUM**

TO : Navajo Nation Divisions/Departments/Programs  
Navajo Nation Executive & Legislative Branches

FROM : *Charlotte Bighumb*  
Charlotte Bighumb, Human Resources Director  
Department of Personnel Management

DATE : August 15, 2024

SUBJECT : Online Application Transition & Recruit Database

In reference to Department of Personnel Management's notification of the Online Employment Application dated July 29, 2024, the DPM Recruitment team will be working through the transition and implementation phase starting with the Job Vacancy Announcements (JVA).

As we approach the release date for our online applications the DPM will coordinate with the programs and departments who are currently advertising their vacant positions. All JVAs that are to be posted, will need to be submitted to DPM Recruitment no later than August 26, 2024, by 5:00 PM to allow review and posting by August 27, 2024, for the 10-day minimum advertising period. Positions that are currently being advertised as Open Until Filled (OUF) will be updated to reflect a closing date of August 30, 2024. All posted JVAs will have a closing date of September 10, 2024, to allow the 10-day timeframe for the Recruitment team to complete qualification assessments on applications received, to forward applications to division evaluators and to issue appropriate notice to the programs (i.e., referrals, no applications received, no qualified applicants, etc.).

Effective September 11<sup>th</sup> through September 13, 2024, the recruitment database will go through an upgrade and the Online Employment Application portal will go live.

The DPM Recruitment Team will provide training to all Qualification Assessment evaluators who conduct their Program's Qualification Assessments the week of September 16<sup>th</sup> -20<sup>th</sup> 2024. The training will consist of navigation through the recruitment database, entering QA results, and addressing QA inconsistencies. A schedule will be produced for the programs to enter their QA results at DPM, timelines of closing dates, standardized memos, status updates with notification to applicants. In addition, the referral process will be revised to follow DPM new recruitment process.

For further information or questions, please contact the DPM Recruitment team at (928) 871-6723 or [recruitdocs@dpm.navajo-nsn.gov](mailto:recruitdocs@dpm.navajo-nsn.gov).

CONCURRENCE:

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