



# ***Job Vacancy Announcement Form***

*DPM Recruitment Team*

*Effective August 28, 2023*



# Purpose

The purpose of this PowerPoint is to:

- *Serve as an educational resource in creating a smooth transition to the utilization of the new JVA Form.*
- *The intention is to provide guidance and create partnerships between departments and the DPM recruitment team to collaborate to address vacancies.*
- *Serve as quick reference.*
- *Engage new users.*



# ***JOB VACANCY ANNOUNCEMENT FORM***

## ***Definition:***

**Is the source form to announce job vacancies for the Executive and Legislative Branches on the Department of Personnel's website.**

## The new JVA Form is intended to:

- Streamline services
- Prevent room for error
- Automate
- In short, fill out the respective pertinent fields. We will automate the rest.



### THE NAVAJO NATION DEPARTMENT OF PERSONNEL MANAGEMENT JOB VACANCY ANNOUNCEMENT FORM

Please use this form to submit the JVA requests to the Department of Personnel Management (DPM). Prior to filling out this form ensure this position is budgeted. Form instructions can be found [here](#). If you need guidance on how to fill out the form consult DPM Recruitment Team at 928-871-6153. Once completed, email form to [recruitdocs@dpm.navajo-nsn.gov](mailto:recruitdocs@dpm.navajo-nsn.gov).

\*Red outlines indicate a required field

#### POSITION DETAIL

POSITION NO:	<input type="text"/>	POSITION TITLE:	<input type="text"/>
DEPT. NAME:	<input type="text"/>	SUPERVISOR POSITION NO:	<input type="text"/>
WORKSITE:	<input type="text"/>	EMPLOYMENT TYPE:	<input type="text" value="REGULAR FULL TIME"/>
WORKDAYS:	<input type="text" value="Monday - Friday"/>	WORK HOURS:	<input type="text"/>
SENSITIVE:	<input type="text" value="Yes"/>	EMPLOYMENT DURATION (TEMP):	<input type="text"/>
GRADE/STEP:	<input type="text"/>		

#### JOB DETAIL

DUTIES AND RESPONSIBILITIES:

SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:

ADDITIONAL INFORMATION APPLICANT SHOULD KNOW:

#### CONTACT DETAIL

SUBMISSION DATE:

Entering the below information is equivalent to a digital signature.

PREPARED BY:	<input type="text"/>	TITLE:	<input type="text"/>	EMAIL:	<input type="text"/>
APPROVED BY:	<input type="text"/>	TITLE:	<input type="text"/>	EMAIL:	<input type="text"/>
CONTACT PERSON:	<input type="text"/>	PHONE #:	<input type="text"/>	EMAIL:	<input type="text"/>

# *Before You Start*

## 1. Position Control

- Ensure your position is set up with DPM Position Control prior to submitting a JVA.
- You cannot initiate this process without a budgeted position and position number.
- This includes advertisements for a temporary position.

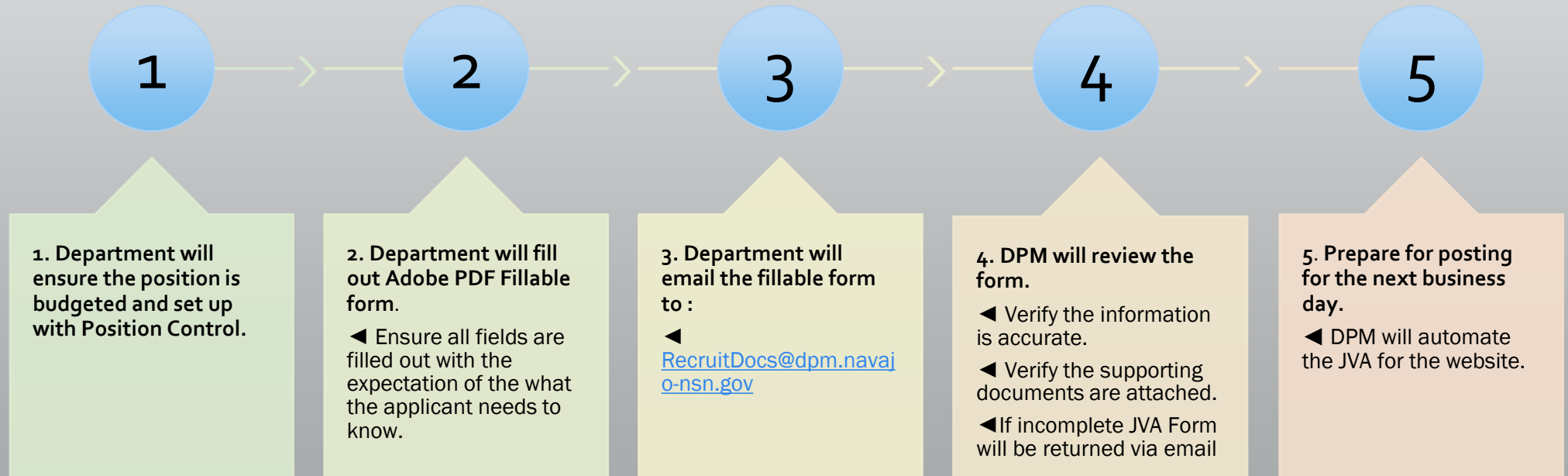
## 2. Download Adobe

- Download Adobe on your computer
- Get familiar with utilizing Adobe.

## *JVA Form Changes*

- *Notable changes include there is no minimum qualifications listed on the form. During the automation process the minimum qualifications will populate.*
- *The form is only one page to ensure all pertinent information is captured.*

# JVA Flow Process



# Quick Reference Checklist

*There will be no changes in required supporting documents. Always ensure you attach the required documents according to the respective scenario. Remember documentation is important.*

## Initiating a JVA Request

- ✓ Attach a JVA Request Fillable Form (Revised date Revised Date 08/02/2023).
- ✓ Attach notification of exit, (i.e., resignation letter, retirement letter, transfer notice, etc.).

## Requesting a Readvertisement

- ✓ Send an email requesting a readvertisement.
- ✓ Attach non selection letters sent to each applicant.
- ✓ Attach justification memo of why the applicants were not selected.

## Requesting for a Larger Pool

- ✓ Send an email requesting a readvertisement for a larger pool.
- ✓ Attach a justification letter requesting the larger pool.
- ✓ Attach written memos/notification sent to each applicant.

## No Applicants or Qualified Applicants

- ✓ DPM will send an email to the department notifying the position has been advertised and there are no applicants or no qualified applicants.
- ✓ The department will respond back and inform DPM in email to readvertise the position.

## Assigned Division Requesting Readvertisement

- ✓ Attach the Qualification Assessment forms.
- ✓ Written notification to the applicants of non selection, non qualification.



# ***Common Mistakes***

- ***Submitting a JVA when the position number is not set up in HRIS the position is abolished.***
- ***Submitting a JVA for a temporary position with no position number established. Yes, even temporary advertisements require a position number.***
- ***Assuming a submittal will be posted immediately. Each JVA is carefully verified in HRIS. Supporting documents are verified, too. Do not submit JVAs late.***
- ***Submitting a JVA with no supporting attachments. This process is a partnership between DPM and your department that requires pertinent supporting documents attached. Remember documentation is important.***

# *Key Points*



**EFFECTIVE AUGUST 28, 2023  
ONLY FILLABLE FORMS WILL BE  
ACCEPTED.**



**MANUAL FORMS WILL NOT BE  
ACCEPTED. MANUAL FORMS  
WILL BE RETURNED WITH NO  
ACTION.**



**PLEASE NOTATE IN THE EMAIL  
SUBMISSION IF YOU ARE  
REQUESTING AN IN-HOUSE  
ADVERTISEMENT OR  
REQUESTING ADVERTISEMENT  
OF MULTIPLE POSITIONS.**



**NEED ASSISTANCE? ASK  
QUESTIONS. THIS PROCESS IS A  
PARTNERSHIP.**

# *Contact Information*

*DPM Recruitment Team*

*[Email: RecruitDocs@dpm.navajo-nsn.gov](mailto:RecruitDocs@dpm.navajo-nsn.gov)*

*Point of Contact: Shundiin T. Holyan*

*Phone: (928) 871-6153*