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MEMORANDUM

HR #49-24

November 22, 2024

TO: DHRM Listserv Recipients

FROM: Bachera Washington, Administrator *Bachera Washington*
Division of Human Resource Management

SUBJECT: NEATS/NVAPPS Enhancements Deployment

The Division of Human Resource Management (DHRM) has scheduled a systems deployment on the evening of **December 5, 2024**, to introduce enhancements to the applicant tracking module of NEATS (NVAPPS). These upgrades are designed to assist new users in creating accounts and submitting applications more efficiently. Key improvements include:

- **Resume Parsing:** A new resume parsing feature will enable users to fill out their profiles more quickly.
- **Enhanced Search Grid:** The search grid now includes additional filter options, such as salary, posted date, and work type.
- **Tile Sets with Posting Counts:** Certain tile sets, such as Saved Searches and Occupational Groups, will display counts for both new and total job postings that match the user's criteria.
- **Job Favorites:** Users can now mark job announcements as "favorites," allowing easy access and quick return to saved positions.
- **Recent Applications on Home Page:** The home page will show the most recent applications (within the past 30 days), while the full application history remains accessible in the "Stats" tab of the applicant profile.

Training Demos

DHRM is pleased to offer two training demos to help internal staff, including staff in the various HR offices at agencies, familiarize themselves with the new features. While the changes are primarily designed to assist new NEATS/NVAPPS users, these sessions will ensure staff are prepared to answer any questions they may receive.

Training demos will be conducted on the following dates and times:

- Tuesday, December 3rd, at 10:00 AM – [Link](#)
- Wednesday, December 4th, at 1:30 PM – [Link](#)

Updated User Instructions

Updated instructions and a tutorial video will be available at the links below:

- **NVAPPS Tutorial Video:** [\[NVAPPS Tutorial Video.mp4\]](#)
- **NVAPPS PDF Instructions:** [\[NVAPPS PDF Instructions\]](#)

For any technical issues, please contact the HR Help Desk at 775-687-9099 or via email at hrhelpdesk@admin.nv.gov.

BW: bo/eh

cc: Agency Personnel Liaisons
Agency Personnel Representatives