



**DEPARTMENT OF PERSONNEL**  
**209 East Musser Street, Room 101**  
**Carson City, Nevada 89701-4204**  
**(775) 684-0150**  
**<http://dop.nv.gov>**

**MEMO PERD #32-11**  
**July 1, 2011**

TO: Department Directors  
Department Administrators  
Agency Personnel Liaisons  
Agency Personnel Representatives

FROM: Teresa J. Thienhaus, Director  
Department of Personnel

SUBJECT: NVAPPS Phase 2 Implementation and Training

A handwritten signature in cursive script, reading "Teresa J. Thienhaus".

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We are pleased to announce that we will soon be implementing the second phase of our online recruitment and applicant tracking system, NVAPPS. Phase 2 of NVAPPS will integrate all of our application, examination, scoring and certification processes into a single component of the NEATS system. Additionally, we will be adding the capability of administering written exams on computers in our Carson City and Las Vegas testing facilities. We are confident NVAPPS will ultimately provide more effective and efficient service for our agency and applicant stakeholders. The target go-live date is August 16<sup>th</sup>.

Due to the upcoming implementation, we want to inform you of the steps necessary to have your staff trained on the new system features. We will be conducting classroom training in Carson City and Las Vegas, as well as providing an online course in our eLearning system. Attendance by staff involved in the recruitment process (i.e. those who submit requests to fill positions, conduct delegated recruitment activities, and/or track certified lists) is highly encouraged to help us achieve a successful implementation.

Training will be targeted for three different user groups:

- **Non-Delegated Agencies** – this group involves state department & agency staff that sends requests to fill positions to DOP but do **not** conduct their own recruitment activities.
- **Delegated Agencies** – this group involves state department & agency staff that have been delegated the authority to conduct certain recruitment activities via a delegation agreement with DOP.

- **DOP Recruitment Staff** – DOP staff whose sole job functions are recruiting and support thereof.

Additionally, we will be rolling out an online course via our eLearning system at <http://kaizen.dop-ad.state.nv.us/moodle/>. The course is titled “Basic NVAPPS for Department and Agency Staff.” It can be located in the Course Catalog under the Department of Personnel header within the NVAPPS/NEATS section. Although it is targeted towards non-delegated users, it would also be helpful to those who will need to use a certified list online (which would include staff other than personnel support.) The course is currently available on the eLearning platform.

All non-delegated staff should take the online course; they can then choose to participate in the classroom version if necessary. We do encourage delegated agency users to take the online course as well, as it contains helpful information about the new components of the system.

We will be holding the classroom training courses in our remodeled examination rooms. For those who need the in-person training, please see the table below and register in NEATS for the appropriate course (named “D.O.P. NVAPPS Phase 2 Training”) for your group:

<b>Group</b>	<b>Location</b>	<b>Dates/Times</b>
Non-Delegated (North)	Blasdel Building 209 E. Musser St. Room 100 Carson City, NV 89701	July 20 <sup>th</sup> – 8:30 AM to 12 PM July 20 <sup>th</sup> – 1:30 PM to 5 PM July 21 <sup>st</sup> – 8:30 AM to 12 PM
Delegated (North)	Blasdel Building 209 E. Musser St. Room 100 Carson City, NV 89701	July 27 <sup>th</sup> - 8:30 AM to 4 PM July 28 <sup>th</sup> - 8:30 AM to 4 PM
Non-Delegated (South)	Grant Sawyer Building 555 E. Washington Ave Suite 1400 Las Vegas, NV 89101	August 2 <sup>nd</sup> - 8:30 AM to 12 PM
Delegated (South)	Grant Sawyer Building 555 E. Washington Ave Suite 1400 Las Vegas, NV 89101	August 3 <sup>rd</sup> - 8:30AM to 4 PM
DOP (South)	Grant Sawyer Building 555 E. Washington Ave Suite 1400 Las Vegas, NV 89101	August 4 <sup>th</sup> - 8:30 AM to 4 PM August 5 <sup>th</sup> - 8:30 AM to 4 PM
DOP (North)	Blasdel Building 209 E. Musser St. Room 100 Carson City, NV 89701	August 10 <sup>th</sup> - 8:30 AM to 4 PM August 11 <sup>th</sup> - 8:30 AM to 4 PM

In order for the trainer to properly set up the courses and the necessary exercises, attendee sign ups for classroom training must be completed NO LATER THAN JULY 13<sup>th</sup>.

Finally, we will also be posting information on our website (<http://dop.nv.gov>) to help applicants through the system changes. Please look for the applicant guide to appear on the website sometime around the implementation date.

We thank you in advance for your assistance. If you have any questions, please contact Peter Long at (775) 684-0103.

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