



NOVA HR Mission Statement

WE ARE HR – a catalyst and collaborative partner committed to advancing the Strategic Vision of NOVA. We advocate diversity and innovation in achieving exceptional results through open, effective communication that is respectful, responsive, and customer-focused.



Helpful P-3 Links

P-3 Pay Calendar:

Www.nvcc.edu—Faculty and Staff—Payroll (under Office of the Controller)—“Semi-Monthly Employees: Pay Frequency 70 (Classified Staff)

P-3 Handbook:

www.nvcc.edu– Faculty and Staff– Human Resources—Handbooks and Policies- “Classified Employee Handbook”

P-3 Orientation :

www.nvcc.edu - Faculty and Staff– Human Resources– HR Connections Orientation

Helpful NATS Links

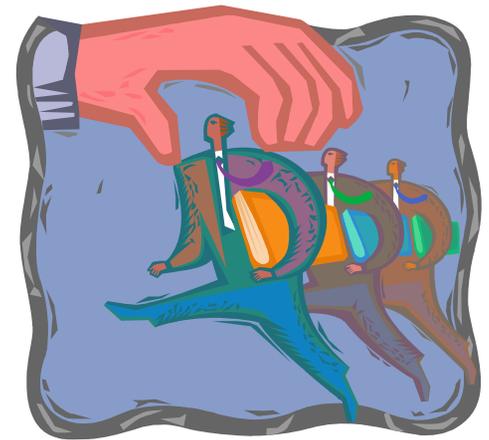
NATS Management Portal and Training:

<http://www.nvcc.edu/faculty-and-staff/human-resources/e-service/nats-management-portal.html>

NATS:

<http://nvcc.peopleadmin.com/hr>

Northern Virginia Community College



HR Presents:

How to Fill a Classified Position

Human Resources

Office Location:
3926 Pender Drive
Suite 150
Fairfax, VA 22030
Phone: 703-323-3110
Fax: 703-323-3155
E-mail: AskHR@nvcc.edu



What is a Classified/P-3 Employee?

A Classified or P-3 employee is a salaried employee.



Hiring Process for a P-3

A Position Becomes Available

When a current NOVA employee submits a 105-021 resignation or retirement request you can start the process of submitting the position for approvals and posting.

You do not have to wait until the employee leaves.

For a new P-3 position, approval is needed from the President.

Log into NATS Position Management Portal to start the Approval Process

Since you are replacing a current P-3 you will modify the current position description in the [Position Management Portal](#) of NOVA Applicant Tracking System (NATS). Provide the reason for the modification. For example replacing current (or former) P-3. You should also include the name of the person you are replacing and the resignation or retirement date.

For step by step instructions on Navigating through the Position Management Portal, log into NOVA Academy and take the NATS Training.

NATS Approval Workflow

Before a position can be filled it must be approved through the NATS approval workflow.

NATS Approval Chain



Position Approved Ready to Post!

After your position is approved in the Position Management portal of NATS, your HR Campus Consultant or HR Recruiter will reach out to set up the posting in the Applicant Tracking portal of NATS. Some questions you may be asked are:

- How many days would you like to post the position?
- Would you like to require any supplemental documents (i.e. cover letter)?
- Are there any supplement questions you would like to include in the posting?
- Who will serve on the interview committee?

Once your position has been posted in [the Applicant Tracking Portal](#) of NATS you and the members of the interview committee can view applicants in real-time.

Selecting Applicant in NATS

As applicants are being reviewed, the hiring manager or interview committee chair should move them to the next appropriate status in the NATS workflow.



Completed Documents for HR

Once the candidate has been moved in NATS, HR will reach out to them for pre-employment paperwork. The hiring manager is responsible for providing the following:

- Interview notes and resumes for all candidates interviewed and any supplemental materials (if provided); confirming receipt of three references via NATS or providing telephone references. Please note missing or incomplete paperwork could result in a delay.
- Ensuring references are loaded in NATS for candidate. Please note missing or incomplete paperwork could result in a delay.

HR Internal Process

- Check 105-094 for completion
- Complete Background Check
- Determine Salary

HR will reach out to the candidate and make a verbal offer. If accepted, the candidate is provided an approved start date, which will be the 10th or 25th of each month. HR informs the hiring manager of the acceptance and the start date. A formal letter is sent to the candidate along with the invitation to HR Connections Orientation and once it is returned, HR processes the LAN account through the 105-045. Once the account is established, the hiring manager will receive notification from IT.

The new NOVA employee attends HR Connections Orientation and joins the NOVA Team!