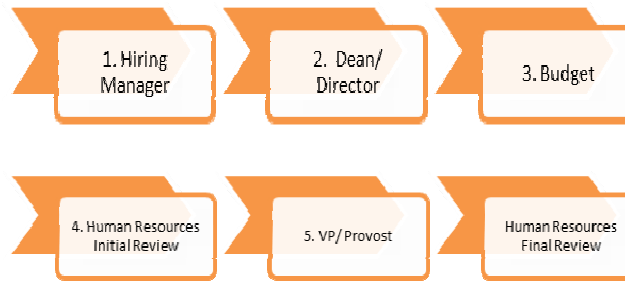


NATS Key Term

NATS	NOVA Applicant Tracking System.
Position Management	The Portal of NATS that handles NOVA Positions. Any changes such as updating EWPs and initiating NOVs happen in the Position Management Portal. When in this Portal the top of the screen is always orange.
Applicant Tracking	The Portal of NATS that deals with applicants for open positions. When a position is posted the hiring manager or interview committee members can log into this portal and view applicants in real time and move applicants in the workflow. When in this portal the top of the screen is always blue.
Home Tab	An access tool that leads the user to documents or links and serves as the main page of NATS.
Position Tab	An access tool to change the viewing ability of the user. With this tab the user is able to access the groups in which they participate.
Applicants Tab	The access tool for managers or Human Resource to view applicants on open positions.
My Profile Tab	The access tool that accesses the user's information under NATS.
Inbox	The electronic mailbox in NATS.
Watch List	The user's list where posted positions have been added to for Human Resources to further review.
Actions	The list of possible links a user is able to access in order to modify or export a certain position.
Position Description	The general description of a position in NATS that contain location, compensation rates, and other aspects of the position.
Main	The tool that allows access for the user to view all current positions in NATS for Position Descriptions.
Main Actions	The tool that allows access for the user to view all current positions in NATS that have been approved. All drafts are also stored in this section.

NATS Approval Chain



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.



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

Northern Virginia Community College

HR Presents: How to Modify a Position Description/EWP



When is a Modification Needed?

Modifying a position is needed when an established position at the college with a position number is undergoing a change: from adjusting general responsibilities, other position information, or if the current employee is leaving their position. By starting the modification process, you inform Human Resources that an action is needed for the current position number.

Logging into NATS: In order to access NATS you must log into NOVA's NATS page: <https://nvcc.peopleadmin.com/hr/>



Logging in as a manager: After logging in, in order to view the Position Management Portal of NATS you will need to hold the cursor over the "Applicant Tracking" option in the top right corner and select, "Position Management"; This will prompt the upper screen-color to change to orange. Now you need to change the drop down indicating "Employee" to "Manager". After you will click the refresh arrow next to the drop down box now indicating "Manager".



If you don't see manager as a selection, contact HR for assistance

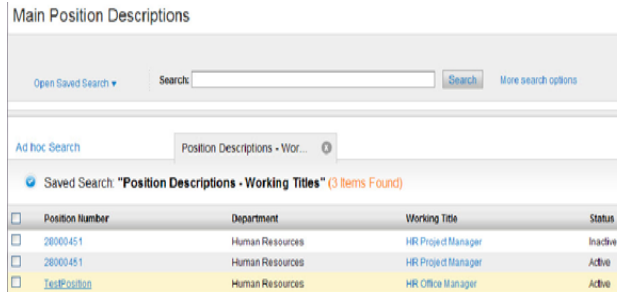
Viewing Positions

To view the positions connected to you as a manager, select the "Position Descriptions" tab, then the "Main" option.



Starting the Modification

I) Once you have entered your position number under the search box, your existing position will appear. Click this position to begin your modification process. (The highlighted portion is the position being used for this example).



II) You will now view the position and all position information including the seated employee. Select the "Modify Position Description" at the right menu to begin the process.



ce Manager (Main)

ated by: System Account

- Print Preview (Employee View)
- Print Preview
- View Supervisor
- Modify Position Description

III) Before the modification begins the system will ask you to verify if you want to begin this action. After this, you will be ready to modify your position.

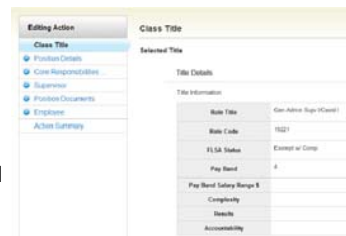
Start Modify Position Description Action on HR Office Manager?

Once it has been started, this action will lock the position description from other updates until the action has completed.

Start

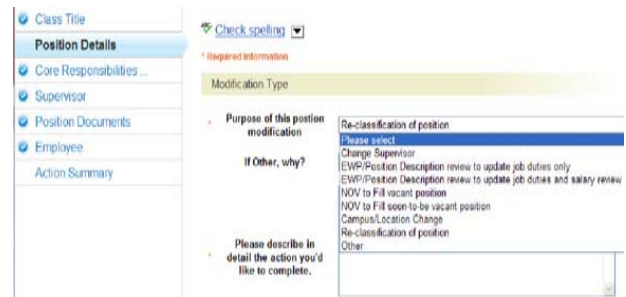
Editing the Position Description

When editing a Position Description, you will be given a selection of categories to modify. Fill in the appropriate categories with their information, and move through the Position Description.



Identifying the Reason for the Modification

When modifying a Position Description, be sure to select the reason why you are modifying a position.

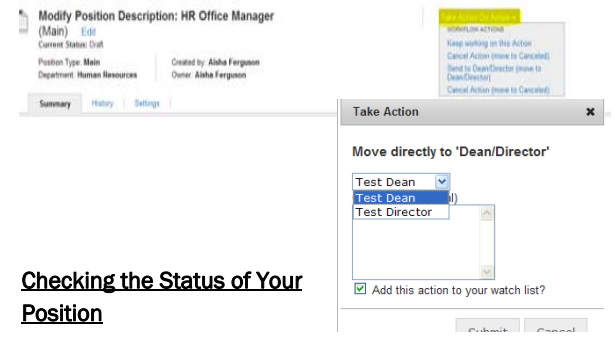


Reviewing the Edits

Be sure to go to your Position Summary after completing the modifications and review your changes prior to saving and submitting your modified Position Description for approval.

Send the Position to the Next Approver

Once you are ready to submit your Position Description through the approval chain, select "Take Action On Action" from the "Action Summary" screen. Select "Send to Dean/Director". Select your Dean/Director from the drop down box and click "Submit".



Checking the Status of Your Position

To view your Position as it goes through the workflow, Click "Position Descriptions", under "Main Actions" and search for the position number.

