



July 19, 2018

TO: Texas A&M AgriLife - On & Off Campus Unit Contacts

SUBJECT: Recruiting Coordinator View Only Role; Selective Service

Recruiting Coordinator View Only role can be assigned by the HR Contact to allow view access to candidate information at the initial review step before being moved to the screen step by the Recruiting Coordinator. However, having this view only role will also generate inbox tasks each time a candidate is moved to any steps that are received by the Recruiting Coordinator in the Candidate Review Process (no action can be taken by the view only role). Please see attached job aid for assistance on assigning roles such as the Recruiting Coordinator View Only role.

Statement of Selective Service: If new hire is male, please submit as part of the hiring documents **either** the *AG-401 Statement of Selective Service Registration Status form* (showing exemption from requirement to register) **OR** the *verification of selective service registration*.

For questions, please contact: your HR Generalist at 979-845-2423