

FAQS for Recruiting and Hiring in Workday

Where can I find instructions on the hiring process?

Recruiting and Selection Guide for Hiring Managers and Supervisors

<https://agrillifeas.tamu.edu/documents/recruiting-guide.pdf/>

Recruiting and Hiring Resources on Human Resources Supervisor Toolkit Website:

<https://agrillifeas.tamu.edu/hr/supervisor-toolkit/recruiting/>

What is Selective Service registration?

Registration is a way our government keeps a list of names of men from which to draw in case of a national emergency requiring rapid expansion of our Armed Forces. By registering all young men, the Selective Service ensures that a future draft will be fair and equitable.

Who must register with Selective Service?

Virtually all men must register. The exceptions to this rule are very few and include: nonimmigrant aliens or student, visitor, tourist, or diplomatic visas; men on active duty in the U.S. Armed Forces; and cadets and midshipmen in the Service Academies and certain other U.S. Military colleges.

How does someone register with the Selective Service?

Men 18 through 25 years old can register by completing a form at the post office. Some high schools have a faculty or staff member who serves as a Selective Service Registrar. Most men turning 18 can also register by mail, if they receive a Selective Service form in the mail. Selective Service System offers a comprehensive Web page <http://www.sss.gov> that provides further information on how to register online.

What are the responsibilities of the hiring unit with regard to Selective Service?

At the time a job offer is made, the supervisor will ask the male applicant to complete the Certification of Registration Status form AG 401: <https://agrillifeas.tamu.edu/documents/ag-401.pdf/> If he discloses that he is age 18 through 25 (has not yet had his 26th birthday) and properly registered, the supervisor or HR Contact should verify his registration on the Selective Service Web site at <https://www.sss.gov/RegVer/wfVerification.aspx> and print a copy to be included with the employment processing paperwork. If the applicant aged 18 through 25 (has not yet has his 26th birthday) has not registered, he can be directed to the local post office to register and asked to bring back a certificate of mailing as proof of registration. The U.S. Selective Service System also provides for online registration by signing onto <http://www.sss.gov/regist.htm> on the Internet. The Certification of Registration Status should be included with the employment processing paperwork and submitted to Laserfiche WIP Payroll. All proof of registration will be maintained in Payroll.

What is the USA Patriot Act?

The USA Patriot Act is a law signed by President Bush, after the September 11, 2001, tragedy. The full name of the act is the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001. The law makes it unlawful for restricted individuals to work with certain biological agents, toxins, or delivery systems.

How do you know where biological agents, toxins, or delivery systems identified by the USA Patriot Act are used in Texas A&M AgriLife Research or the Texas A&M AgriLife Extension Service?

Whenever a notice of vacancy to post a vacant position is submitted to the AgriLife Human Resources Office, the form will indicate if the position falls under the provisions of the USA Patriot Act. This will require that the applicant selected must pass a Department of Justice "Security Clearance" review before permitted to begin work in a lab where a select agent(s) is(are) used.

Who is a restricted individual under the USA Patriot Act?

A restricted individual under this law is anyone who:

- is under indictment for a crime punishable by imprisonment for a term exceeding one year;
- has been convicted in any court of a crime punishable by imprisonment for a term exceeding one year;
- is a fugitive from justice;
- is an unlawful user of any controlled substance;
- is an alien illegally or unlawfully in the United States;
- has been adjudicated as a mental defective or has been committed to any mental institution;
- has been discharged from the Armed Services of the United States under dishonorable conditions;
- is an alien (other than an alien lawfully admitted for permanent residents) who is a national of a country as the Secretary of State has made a determination (that remains in effect) that such country has repeatedly provided support for acts of international terrorism. As of April 30, 2001, these countries were Iran, Iraq, Syria, Libya, Cuba, North Korea, and the Sudan.

What happens if an applicant is identified as a restricted individual under the USA Patriot Act?

If an applicant is identified as a restricted individual under the USA Patriot Act, he or she is not eligible to fill a vacancy in a laboratory that is doing work requiring compliance. However, the applicant can still apply for other positions that do not fall under the Act.

What penalties are there under the Patriot Act for restricted persons who work with these dangerous biological agents?

The Act allows for the punishment of those who knowingly violate the law by a fine or imprisonment of not more than ten years, or both.

Our unit posted a position for a month but did not find a candidate. The hiring supervisor now wants to change the position posting to a different title. What do we need to do?

Disposition all candidates to decline for reason of job cancelled, request HR Partner to unpost the job and then close the job requisition. Reclassify the position in Workday by doing Edit Position Restrictions then creating a new job requisition and get that approved and the repost the newly titled job.

Contact you HR Generalist for other questions or assistance: 979-845-2423.

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