

Pre-employment Screening

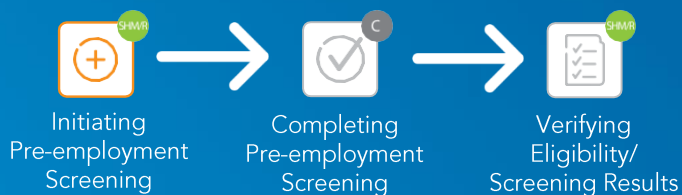
[Posting Open Roles](#) | [Applying](#) | [Interviewing](#) | [Hiring](#) | **[Pre-employment Screening](#)** | [Pre-boarding](#)

After the Candidate has accepted the contingent offer of employment, Pre-employment Screening must be successfully completed before the Candidate can join your team. When Pre-employment Screening is initiated, the Candidate will receive an email that invites them to submit their information and provide consent for the Pre-employment Screening. As a Store Hiring Manager/Recruiter, you should be in contact with the Candidate and monitor the screening progress to ensure that it is completed as soon as possible. It is important to start the process immediately to avoid any delay in the Candidate's start date.

The Pre-employment Screening phase consists of Initiating Pre-employment Screening and requires you to monitor and verify the results and move the Candidate to the Pre-boarding phase once the Pre-employment Screening process is successfully completed.

Process Overview

Click to jump to a process



Note: This PDF is interactive. Click the icons in the process to go to the start of the process. Click the Home Button to move back to the first page.



HOME



Initiating
Pre-employment
Screening



Completing
Pre-employment
Screening



Verifying
Eligibility/
Screening Results

SHMR

Initiating Pre-employment Screening

Note: When your candidate accepts your verbal job offer, set the expectation that they will receive an email inviting them to provide information and consent for the Pre-employment Screening process soon after accepting the job online. Candidates must successfully complete the Pre-employment Screening process before they can be hired.

After a Candidate has accepted the job online, it is your responsibility to initiate the Pre-employment Screening. The Candidate will receive an email inviting them to provide the information and consent needed for the background screening process.

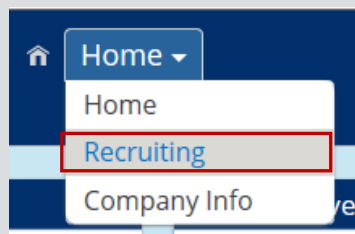
Monitor this process daily and keep the Candidate's status updated throughout the process. (Candidates at locations or internal transfers not requiring a background screen will still need to be moved through the Pre-Employment Screen statuses to get to Pre-Board, but do not initiate (order) the background check).

WHAT

HOW

1. Access the Recruiting page:

Select **Recruiting** from the drop-down menu in the top left corner.




2. Open the Candidate List:

In the Candidates column, the number indicates how many Candidates have applied to the Requisition. Click the number in the Candidates column to go directly to the Candidate list.

| <div> <div>Filter Options</div> <div>Display Options</div> <div>Highlight Job Title: <input type="text" value="Highlight Job Title"/></div> </div> | | | | |
|--|---------------------|---------------------|-----------------------|------------|
| Requisition ID | Hiring Manager | Recruiter | Final Approver | Candidates |
| 14510 | Shirley Whitson | Shirley Whitson | Silvia Katsilometes | - |
| 14509 | Brian Karp | Donald Phillips | Katie Hartmann | 6 (4 New) |
| 14508 | Stephen Au | Stephen Au | | 1 |
| 14507 | Robert Gobble | Noel Ericson | Antoinette Hixenbaugh | 2 (1 New) |
| 14505 | Ayesha Cruz | Ayesha Cruz | | 5 (5 New) |
| 14503 | Journey Slowikowski | Journey Slowikowski | Antoinette Hixenbaugh | 3 |

3. Select Candidate:

Click on the name of the Candidate for whom you want to initiate the Pre-employment Screening process.

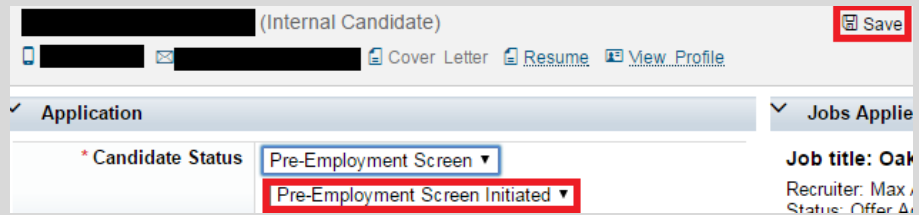
| Candidates : View all candidates (2) | | | |
|--|---------|----------------|--|
| Action 0 selected | | | |
| Name | New | Status | |
|  Candidate | Updated | Offer Accepted | |

WHAT

HOW

4. Update the status to Pre-Employment Screen Initiated:

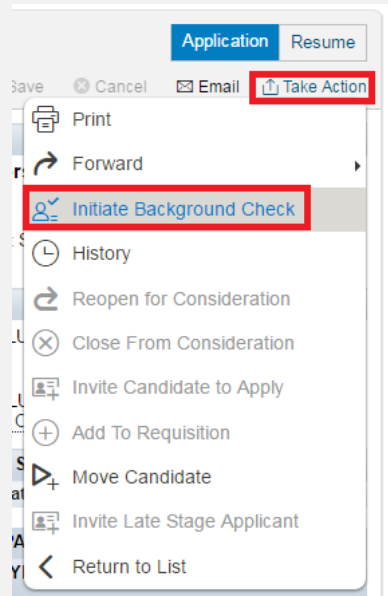
Change the status to Pre-Employment Screen and the sub-status to Pre-Employment Screen Initiated. Click **Save**.



The screenshot shows the 'Application' tab of a candidate's profile. The 'Candidate Status' dropdown is set to 'Pre-Employment Screen'. Below it, the 'Pre-Employment Screen Initiated' dropdown is also visible. A red box highlights the 'Save' button in the top right corner.

5. Initiate (Order) the Background Check:

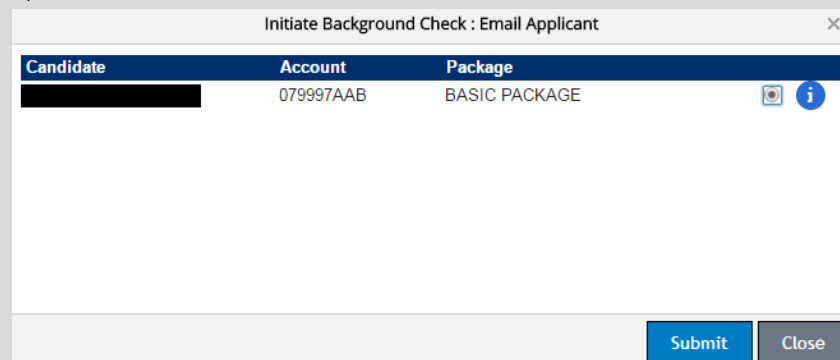
Click on the **Take Action** button on the far right side of the application. Select **Initiate Background Check**.



The screenshot shows the 'Take Action' dropdown menu. The 'Initiate Background Check' option is highlighted with a red box. Other options include Print, Forward, History, Reopen for Consideration, Close From Consideration, Invite Candidate to Apply, Add To Requisition, Move Candidate, Invite Late Stage Applicant, and Return to List.

6. Confirm the package & initiate the background check:

A pop up window will appear for you to confirm the account/package. Click the circle & click submit. ***If this pop up window has the wrong package listed, or is blank (candidate's name doesn't appear), the Background Package settings in the Job Requisition are incorrect. Edit the job requisition, then return.*

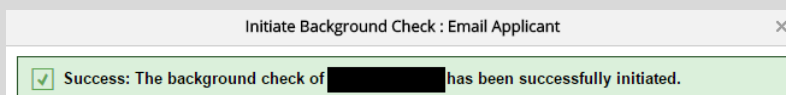


The screenshot shows a pop-up window titled 'Initiate Background Check : Email Applicant'. It contains a table with the following data:

| Candidate | Account | Package |
|------------|-----------|---------------|
| [Redacted] | 079997AAB | BASIC PACKAGE |

At the bottom right of the window are 'Submit' and 'Close' buttons.

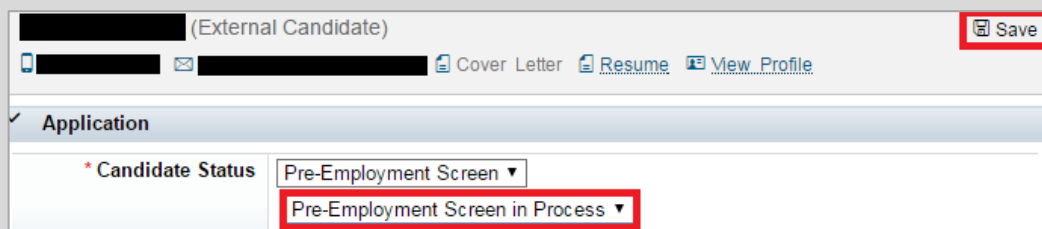
A verification message will appear stating that the order was initiated successfully.



The screenshot shows a green message box with a checkmark icon and the text: 'Success: The background check of [Redacted] has been successfully initiated.'

7. Update the status to Pre-Employment Screen in Process:

After closing the verification message, change the candidate's status to "Pre-Employment Screen in Process" and click **Save**.



The screenshot shows a candidate profile for an "External Candidate". At the top right is a "Save" button. Below the candidate name are links for "Cover Letter", "Resume", and "View Profile". Under the "Application" section, the "Candidate Status" is currently set to "Pre-Employment Screen". A red box highlights the dropdown menu, showing "Pre-Employment Screen in Process" as the selected option.

Note: An invitation email will be sent to the Candidate within 10 to 15 minutes after initiating the background. Maintain contact with your candidate to verify that they received the email, and that they complete their required information and consent promptly. If the Candidate doesn't receive the email, verify that their email address is correct and ask them to check their spam/junk mail folder.

Background Check Requirement Guidelines:

Internal Candidates:

New Background Check Required:

- Transfer/promotion into a TSA, Manufacturing, or Distribution location
- Transfer/promotion into EyeMed
- Transfer/promotion into a position where driving is involved

Background Check Not Required

- Transfer/promotion within Luxottica for any position or location not specified above.

External Candidates:

Background Check Required:

- New hires for any location with the exception of the positions and locations listed below
- Re-hires whose original background check is older than 12 months

Background Check Not Required:

- Retail locations in Canada, Puerto Rico, and Guam

Background Check Package Selection on Requisition:

Basic Package: for all store associates and store managers except for TSA locations, such as Sunglass Hut at airports

TSA Package: TSA locations only

RxO Basic Package: RxO hourly associates

OD Package: Optometrist positions only

Screening Not Required: Retail locations in Canada, Puerto Rico, and Guam

● Completing Pre-employment Screening

WHAT

8. Monitor the Pre-employment Screening:
The screen will show Not Started until the Candidate enters their information.

Types of Candidate Status Summaries:

HOW

| 079997ATL / Package is not available (Not Started) | | |
|---|-------------|--------------|
| ✓ Fadv Applicant Id: VPYRWS7JXI / Provider Reference Id: NA | | |
| Screening Type | Status | Adjudication |
| Candidate Status Summary | Not Started | |
| Submitted on: Mar 30, 2016 1:36PM | | |
| Submitted by: Recruiter1 smith | | |
| Last Status Update: Apr 01, 2016 2:17PM | | |
| (Refresh) | | |

Not Started – Candidate has been sent the pre-employment screening link but has not yet completed the profile.

In Progress – Background check initiated/in progress, no action necessary.

Eligible – Notify hiring manager to move forward with the hiring process.

Decisional - Notify hiring manager that a decision is pending review by the Company. Continue to monitor daily status reports for any changes, and notify hiring manager when candidate's status is updated to "Eligible" or "Ineligible."

Ineligible - Notify hiring manager that candidate's contingent offer of employment must be withdrawn.

| RESULT | ACTION |
|-------------------|---|
| Eligible | The applicant is eligible for hire. Verify/update start date & move the candidate to Pre-board. |
| Decisional | The decision will be delayed to allow the BRAC (Background Review Adjudication Committee – meets weekly) to review results. Final score will update in Talent Luxottica. |
| Ineligible | <p>First Advantage will send a letter on behalf of Luxottica stating that Luxottica is withdrawing the contingent offer of employment. Included with the letter will be a copy of the report along with information about the Candidate's rights. However, best practice is that you, as the Store Hiring Manager/Recruiter, contact the Candidate letting him/her know that the contingent offer must be withdrawn. Use the following script:</p> <p>"Ms. Williams, our offer of employment is being withdrawn for failure to meet the requirements of our contingent joboffer."</p> <p>Applicants often have additional questions about their background check results. If asked, the appropriate response is:</p> <p>"I do not have the specifics of your background check results for confidentiality reasons. If you need more information, please contact First Advantage at 1-866-777-1979."</p> |

Verifying Eligibility/Screening Results

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HOME



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WHAT

079997ATL / Package is not available (Not Started)

✓ Fadv Applicant Id: VPYRWS7JXI / Provider Reference Id: NA

| Screening Type | Status | Adjudication |
|--------------------------|-------------|--------------|
| Candidate Status Summary | Not Started | |

Submitted on: Mar 30, 2016 1:36PM

Submitted by: Recruiter1 smith

Last Status Update: Apr 01, 2016 2:17PM

(Refresh)

Not Started: Order has been placed, but Candidate has not clicked on the link.

079997ATL / Package is not available (In Progress)

✓ Fadv Applicant Id: 6P6THYPTNA / Provider Reference Id: WPS-6760592

| Screening Type | Status | Adjudication |
|-----------------------------------|-------------|--------------|
| Felony and Misdemeanor | Completed | |
| Statewide Criminal | In Progress | |
| Social Security Verification | Completed | |
| First Advantage National Criminal | In Progress | |
| File | | |

Submitted on: Apr 06, 2016 12:37PM

Submitted by: Recruiter1 smith

Last Status Update: Apr 06, 2016 3:35PM

(Refresh) (View Report)

In Progress: The Candidate has completed everything necessary to begin the background check. All portions of the background screen are currently running (note that a final result will not appear until all portions are complete.)

HOW

079997ATL / DRUG TEST PACKAGE (Started)

✓ Fadv Applicant Id: 6ICKXK3MMG / Provider Reference Id: NA

| Screening Type | Status | Adjudication |
|--------------------------|---------|--------------|
| Candidate Status Summary | Started | |

Submitted on: Mar 30, 2016 1:36PM

Submitted by: Recruiter1 smith

Last Status Update: Mar 30, 2016 4:10PM

(Refresh)

Started: The Candidate has clicked on the link but has not finished filling out all of their information/consent.

079997ATL / Package is not available (Completed / Eligible)

✓ Fadv Applicant Id: 6P6THYPTNA / Provider Reference Id: WPS-6760592

| Screening Type | Status | Adjudication |
|--|-----------|--------------|
| Present Employment | Completed | |
| Social Security Verification | Completed | |
| Statewide Criminal | Completed | |
| Felony & Misdemeanor | Completed | |
| First Advantage National Criminal File | Completed | |

Submitted on: Apr 06, 2016 12:37PM

Submitted by: Recruiter1 smith

Last Status Update: Apr 06, 2016 3:35PM

(Refresh) (View Report)

Complete/Eligible: The Candidate is ready to confirm start date and move to Pre-Board

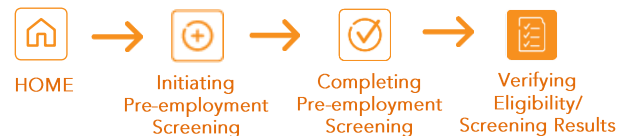
079997OAK / BASIC PACKAGE (Completed / Decisional)

✓ Fadv Applicant Id: Z4LTTEW3VD / Provider Reference Id: WPS-96121352

| Screening Type | Status | Adjudication |
|--|-----------|--------------|
| Felony & Misdemeanor | Completed | |
| Statewide Criminal | Completed | |
| Social Security Verification | Completed | |
| First Advantage National Criminal File | Completed | |

Decisional: The background check is complete but needs to be reviewed by BRAC before a final result is given. Move candidate status to "Pre-Employment Screen in Review."

Verifying Eligibility/Screening Results



WHAT

9. Change Candidate Status to Pre-employment Screen Completed:

14. Move Eligible Candidate to Preboard:

Verify and correct the start date before moving to Pre-Board. This is where the process stops in Talent Luxottica - Recruiting.

For any future changes, you will need to contact HR Central.

HOW

Change the status to Pre-Employment Screen and the sub-status to Pre-Employment Screen Completed. Click **Save**.

External Candidate

Save

Application

* Candidate Status: Pre-Employment Screen

Pre-Employment Screen Completed

Update the start date, and then change the status to Pre-Board. Click **Save**.

External Candidate

Save

Application

* Candidate Status: Preboard

Hire Type: Rehire

Applicant Type: External

Pay Rate: 10.00

Pay Basis: Hourly

* Start Date: 12/25/2016

Note: Contact preboarding@luxotticaretail.com if you have any errors initiating background checks or questions regarding background check results.

After the candidate's background screen is Completed/Eligible, your next step is to verify/update the start date and move the candidate to **Preboard** status. Please refer to the Pre-boarding PDF for instructions on this process.

Internal candidates will not receive a Pre-boarding Packet. After being placed in Preboard status in Talent Luxottica, the current manager must process the internal candidate as a transfer in HR Central. Additionally, the new manager must process the pay change in HR Central. For questions about how to process transfers in HR Central, call 866-431-8484.