



Hiring

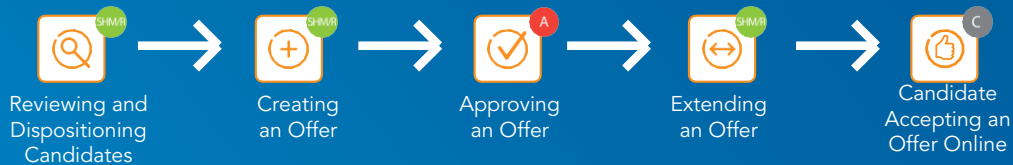
[Posting Open Roles](#) | [Applying](#) | [Interviewing](#) | **[Hiring](#)** | [Pre-employment Screening](#) | [Pre-boarding](#)

The Store Hiring Manager/ Recruiter will need to review Candidates, make hiring decisions and extend an offer. It is important to track all hiring decisions in Talent Luxottica–Recruiting in real time. This ensures a great Candidate experience.

The hiring phase consists of Reviewing and Dispositioning Candidates, Creating an Offer, Approving an Offer, Extending an Offer and Candidates Accepting an Offer Online.

Process Overview

Click to jump to a process



Hiring Process Checklist

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.

Required Statuses

To properly move a Candidate through the Talent Pipeline there are several steps that are required. The chart below lists and describes all Requisition Steps, Candidate Statuses and Substatuses that are in the Talent Pipeline. The Candidate Statuses/Substatuses that are required are in **bold** and show an asterisk (*). The required steps and statuses ensure accurate tracking of all Candidates at all times.

REQUISITION STEP	REQUISITION STATUS	CANDIDATE STATUS	SUBSTATUS	DETAILS
Create Requisition for Approval	Pending	n/a	n/a	Requisition is created for Approval.
Send Requisition for Approval	Pending	n/a	n/a	Requisition is sent for Approval.
Requisition Approved but not Posted	Open	n/a	n/a	Requisition is Approved but not Posted.
Post Requisition	Open	n/a	n/a	Requisition is Posted internally, externally or both for a minimum of 5 business days.
Reviewing Candidates	Open	New	New	All Candidates begin in this status.
		Eligibility Review	Eligibility to Apply (Internal)*	Required step for internal Candidates - Moving a Candidate to this status sends an email to the current manager to verify eligibility of internal Candidates. It is the Store Hiring Manager/ Recruiter's responsibility to ensure eligibility before moving forward.
			Rehire Verification	During application review, determine if the Candidate would be a rehire and if so follow current Rehire Eligibility process. Contact the HR Solutions Group by phone at 866-431-8484 or by email at HRsolutions@LuxotticaRetail.com to confirm rehire eligibility.
		Interview	Phone Screen	If phone screen necessary or desired prior to 1st interview, Candidate can be moved to this step.
			1st interview*	Required step for all Candidates you wish to move forward in the recruiting process.
			2nd interview	If more than one interview is necessary, Candidates can be moved to this status.
			3rd interview	If more than two interviews are necessary, Candidates can be moved to this status.
Unpost Requisition	Open	Offer	Create Offer*	Required step - For Candidates you will be offering a position; this step requires defining the offer details. At this time, you can unpost your Requisition.

*Required step in Talent Luxottica-Recruiting.

Required Statuses (cont.)

REQUISITION STEP	REQUISITION STATUS	CANDIDATE STATUS	SUBSTATUS	DETAILS
Offer	Open	Offer	Offer Approval in Process*	Required step - Store Hiring Manager/ Recruiter must send offer approval request from this status.
			Offer Extended*	Required step - After approval is received, Store Hiring Manager/Recruiter verbally extends offer and sends offer letter
			Offer Accepted*	Required step - Once Candidate verbally accepts offer, Store Hiring Manager/ Recruiter moves Candidate to this status, which initiates online offer.
Pre-employment	Open	Pre-employment Screen	Pre-employment Screen Initiated*	Required step - Once Candidate accepts online offer, Store Hiring Manager/ Recruiter moves Candidate to this status and initiates Pre-employment Screening.
			Pre-employment Screen in Process*	Required step - Once Pre-employment Screening is initiated, Candidate must be moved to this status.
			Pre-employment Screen is Completed*	Required step - Once Candidate's Pre-employment Screening is returned as Eligible, Candidate must be moved to this status to indicate that Pre-employment Screening is complete. (If Candidate does not pass Pre-employment Screening, Candidate must be dispositioned to Reject (no email) Did Not Meet Requirements of Contingent Offer.
Pre-boarding	Open	Pre-board	Pre-board*	Required step - Once Candidate Pre-employment Screening is complete, Candidate must be moved to Pre-board which initiates Pre-boarding activities that must be completed by the Candidate.
Close Requisition	Filled or Cancelled	Pre-board	Pre-board*	Required step - Once your New Hire has started and all other Candidates have been dispositioned, the Requisition must be closed. You will change the Requisition status to filled (or cancelled if applicable) and click "Close Job Requisition."

*Required step in Talent Luxottica–Recruiting.

For more information

For more information on the Talent Pipeline or Candidate statuses contact your manager or Human Resources Business Partner.



Reviewing and Dispositioning Candidates

SHMR Reviewing and Dispositioning Candidates

Click to jump to a process



Throughout this process, it is your responsibility to review Candidates, move them forward and/or disposition them to a final status. This ensures you are providing a great Candidate experience for every Candidate, and provides Luxottica with records of our hiring process.

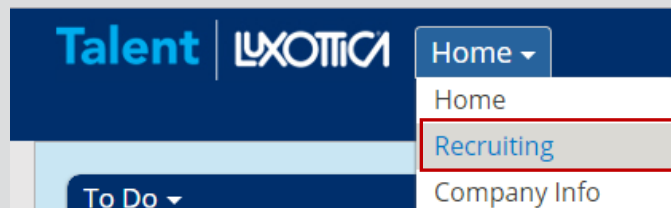
To get started, you will always review Candidates from your Job Requisition.

WHAT

HOW

1. Access the Recruiting Page:

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



2. Select Requisition.

Select **All job requisitions** from the Filter Job Requisitions drop-down menu.



3. 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.

Requisition ID	Hiring Manager	Recruiter	Final Approver	Candidates	Requisition Status	Job Postings
13806	Store Hiring Manager	Store Hiring Manager	HRBP	23 (3 New)	Open	I/E
14444	Store Hiring Manager	Store Hiring Manager	HRBP	19	Open	I/E
6559	Store Hiring Manager	Store Hiring Manager	HRBP	17	Open	I/E
4567	Store Hiring Manager	Store Hiring Manager	HRBP	16 (1 New)	Open	I/E
4940	Store Hiring Manager	Store Hiring Manager	HRBP	16	Open	I/E/A
9555	Store Hiring Manager	Store Hiring Manager	HRBP	16	Open	I/E
10373	Store Hiring Manager	Store Hiring Manager	HRBP	16	Open	Not Posted
11071	Store Hiring Manager	Store Hiring Manager	HRBP	16 (1 New)	Open	I/E
12531	Store Hiring Manager	Store Hiring Manager	HRBP	16	Open	Not Posted

SHWR Reviewing and Dispositioning Candidates



Best practice is to use the “View all candidates” or “View Active Candidates” view.

Internal Candidates will have a blue icon next to their name; external Candidates will have a yellow icon by their name.

WHAT

4. Select Your Candidate:

- a Click “View Active Candidates” to view all candidates that have not been rejected or withdrawn.
- b Click “View All Candidates” to view all candidates & prevent your applicant from dropping from view when you change their status.
- c Click on the Candidate’s name to open their full application.

HOW

Select the specific Candidate you are looking to review.

Oakley - Sales Consultant (8256) [View Details](#)

Job Postings (0) [Candidate Search](#) Requisition Status: **Open** Hiring Manager: **Pablo Nieves Lugo** Age: **60d**

Talent Pipeline [Hide Talent Pipeline](#)

Forwarded	Invited To Apply	New Application	Eligibility Review	Interview	Offer	Pre-Employment
0	0	43	0	0	0	1

Candidates: View active candidates (57)

Action	0 selected	Highlight Candidate	Enter Applicant Name					
<input type="checkbox"/>	Name	New	Status	Rating	Source	Candidate Source	Phone Number	Last
<input type="checkbox"/>	Name	New	Status	Rating	Source	Candidate Source	Phone Number	Last
<input type="checkbox"/>	Name	New	Status	Rating	Source	Candidate Source	Phone Number	Last

If the candidate is a possible re-hire, move them to “**Eligibility Review – Rehire Verification**” status, then contact the HR Solutions Group by Phone at 866-431-8484 or by email at HRsolutions@LuxotticaRetail.com to confirm rehire eligibility if the Candidate is a possible rehire.

If it is an internal candidate, move them to “**Eligibility Review – Eligibility to Apply (Internal)**” status. Work with your Regional Manager or HRBP as needed to confirm with the current manager eligibility before moving forward.

5. Review the Candidate:

Review the Candidate’s Application Information. Review the “Jobs Applied” section to determine if your Candidate has applied to other positions and their status on those Requisitions. Reach out to the Store Hiring Manager/Recruiter if needed to avoid hiring conflicts.

(External Candidate)

[Application](#) [Resume](#)

[View Profile](#) [Cover Letter](#) [Resume](#) [Save](#) [Cancel](#) [Email](#) [Take Action](#)

Application

* Candidate Status: **New Application**

Employment Information

* How did you hear about this position? **Social Network**

Other Source not listed above (i.e. referral's name, job board, recruiting event, etc.)

* Have you ever worked for Luxottica, a subsidiary or were an affiliated with Luxottica in the past? **No**

If yes, what Brand? **No Selection**

* Are you a current associate or working as an affiliate of Luxottica? **No**

If yes, what Brand? **No Selection**

* Are you 18 years of age or older? **Yes**

* If hired, can you furnish proof that you are authorized to work in the United States? **Yes**

Jobs Applied

Job title: Oakley - Sales Consultant (8256)

Recruiter: **Pablo Nieves Lugo**

Status: **New Application** Date: **10/22/2016**

Correspondence

Date: **10/22/2016** User: **LUXtalent Admin** Action: **Email**

[Thank you for Applying!](#)

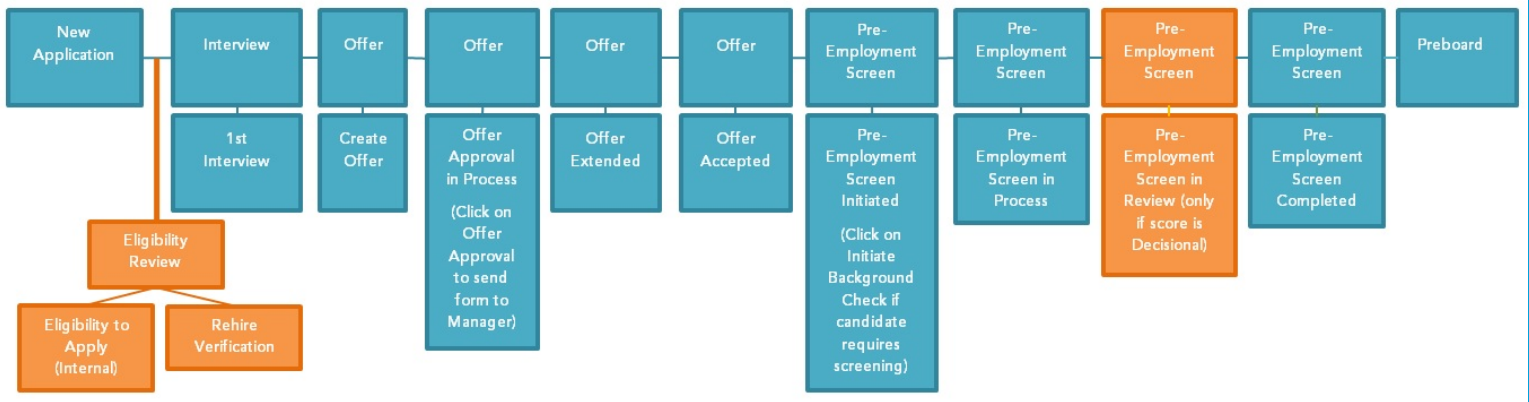
SHMR Reviewing and Dispositioning Candidates



Note: Verify that the Candidate is 18 years of age or older

Use the [Hiring Process Checklist](#) for step by step guidelines to move the candidate through the pipeline and preboard them successfully.

The required status steps to move a candidate to preboard are in blue below. Orange steps are only required if they apply to that particular candidate.



WHAT

6. Make a Decision Regarding the Candidate:

7. Move a Candidate Forward:

a Select the appropriate status & sub-status from the Candidate Status drop-down menu of the Application section.

b Click **Save**. to save the candidate's status.

HOW

Decide whether or not to move forward with the Candidate based on the criteria for your position.

Move forward with, or disposition all Candidates appropriately using the steps that follow.

The screenshot shows the 'Application' section for an 'External Candidate'. The 'Candidate Status' dropdown is set to 'Interview' and the '1st interview' sub-status is selected. The 'Jobs Applied' section shows 'Job title: Oakley - Sales Consultant (8256)'. The 'Save' button is highlighted with a red circle 'b'.

Note: Please ensure you are updating the Candidate's status in real time. The status in Talent Luxottica – Recruiting needs to accurately reflect where the Candidate is in the process to ensure accurate record keeping. Click [here](#) to view the Required Statuses table. If you are not moving forward with a Candidate, refer to the disposition codes on page 7.

SHWR Reviewing and Dispositioning Candidates

Click to jump to a process



Home Reviewing and Dispositioning Candidates Creating an Offer Approving an Offer Extending an Offer Candidate Accepting an Offer Online

WHAT

8. Not Moving a Candidate Forward/Candidate Withdraws:

HOW

Candidates can be rejected and removed from the active candidate pool through the Candidate Status drop-down. Select the appropriate codes from the primary and sub-status drop down menus, then click **Save**.

9. Not Moving a Candidate Forward/Luxottica Rejects:

Provide a Reason for Dispositioning: Select the appropriate option in the sub-status to provide the most accurate disposition code.

11. Save the Candidate Status:

Click the **Save** button.

Note: If the Candidate withdrew himself from consideration, then select Candidate Withdraw. If Luxottica decides not to move forward with the Candidate, be sure to select the appropriate disposition code.

When rejecting Candidates, your selection in the Candidate Status drop-down (either Email or No Email) will determine whether an email is automatically sent or not. If you select to send an email, it will be sent 48 hours after saving the status.

Luxottica's best practice for a great Candidate experience is to send an email unless:

- You are hiring them on another requisition.
- You have already contacted the Candidate or they have already been told verbally that they are not moving forward because they failed the Pre-employment Screening.
- You forgot to disposition the Candidate and it has now been months or longer since the position has been filled.
- You feel that a phone call is the proper way to tell the Candidate that they did not get the job.

Store Candidate Competition - Recommendations

- Inform the Regional Managers for each brand, letting them know that the candidate has applied to X jobs
- Ask: Where in the hiring process is the candidate? Hiring Managers can view in Talent Luxottica Recruiting where the candidate is for each requisition if they have applied to multiple requisitions.
- **If the candidate had an interview in person, but has not interviewed for the other requisition(s),** the manager who conducted the interview should continue the hiring process. Other hiring managers should be informed that the candidate has already been interviewed and they are/are not moving forward, discussing communications to the candidate thus far.
- Let the candidate know we ask our candidates to pursue one role at a time and if that role does not work out, we are happy to interview them for other roles. Let the candidate know it is ultimately up to him/her which role to proceed with.
- **Candidate Experience is key!** We want to do whatever is best for them. If they feel that they would want to also interview for other roles they should be able to do so.
- **Do not leverage pay rates in order to draw a candidate towards one requisition/ role/ brand. Pay should only be discussed as it relates to the position for your particular location. The associate can decide for him/herself which position and pay rate best matches their needs. Brands should adhere to their standard compensation recommendations for their salary range.**

Disposition Codes – Reject or Candidate Withdrew

All Candidates must be dispositioned with the code that is most appropriate. For example, if a Candidate does not show up for an interview, the code should reflect they “withdrew” themselves from consideration as opposed to indicating Luxottica rejected them to provide the most accurate records of the hiring process. Please contact your manager or Human Resource Business Partner if you have questions about code selection.

When dispositioning, please list one of the following reasons.

1. Rejected - Not reviewed (only use if application still has “New” marker in updated column)
2. Rejected - Current employee not eligible for transfer
3. Rejected - Former employee not eligible for rehire
4. Rejected - Does not meet basic qualifications
5. Rejected - Better qualified Candidate selected
6. Rejected - Requisition cancelled
7. Rejected - Did not meet requirements of contingent job offer
8. Candidate Withdrew - Accepted another offer of employment within Luxottica
9. Candidate Withdrew - Accepted another offer of employment outside of Luxottica
10. Candidate Withdrew - No longer interested in position
11. Candidate Withdrew - Unable to contact/unresponsive
12. Candidate Withdrew - Compensation/benefits
13. Candidate Withdrew - Work hours/schedule
14. Candidate Withdrew - Work location/environment
15. Candidate Withdrew - Travel
16. Candidate Withdrew - Relocation
17. Candidate Withdrew - No show for phone screen/interview
18. Candidate Withdrew - Did not complete Pre-employment Screening

SHMR Reviewing and Dispositioning Candidates

Click to jump to a process



WHAT

Tip: Expand Candidate's Application Display

On smaller displays or tablets, you may not be able to view the "Take Action" menu on the top right of the application without performing this action.

HOW

Click on the bar separating the application from the candidate list on the left.

Tip: Avoid your candidate's application from dropping from view each time you change their status.

Do not click on the pipeline status filter boxes on the top of the screen. When one of these is selected (only one box is grey), the system will only show you candidates in that status. This will result in the candidate's application dropping from your view when you change their status (and then showing you the next candidate in that selected status, if any).

To restore your view of all applications, click on "View All Candidates."

Name	New	Status	Rating	Source	Candidate Source	Phone Number	Last Updated
Candidate 1		Pre-Employment Screen in Process	N/A	Corporate: Default Site	Corporate: Default Site		12/05/2016
Candidate 2		Current Manager Verification of Eligibility to Apply (Internal Only)	N/A	Internal Site	Internal Site		08/24/2016
Candidate 3		Not Reviewed	N/A	Internal Site	Internal Site		11/10/2016
Candidate 4		No Longer Interested in Position	N/A	Internal Site	Internal Site		08/24/2016
Candidate 5		Offer Extended	N/A	Internal Site	Internal Site		12/07/2016
Candidate 6		More Qualified Candidate Selected	N/A	Internal Site	Internal Site		08/24/2016

Creating an Offer

Once a hiring decision has been made, it is time to create an offer. If you have multiple openings available, more than one offer can be created from the Requisition. To get started, locate the Candidate(s) from your created Job Requisition.

WHAT

HOW

1. Select your Candidate:

Click on the Candidate's name to open their full application.

Select the desired Candidate. Click on the Candidate's name to view their full application.

Candidates : View all candidates (3)

Action 0 selected Highlight Candidate:

	Name	New	Status	Rating	Source	Candidate Source	Phone Number
<input type="checkbox"/>	Carol Waggoner		New	N/A	Internal Site	Internal Site	1234444
<input type="checkbox"/>	Jim May		Create Offer	N/A	Corporate: Default Site	Corporate: Default Site	1234556

2. Update the status to Create Offer:

Select **Offer** in the Candidate Status drop-down menu then select **Create Offer** from the sub-status drop-down menu. Click **Save**.

[Cover Letter](#) [Resume](#) [View Profile](#) [Save](#) [Cancel](#)

Application
 * Candidate Status: Offer
 Create Offer

Jobs Applied
 Job title: Sunglass Hut -Dummy TEST (1369)
 Recruiter: Amber Hardtke

3. Fill out the Offer Details form:

- Select the hire type of your Candidate: Internal Transfer, New Hire or Rehire.
- Enter a Pay Rate.
- Select the appropriate Pay Basis.
- Enter an estimated Start Date. This cannot be a past date.
- Select a vacation option. (not required for store level positions)

Complete the required fields with red asterisks. Click **Save**.

[Cover Letter](#) [Resume](#) [View Profile](#) [Save](#)

Application
 * Candidate Status: Offer
 Create Offer
 * Hire Type: Rehire
 * Pay Rate: xx.xx
 * Pay Basis: Hourly
 * Start Date: 12/25/2016
 Vacation: No Selection

Jobs Applied
 Job title: Sunglass Hut -Du (1369)
 Recruiter: Amber Hardtke
 Status: Create Offer

Correspondence
 Date: 08/24/2016 User: LUXtale
 Thank you for applying!
 Date: 08/24/2016 User: LUXtale

WHAT

4. Update the status to Offer Approval in Process:

5. Create the Offer Approval to send to Manager:

6. Create the Approval form:

HOW

Select **Offer Approval in Process** from the Candidate Sub-status drop-down menu of the Application section. Click **Save**.

Click on the **Take Action** button on the far right side of the application. Select **Offer – Offer Approval**.

Select **Offer Approval: Standard** from the Select Offer Template drop-down menu.

WHAT

7. Verify Offer Information:

HOW

Verify that the Offer Details information is correct & that form is routing to the correct manager for approval:

Offer Details: Version 1

Language	English US (English US)
* Select Offer Template	Offer Approval: Standard
First Name	
Last Name	
Requisition ID	2050
Position Title	Pearle Vision - Sales Associate
* Division/Brand	Pearle Vision
Department ID	006310 Pearle Vision
Country	United States
State/Province	CO
City	Greeley
Availability	Day ,Evening ,Weekends
* Currency	USD
Start Date	10/09/2016
* Pay Rate	
* Pay Basis	Hourly
25th Percentile	\$10.20
50th Percentile	\$11.55
Job Level	10
Candidate Quick View	Resume
Recruiter	Michelle Haines

Approvers: Version 1

Status	Draft
* Hiring Manager's Manager	Joshua P Kennedy
Comment	

[Add Another](#)

8. Send Offer Approval:

Click **Send Offer Approval** at the bottom of the screen.

Approvers: Version 1

Status	Draft
* Hiring Manager's Manager	Trevor James Mockford
Comment	

[Add Another](#)

[Send For Approval](#)
[Back to Candidate](#)
[Back to Candidate List](#)

The system should auto- populate in your manager's name in the Approvers Section. Click **Yes** to verify your approval. Notify your Approver that an offer is pending to minimize delays.

If the manager listed is incorrect or not available, contact your manager or HRBP so that they can update the incorrect organizational alignment in HR Central or contact the Service Desk to create a ticket if the manager is correct but will not be available to approve the offer.



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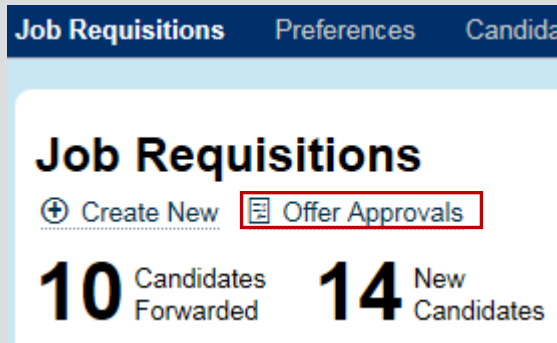
After an offer has been created, the Approver will need to review it and provide their approval before it can be extended to a Candidate. Reach out to your Approver to let them know you have sent them an offer for approval. Return to Talent Luxottica–Recruiting once they have informed you of their approval.

WHAT

HOW

1. Go to Offer Approvals:

On the main Job Requisition screen from the "Recruiting" menu in Talent Lux, Click on **Offer Approvals**.



2. Select the Offer needing approval:

Find the offer Pending Approval and click on the **Candidate's Name**.

Candidate Offer Approvals

Status: All Offer Approvals Offer Approvals: 20

Candidate Offers	Job Title	Location	Offer Status	Currently With	Date	Recruiter	Req ID
Candidate Name	CSC - Customer Service Representative		Pending Approval	Antonella Contini	12/07/2016	Amanda Weeks	14516
	Oliver Peoples Group - Graphic Designer		Completed		12/06/2016	Amanda Weeks	15252
	CSC - Customer Service Representative		Completed		12/05/2016	Amanda Weeks	14516
	CSC - Customer Service Representative		Completed		12/02/2016	Amanda Weeks	14516
	Oliver Peoples Group - East Coast Merchandiser		Completed		12/01/2016	Amanda Weeks	14467

3. Review & Approve the Offer:

Review the offer information and click on **Approve** at the bottom of the screen.

▼ **Approvers: Version 2**

Status	Pending Approval
Current Approver	Recruiter4 Clark
Comment	

[Back to Candidate](#)
[Back to Candidate List](#)
[Decline](#)
[Approve](#)

A Approving an Offer

Tip: Verify Offer has been Approved

You can check on the Approval status at any time, just Click on **Offer Approvals** on your main Job Requisition screen.

Job Requisitions Preferences Candidates

Job Requisitions

[+ Create New](#) [Offer Approvals](#)

10 Candidates Forwarded **14** New Candidates

Offer Status	
Completed	
Pending Approval	
Completed	
Completed	

The **Offer Status** column will say "Completed" or "Pending Approval." Click on the name of the candidate if you want to view the full details.

This one is still waiting for Approval.

Approvers: Version 1	
Status	Pending Approval
Current Approver	Dennis Caldwell

This one is completed and ready to verbally extend the offer to the candidate.

Approvers: Version 1	
Status	Completed
Hiring Manager's Manager	Jeffery Frazier 09/21/16



Home



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Extending an Offer

Once an offer has been approved, the Store Hiring Manager/Recruiter is able to extend the offer to the Candidate. To get started, open the candidate's application on your Job Requisition.

WHAT

HOW

1. Extend the Offer:

Select **Offer Extended** in the Candidate Sub-status drop-down menu. Click **Save**.

The screenshot shows the 'Application' section of a candidate's profile. The 'Candidate Status' dropdown menu is open, and 'Offer Extended' is selected. The 'Jobs Applied' section shows 'Job title: Sunglass Hut -Du (1369)' and 'Recruiter: Amber Hardtke'. A red box highlights the 'Save' button in the top right corner.

2. Contact the Candidate & Obtain Verbal Acceptance:

After updating the status within Talent Luxottica-Recruiting, it is your responsibility to contact the Candidate and communicate the offer verbally.

Obtain the candidate's verbal acceptance of the offer before moving the Candidate to Offer Accepted status.

3. Indicate Their Offer Acceptance (or Disposition Appropriately):

Select **Offer Accepted** in the Candidate Sub-status drop-down menu. Click **Save**.

The screenshot shows the 'Application' section of a candidate's profile. The 'Candidate Status' dropdown menu is open, and 'Offer Accepted' is selected. The 'Jobs Applied' section shows 'Job title: Sunglass Hut -Du (1369)' and 'Recruiter: Amber Hardtke'. A red box highlights the 'Save' button in the top right corner.

Note: Candidates must login and accept the job online after accepting a verbal offer. The system sends the candidate an email automatically with instructions on how to accept the job online when they are placed in "Offer Accepted" status. This email may be viewed in the Correspondence section of their application.

Note: Offer Letters are only Required in Canada. Create via the Take Action menu and selecting Offer – Offer Letter. (Candidates must be in Offer Extended or Offer Accepted status).

The screenshot shows the 'Application' section of a candidate's profile. The 'Jobs Applied' section shows 'Job title: Sunglass Hut -Dummy TEST Req (1369)' and 'Recruiter: Recruiter 1'. The 'Correspondence' section is expanded, showing an email from 'LUXtalent Admin' dated '08/24/2016' with the subject 'Action Required: Accept Offer Online'. A red box highlights the 'Correspondence' section header and the email entry. The 'Offer Letter' section is empty, and the 'Application Status Audit Trail' section is also empty.

Candidate Accepting an Offer Online

Candidate Accepting an Offer Online (Internal)

Click to jump to a process



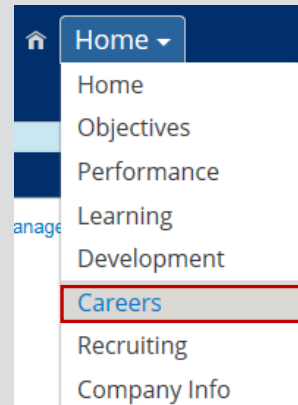
After an Internal candidate has verbally accepted a job, it is his/her responsibility to log back in to Talent Luxottica and accept the offer.

WHAT

1. Internal Candidate Accesses the Careers Page:

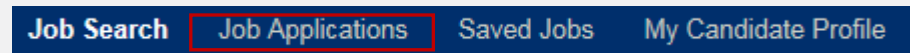
HOW

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



2. Candidate Locates Their Job Application:

Click on **Job Applications** on the Career Page.



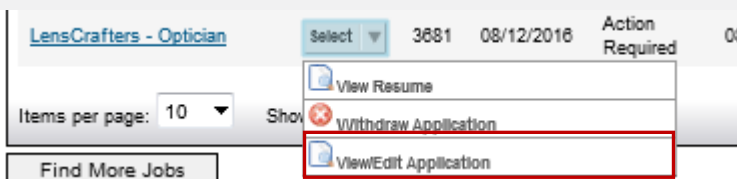
3. Candidate Responds to Required Action:

Find the Job Requisition that indicates Action Required.

Job Title ▲	Actions	Req ID	Date Applied	Status	Status Date
Administrator Development & Licensing (Coordinator)	Select ▼	882	03/15/2016	Process Complete	03/15/2016
LensCrafters - Optician	Select ▼	3681	08/12/2016	Action Required	08/12/2016
Jackson Store Field	Select ▼	921	03/16/2016	Under Review	03/28/2016

4. Candidate Views the Application:

In the Actions drop-down menu for the Requisition, select **View/Edit Application**.



5. Candidate Electronically Accepts Offer and Enters Required Information:

Select **Yes** and enter Social Security Number and Date of Birth.

6. Candidate Submits Their Acceptance:

Click the **Update** button.

Candidate Accepting an Offer Online (External)

Click to jump to a process



After an External candidate has verbally accepted a job, it is his/her responsibility to log back in to their profile on jobs.luxottica.com and accept the offer.

WHAT

1. Action Required: External Candidate Accepts Offer

Online: Once a candidate is placed in "Offer Accepted" status, they will receive an automated e-mail. You can view this e-mail under the Correspondence section that appears on the right hand side of the application.

HOW

The screenshot shows the 'Application' section with the following details:

- Candidate Status:** Offer (dropdown menu with 'Offer Accepted' selected and highlighted with a red box).
- Hire Type:** New hire
- Applicant Type:** External
- Pay Rate:** 10.00
- Pay Basis:** Hourly
- Start Date:** 11/04/2016
- Vacation:** None

The 'Jobs Applied' section shows:

- Job title:** Sunglass Hut - Sales Consultant (1234)
- Recruiter:** Your Name Here
- Status:** Offer Accepted
- Date:** 10/25/2016

The 'Correspondence' section shows:

- Date:** 10/25/2016 **User:** LUXtalent Admin **Action:** Email
- Date:** 10/31/2016 **User:** LUXtalent Admin **Action:** Email
- Action Required:** Accept Offer Online (highlighted with a red box)

2. Click on Email Subject: a window will open that shows a copy of the email that was sent to the candidate with the steps to accept the job online.

Subject Action Required: Accept Offer Online

Dear Eric,

Congratulations on your offer for LensCrafters - Apprentice Optician at LensCrafters. We are excited for you to join our team. To start the next step of the hiring process, we will need you to log in to your account to formally accept the offer and add additional information to your application.

To log in:

1. Visit: <https://jobs.luxottica.com/>
2. Click "sign in" from right hand side Luxottica's Careers Home page
3. Enter in your email address and password and click "Sign in"
4. From this page click "view profile" and you will be redirected to your candidate profile
5. From list of option on the page click "Jobs Applied"
6. On this page you will see all the jobs you have applied for
 - Find LensCrafters - Apprentice Optician with "action required"
7. Click "Job-Specific Information" to expand the section
8. Your application will populate.
 - Scroll down to bottom of the application and fill out required fields.
9. Click "update" to submit your responses!

After you have submitted this information you may receive other emails regarding activities before your arrival on your first day so make sure to keep checking your emails!

Sincerely,

Luxottica Talent Acquisition Team

Candidate Accepting an Offer Online (Internal & External)

Click to jump to a process



WHAT

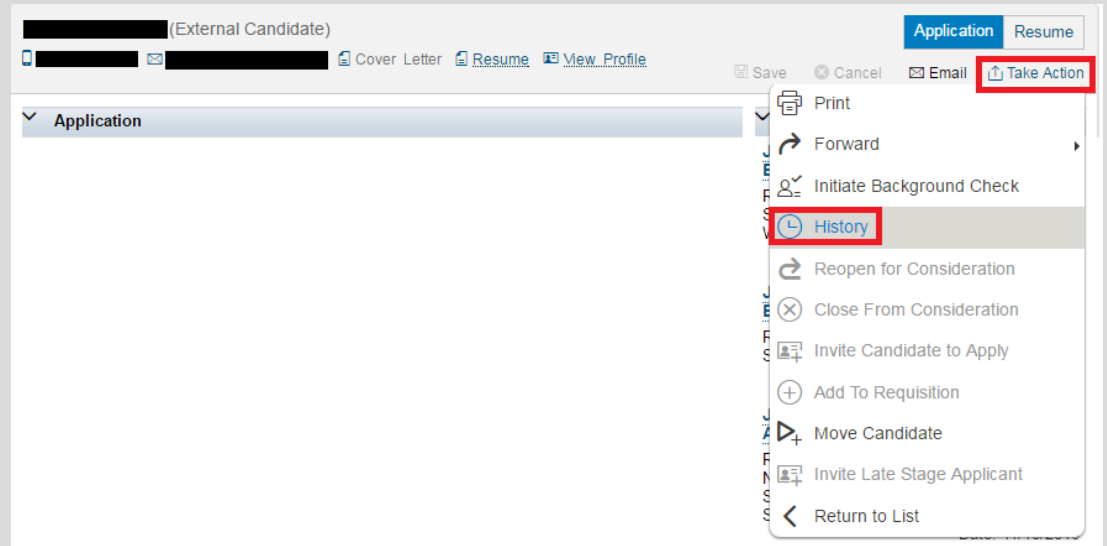
HOW

Tip: Confirm Candidate Acceptance.

Method 1:

You will need to check back to confirm the candidate has accepted the offer before being able to move forward to Pre-Employment Screen status.

Access the application History via the "Take Action" menu:



The application history will open in a pop up window. On the field label "Do you accept this offer?" the new value will say "Yes."

Candidate History for [REDACTED]					
The following table displays all changes made to [REDACTED]					
Change History					
Field Label	Old Value	New Value	Changed by [Username]	Date/Time	Source
Do you accept this offer?		Yes	[REDACTED]	Oct 24, 2016 7:41PM	Job Application

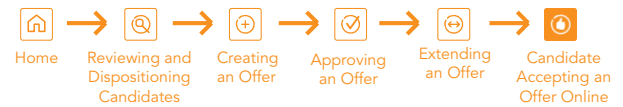
Method 2:

On the left hand side candidate's application, scroll down to the eSignature and Job Offer Sections (below the days of the week availability, above Screening Details and Work Experience). If they have not accepted online it will say "No Selection." If they have accepted online, it will say "Yes."

Wednesday	Day
Thursday	Day
Friday	Day
Saturday	None
My eSignature	
Please Enter in your full Name	[REDACTED]
Today's Date	10/20/2016
Job Offer Information	
Do you accept this offer?	Yes
Screening Details	
There are no items in this section.	
Current Work Experience	

Candidate Accepting an Offer Online (Internal & External)

Click to jump to a process



WHAT

HOW

Method 3:

Once a candidate is put into Offer Accepted status, the status becomes locked and cannot be changed if the candidate has not accepted online. Users attempting to change the status will receive the error (after clicking save): Some required fields must be filled by the candidate or other operators(s) before proceeding. Click on "more details" and it shows the missing fields - "Do you accept this offer?" "SSN/SIN," and Date of Birth.

Application		Jobs Applied	
* Candidate Status	Pre-Employment Screen	Job title: Sunglass Hut - Sales Consultant (7078)	
	Pre-Employment Screen Initiated		
Some required fields must be filled by the candidate or other operator(s) before proceeding. More		Required field(s) are: Do you accept this offer? SSN/SIN Date of Birth	
Hire Type	New hire		
Applicant Type	External		

After the candidate has accepted the job online, your next step is to move the candidate to **Pre-Employment Screen – Pre-Employment Screen Initiated** status. Please refer to the Pre-Employment Screening PDF for instructions on this process.

For candidates that do not need a background screen ordered, they must still be moved through the required Pre-Employment Screen statuses to get to Preboard.

Hiring Process Checklist

Talent Luxottica-Recruiting: Hiring Process Checklist for Open Store Positions

When you have an open role to fill, including filling open roles as well as internal promotions, use the following as your quick end-to-end checklist guide. If you have questions, partner with your Field Manager or HRBP. For questions about how to use Talent Luxottica or other system issues, please call 877-589-8253 (513-765-2256 outside of US) or email TalentLuxottica@luxotticaretail.com

Process	Take Action	Tools Needed
Prep	<input type="checkbox"/> Set your Display Options (make sure Job Postings is selected) <input type="checkbox"/> Set your Recruiting Team Preferences (Set yourself as the default Recruiter and your HRBP as default Final Approver) <i>This step is only required 1 time and will then auto populate each requisition created</i>	iPDFs: <ul style="list-style-type: none"> Posting Open Roles
Create & Post a Requisition	<input type="checkbox"/> Create a Requisition <ul style="list-style-type: none"> Select accurate Job Code Add your Store # to Job Title Select correct pre-employment screen package for location(No Screening Required for Retail locations in Canada or Puerto Rico) Add yourself to the Recruiter role (automatic if Recruiting Preferences set) Add HRBP as Final Approver (automatic if Recruiting Preferences set) Requisition will automatically route to the hiring manager's manager for approval when Send to Next Step is clicked <input type="checkbox"/> Reach out to your manager to approve the requisition to be Opened <input type="checkbox"/> Once your Requisition is Open, you need to Post the Requisition (<i>Internal & External- for a minimum of 5 business days- ignore Equest Job Board posting error at bottom</i>)	iPDFs: <ul style="list-style-type: none"> Posting Open Roles Approving Requisitions & Job Offers (Field Managers) Job Aids: <ul style="list-style-type: none"> Job Code Selection Tools by Brand & Store number in Help & Tutorials
Candidate Review & Interview	<input type="checkbox"/> Review candidates and decide <input type="checkbox"/> Internal Candidates: Move status to Eligibility Review and confirm eligibility to apply (with current manager) <input type="checkbox"/> Re-hires: Move status to Eligibility Review and confirm re-hire eligibility (contact HR Solutions) Not Moving a Candidate Forward: <input type="checkbox"/> Disposition candidate out of candidate pool via Candidate Status's rejection/withdrawal reasons Moving a Candidate Forward: <input type="checkbox"/> Move candidate to the next step (Phone Screen, 1st Interview, 2nd Interview , etc.) via Candidate Status <input type="checkbox"/> Disposition candidates in real time. You may hold on dispositioning other final candidates that may be in consideration until your chosen candidate completes pre-boarding.	iPDFs: <ul style="list-style-type: none"> Hiring, Applying (internal candidates only) Job Aids: <ul style="list-style-type: none"> Application Guidelines Interviewing Understanding Candidate Movement & Disposition Codes
Hiring/Offer	<input type="checkbox"/> Move status to Create Offer (save). Discuss offer with RGM for pay rate. Fill out Offer Details form (save). <input type="checkbox"/> Move status to Offer Approval in Process (save). <input type="checkbox"/> Open Take Action menu and select Offer - Offer Approval . Select standard template and send for manager for approval. <input type="checkbox"/> Move status to Offer Extended (save). Extend offer verbally to candidate. <input type="checkbox"/> Un-post your requisition so that further candidates do not apply (optional) <input type="checkbox"/> Create/send offer letter if required. (required in Canada only) <input type="checkbox"/> Once verbally accepted, move status to Offer Accepted which automatically sends email with instructions to accept job online (candidate must accept in system)	iPDFs: <ul style="list-style-type: none"> Hiring Approving Requisitions and Job Offers Job Aids: <ul style="list-style-type: none"> Offer Letter Approving Requisitions/Offers

Hiring Process Checklist

Pre-employment Screening	<input type="checkbox"/> After candidate has accepted online, move status to Pre-employment Screen Initiated (save).	iPDFs: <ul style="list-style-type: none"> Pre-employment Screening
	<input type="checkbox"/> Order the background check via the Take Action Menu and select "Initiate Background Check." Confirm the package (Basic Package except for TSA locations) and submit. (For retail locations in Canada or Puerto Rico, or internals not needing a background check, do not initiate the background check. Move the candidate through the statuses to Preboard.)	
	<input type="checkbox"/> Move status to Pre-employment Screen In Process (Save) after you receive the verification it initiated successfully.	
	<input type="checkbox"/> Contact the candidate to confirm they received the email and that they complete the pre-employment screening items.	
Pre-boarding	<input type="checkbox"/> Monitor the status of the background check & results in the candidate's application in the Background Check Status section.	iPDFs: <ul style="list-style-type: none"> Pre-Boarding
	<input type="checkbox"/> Move status to Pre-employment Screen Completed (save) when results say "Complete/Eligible."	
	<input type="checkbox"/> Verify Start Date and Hire Status (New Hire, Rehire, Internal), update if needed	
	<input type="checkbox"/> Move status to Pre-board which sends an email to the candidate with link to a Pre-Boarding Packet (for new and re-hires only)	
Day 1	<input type="checkbox"/> If Internal, current Manager should process Transfer in HR Central and new manager should process pay change in HR Central	iPDFs: <ul style="list-style-type: none"> Pre-boarding Job Aids: <ul style="list-style-type: none"> Everify
	<input type="checkbox"/> Verify candidate has completed their Pre-boarding paperwork in HR Central - Pre-Boarding Manager's Only tile - Lookup by Name (required for Lux ID to be created/activated. Workflow state for US is 'Documents Complete - Waiting on Section 2 of the I-9,' Canada is 'Hired'.)	
	<input type="checkbox"/> Verify Lux ID was created from HR Central: My Team, Future Hires List	
	<input type="checkbox"/> Retrieve candidate's Luxottica ID from HR Central: My Team	
Closing Requisition	<input type="checkbox"/> Complete Section 2 of I-9 in HR Central- Pre-Boarding Managers Only Portal - Lookup - Complete I-9 button on packet (US only)	iPDFs: <ul style="list-style-type: none"> Pre-boarding Job Aids: <ul style="list-style-type: none"> Understanding Disposition Codes
	<input type="checkbox"/> Return to Lookup & verify candidate's Workflow State is 'Hired' (US only)	
	<input type="checkbox"/> Disposition all remaining Candidates with appropriate disposition code for compliance	
	<input type="checkbox"/> Change Requisition Status to Filled	
	<input type="checkbox"/> Click Close Requisition (bottom right of requisition)	

Day 1 Point-of-Sale Access

System	Take Action
<u>eyeNET</u>	<input type="checkbox"/> Activate new hire in eyeNET via Operate the Store - Employee Management (enter correct information) Verify new hire's Lux ID displayed matches what was in HR Central
	<input type="checkbox"/> Have new hire login to eyeNET using his or her Lux ID and Temporary PIN 1234
	<input type="checkbox"/> Have new hire create a Network Password at password.luxotticaretail.com using default password LuxIDMMDDYYYYY!
<u>Ciao! Optical</u>	<input type="checkbox"/> Verify new hire's Lux ID in Employee Management matches HR Central
	<input type="checkbox"/> Have new hire login to the Ciao! Optical Tendering Application using his or her Lux ID and Temporary password 1234 and create a Network Password when prompted