

## WHAT

### Set your Display Options:

**Store managers:** enables you to see at a glance if your requisitions are open and posted to the job boards.

**Regionals/HRBPs:** enables you to see at a glance if your manager's requisitions have the correct recruiter/final approver selected, who it is sitting with if a requisition is pending approval, and if the requisitions are posted.

## HOW

On the main Recruiting page, select **All Job Requisitions** from the Filter Job Requisitions drop down and click on the **Display Options** button.

The screenshot shows the Talent Luxottica Recruiting interface. At the top, the 'Recruiting' dropdown menu is highlighted. Below it, the 'Job Requisitions' section displays four key statistics: 2280 Candidates Forwarded, 18745 New Candidates, 3394 Current External Requisitions, and 3166 Current Internal Requisitions. The 'Filter Job Requisitions' dropdown is set to 'All job requisitions' and the 'Display Options' button is highlighted.

Recommended settings for Store Managers:

The 'Display Options' dialog box for Store Managers shows the following settings:

- Filter Info:** Requisition ID (checked), Department, Division, Location.
- Users:** Hiring Manager (checked), Recruiter, Sourcer, Admin Staff.
- Pending Req Options:** Currently With (checked), Updated, Due, Current Step.
- Open/Closed Req Options:** Candidates (checked), Active Candidates, Progress, Requisition Status (checked), Job Start Date, # Positions, Age(Days), Job Postings (checked).

Recommended settings for Regional managers/HRBPs:

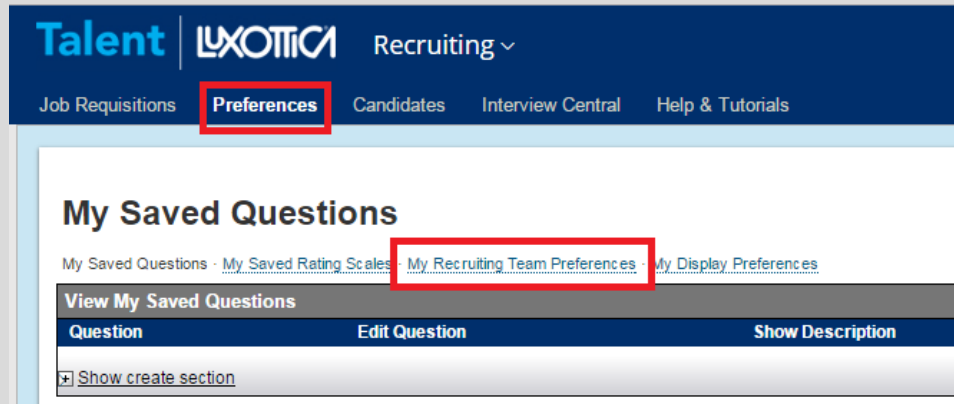
The 'Display Options' dialog box for Regional managers/HRBPs shows the following settings:

- Filter Info:** Requisition ID (checked), Department, Division, Location.
- Users:** Hiring Manager (checked), Recruiter, Sourcer, Admin Staff, Final Approver (checked), Internal Finance.
- Pending Req Options:** Currently With (checked), Updated, Due, Current Step (checked).
- Open/Closed Req Options:** Candidates (checked), Active Candidates, Progress, Requisition Status (checked), Job Start Date, # Positions, Age(Days), Job Postings (checked).

## Set your Recruiting Team Preferences:

The system will automatically fill in the Recruiter & Final Approver fields when you create requisitions.

On the main Recruiting page, select **Preferences** then **My Recruiting Team Preferences**.



**Talent | LUXOTTICA** Recruiting ▾

Job Requisitions **Preferences** Candidates Interview Central Help & Tutorials

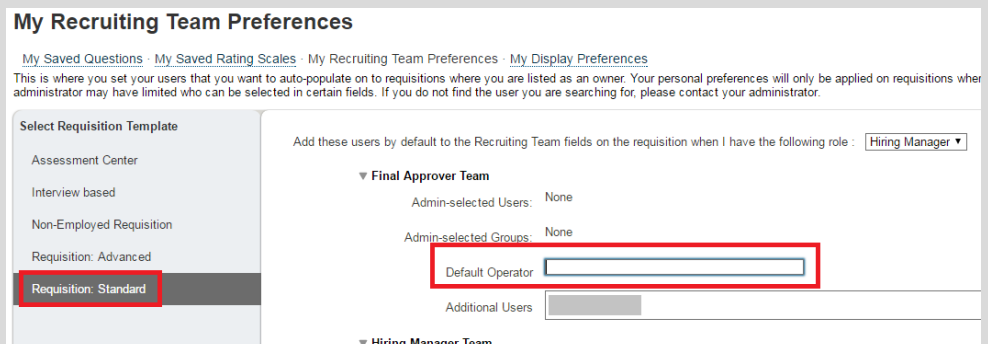
### My Saved Questions

[My Saved Questions](#) · [My Saved Rating Scales](#) · **[My Recruiting Team Preferences](#)** · [My Display Preferences](#)

**View My Saved Questions**

Question	Edit Question	Show Description
<a href="#">+ Show create section</a>		

On the left hand side, select **Requisition: Standard**. In the Default Operator box under Final Approver Team, enter in your HRBP.



### My Recruiting Team Preferences

[My Saved Questions](#) · [My Saved Rating Scales](#) · **[My Recruiting Team Preferences](#)** · [My Display Preferences](#)

This is where you set your users that you want to auto-populate on to requisitions where you are listed as an owner. Your personal preferences will only be applied on requisitions where administrator may have limited who can be selected in certain fields. If you do not find the user you are searching for, please contact your administrator.

Select Requisition Template

- Assessment Center
- Interview based
- Non-Employed Requisition
- Requisition: Advanced
- Requisition: Standard**

Add these users by default to the Recruiting Team fields on the requisition when I have the following role : **Hiring Manager ▾**

▼ **Final Approver Team**

Admin-selected Users: None

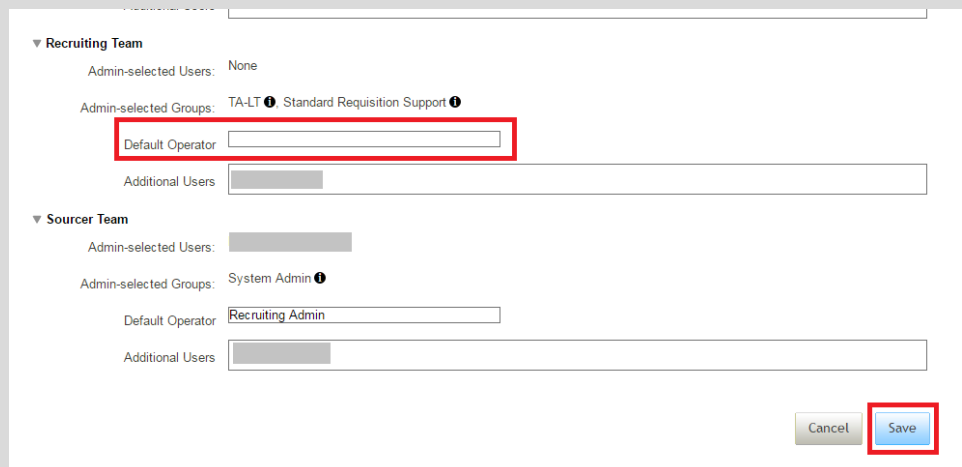
Admin-selected Groups: None

Default Operator

Additional Users

▼ **Hiring Manager Team**

In the Default Operator box under Recruiting Team, add in yourself. Click **Save**.



▼ **Recruiting Team**

Admin-selected Users: None

Admin-selected Groups: TA-LT ⓘ, Standard Requisition Support ⓘ

Default Operator

Additional Users

▼ **Sourcer Team**

Admin-selected Users:

Admin-selected Groups: System Admin ⓘ

Default Operator

Additional Users

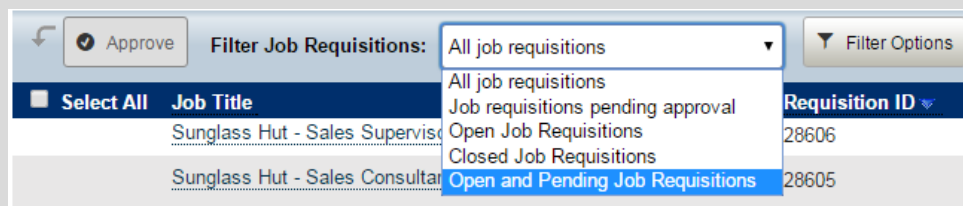
## Requisition Screen Navigation (pg 1):

Follow these tips to navigate the system efficiently.

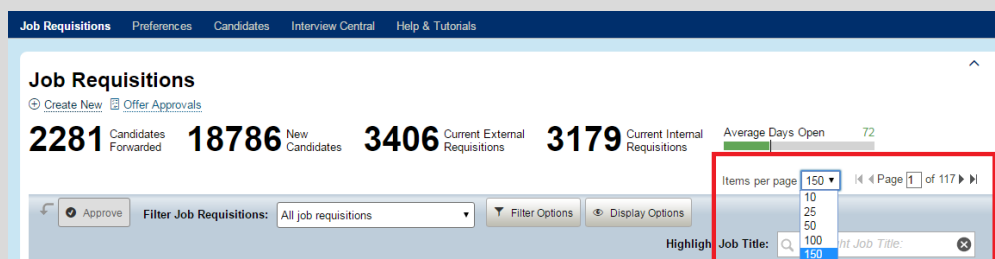
**Talent Luxottica Recruiting Navigation:** On any screen in TL – Recruiting, in the top left corner, clicking on Job Requisitions will return you to the main screen. Help & Tutorials is where the most updated materials are available to view or print. Candidates is an applicant database search for all of TL (not specific to your requisitions).



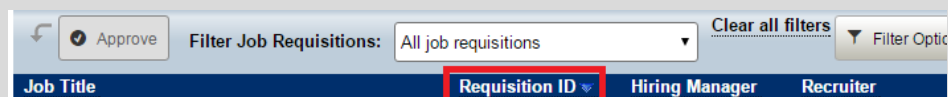
**Filter Job Requisitions drop down:** Choose "All Job Requisitions" or "Open & Pending Job Requisitions."



**Items per page:** On the right side above where the requisitions are listed, adjust your items per page to the largest number available (which will keep growing as more requisitions you are associate with are added), and navigate to other pages if you have more than 150.



**Column Headers:** The column headers will sort A-Z or Z-A when you click on them. Store Managers - click on Requisition ID so newest are on top. Regionals - click on Hiring Manager to group all a manager's requisitions together.



## Requisition Screen Navigation (pg 2):

**Hyperlinks:** The **Job Title** (goes to job requisition detail form), **Number in the Candidates** column (goes to all the applications for that requisition), and **I/E or Not Posted** in the Job Postings column (goes to the job postings page for that requisition) are all hyperlinks that will take you to their respective pages.

Job Title	Requisition ID	Hiring Manager	Recruiter	Final Approver	Current Step	Currently With	Candidates	Requisition Status	Job Postings
LensCrafters - EyeWear Consultant	17090						5	Open	I/E

**Filter Options Button:** This is the easiest way to search by requisition ID or by Hiring Manager (enter name or Lux ID).

Filter Job Requisitions: All job requisitions

☐ Select All
 Job Title
 Requisition ID
 Hiring Manager

Filter Options

Use the options below to limit the items you want to see.

Enter Keywords:

☒ Title Only
 ☐ Title and Description

Job Requisition ID:

Users:

Hiring Manager

Recruiter

Sourcer

Admin Staff

Final Approver

Internal Finance

Filter By:

Division

Department

Location

Search Division

Search Department

Search Location

Clear Filters

Cancel

Update Screen

**Clear All Filters:** When you have something selected in Filter Options, you will see "Clear All Filters" – click on this to restore your view of all requisitions.

Filter Job Requisitions: All job requisitions

Requisition ID
 Hiring Manager
 Recruiter
 Final Approver
 Cu

## Display Options for Dispositioning Candidates on Closed Requisitions:

**Filter Job Requisitions drop down:** Choose "Closed Job Requisitions."

**Clear All Filters:** Click on "Clear all Filters" (if applicable). Click on the **Display Options** button.

Check "Active Candidates" and Update Screen.

**Active Candidates:** The system considers any application in New Application, Eligibility Review, Interview, Offer, Pre-Employment Screen, or Preboard status as an Active Candidate (hired or still being considered for hire). Cancelled requisitions will not have any active candidates, since there should not be any hires on cancelled requisitions. Filled requisitions should have at least 1 active candidate (in Preboard status), and at requisition closure, all applications should be in Preboard status or in an inactive status (Candidate Withdrew or Rejected).

In the example below, the requisitions highlighted are probably both correct. Requisition 15019 is marked Cancelled, and there are no active candidates. Requisition 7463 is marked Filled, and the one active candidate is likely the person hired in Preboard status. Click on the number in the **Active Candidates** column to view the active applications for that requisition. Any active applications not in Preboard status should be dispositioned appropriately.

Job Title	Requisition ID	Hiring Manager	Candidates	Active Candidates	Requisition Status
LensCrafters - EyeWear Consultant	15019		32	-	Cancelled
Sunglass Hut - Sales Consultant	15881		32	5	Filled
Sunglass Hut - Sales Consultant	7985		31	21	Filled
Oakley - Sales Consultant	9731		31	21	Filled
Sunglass Hut - Sales Consultant	4127		30	2	Filled
LensCrafters - EyeWear Consultant	13622		30 (7 New)	16 (7 New)	Filled
Sunglass Hut - Sales Consultant	5735		29	2	Cancelled
Sunglass Hut - Sales Consultant	7463		29	1	Filled

## Changing a Candidate's Application status:

Use the main application status and sub-status section to change the application status, and then click save on the upper right hand side of the application.

When moving candidates forward on the pipeline, avoid using the Action menu on the left and Move Candidate button on the bottom right to prevent the need to click through pop-up windows or possibly miss a new form or button that loads on the application at the next status.

### Sunglass Hut - Sales Consultant (24551) View Details

Job Postings (2) Candidate Search Requisition Status: Open Hiring Manager: Age: 51d

Talent Pipeline Hide Talent Pipeline View active candidates (21) View all candidates (94)

Forwarded 0	Invited To Apply 0	New Application 10	Eligibility Review 0	Interview 6	Offer 0	Pre-Employment Screen 0	Preboard 5	Candidate Withdrew 19	Reject (Email) 51
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Candidates: View all candidates (94)

Action 0 Selected

Filter by Name

Name

(External Candidate)

Cover Letter Resume View Profile (129817)

Application

Candidate Status Interview  
1st interview

Employment Location

How did you hear about this position? Referral

Other Source not listed

Save Cancel Email Take Action

Jobs Applied

Job title: Sunglass Hut - Sales Consultant (27071)

Recruiter: Status: More Qualified Candidate Selected Date: 04/12/2017

Job title: Sunglass Hut - Sales Consultant (27071)

Move Candidate Return to List

Items per page 100 Page 1 of 1

## Pipeline Box – Application Status Filters:

Clicking on a Pipeline box will only show applications in that status. You will not see the names of the other candidates on the left hand side, and when you save a status change, the application will drop from view, and you will have to re-navigate to your candidate to resume working with their application.

Talent Pipeline Hide Talent Pipeline View active candidates (21) View all candidates (94)

Forwarded 0	Invited To Apply 0	New Application 10	Eligibility Review 0	Interview 6	Offer 0	Pre-Employment Screen 0	Preboard 5	Candidate Withdrew 19	Reject (Email) 51
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Make sure all the pipeline boxes are grey before making changes to a candidate's status. Click on "View active candidates" or "View all candidates" on the upper right hand side to restore your view.

Talent Pipeline Hide Talent Pipeline View active candidates (21) View all candidates (94)

Forwarded 0	Invited To Apply 0	New Application 10	Eligibility Review 0	Interview 6	Offer 0	Pre-Employment Screen 0	Preboard 5	Candidate Withdrew 19	Reject (Email) 51
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## How to Direct a Candidate to Apply:

### Manager/Recruiter Pre-requisite steps:

**Find the requisition ID #.** On the main job requisition page, write down the requisition ID # for the role you want them to apply to.

**Ensure the job is posted.** Candidates will only be able to apply if the requisition is posted – make sure that the job posting column says “I/E” for internal & external.

Select All	Job Title	Requisition ID	Hiring Manager	Candidates	Requisition Status	Job Posting:
<input type="checkbox"/>	<a href="#">Sunglass Hut - Sales Consultant</a>	30217		-	Open	Not Posted
<input type="checkbox"/>	<a href="#">Oakley - Sales Consultant</a>	30215		-	Open	Not Posted
<input type="checkbox"/>	<a href="#">Sunglass Hut - Sales Consultant</a>	30213		1 (1 New)	Open	I/E

### Directions for Candidate:

- 1) Go to [Jobs.Luxottica.com](https://Jobs.Luxottica.com) (No www.)
- 2) Type “XXXX” (requisition ID #) in the keyword box. Click Search Jobs.

Search by Keyword

30213

Search by Location

Search Jobs

- 3) Click on the Job Title.

Results 1 – 1 of 1		
Title	Location	Department
<a href="#">Sunglass Hut - Sales Consultant</a>	Clinton Township, MI, US, 48038	Retail / Stores

- 4) Click on Apply Now.

Sunglass Hut - Sales Consultant

Date: Apr 21, 2017

Apply now ▾