Talent | **LUXOTTICA**®

Recruit. Learn. Grow.

Posting Open Roles

The first step in the hiring process is to create and post a new job opening, known in Talent Luxottica–Recruiting as a Job Requisition. Creating a Requisition includes identifying important details such as pay rate, employment type and more.

Posting an open role consists of three steps: creating a Requisition, submitting your Requisition for approval, and posting the Requisition for the potential Candidates to see.

Process Overview
Click to jump to a process

RC → A → SHM/R

Creating a Requisition → **Approving a Requisition** → **Posting a Requisition**

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.

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RC Creating a Requisition

Setting up Display Options

Before you create your requisition, it is highly recommended that you set up your display settings.

WHAT

HOW

1. Select Recruiting from the drop down menu of the Home Page. You will be sent to the Job Requisitions page. From the Job Requisition page, select **Display Options**.

| Job Requisitions | Preferences | Interview Central | Help & Tutorials |

Job Requisitions

Offer Approvals

10 Candidates Forwarded   **14** New Candidates   **45** Current External Requisitions   **44** Current Internal Requisitions   Average Days Open

Approve   Filter Job Requisitions: All job requisitions ▼   Filter Options   Display Options

| ☐ Select All | Job Title | Requisition ID ▲ |
| | JA Prof/Man Req 1 1 | 621 |

2. Select the appropriate Display Option settings.

Settings for Store Managers: This cleans up your view to only see information relevant to you on a daily basis, and lets you see at a glance if your job postings are up or expired.

Display Options ✕

Use the options below to show or hide the columns in the table.

☐ Filter Info	☐ Users	☐ Pending Req Options	☐ Open/Closed Req Options
☑ Requisition ID	☑ Hiring Manager	☑ Currently With	☑ Candidates
☐ Department	☐ Recruiter	☐ Updated	☐ Active Candidates
☐ Division	☐ Sourcer	☐ Due	☐ Progress
☐ Location	☐ Admin Staff	☑ Current Step	☑ Requisition Status
			☐ Age(Days)
			☑ Job Postings

Cancel   Update Screen

Settings for Regional Managers: This lets you audit your manager's requisitions at a glance for correct recruiting team assignments and status of the requisition.

3. Click Update Screen.

Display Options ✕

Use the options below to show or hide the columns in the table.

☐ Filter Info	☐ Users	☐ Pending Req Options	☐ Open/Closed Req Options
☑ Requisition ID	☑ Hiring Manager	☑ Currently With	☑ Candidates
☐ Department	☑ Recruiter	☐ Updated	☐ Active Candidates
☐ Division	☐ Sourcer	☐ Due	☑ Progress
☐ Location	☐ Admin Staff	☑ Current Step	☑ Requisition Status
	☑ Final Approver		☐ Age(Days)
			☑ Job Postings

Cancel   Update Screen

Setting up Recruiting Team

You can also set up your recruiting team preferences, such as the primary Recruiter, additional recruiters, and Final Approver. By doing this, the system will automatically populate those fields when you create a new requisition.

WHAT

HOW

1. Set up your recruiting team preferences. Click **Preferences**.

Talent | LUXOTTICA Recruiting ⌄

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

2. Click **My Recruiting Team Preferences**.

My Saved Questions

My Saved Questions · My Saved Rating Scales · **My Recruiting Team Preferences**

3. Select **Requisition Standard**.

Select Requisition Template

Assessment Center

Interview based

Non-Employed Requisition

Professional/Manufacturing Requisition

Requisition: Standard

4. Add in your team.

a. In the Final Approver "default operator" add in your HRBP

b. In the Recruiting "default operator" box, add in yourself (store hiring managers).

c. In the Recruiting "additional users" add in your RGM & any other managers that need to have access to manage the requisition and candidates.

d. Do not add any users to the Admin Staff or Sourcer sections.

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   **MY HRBP**

Additional Users

▼ Recruiting Team

Admin-selected Users: None

Admin-selected Groups: None

Default Operator   STORE MANAGER

Additional Users   RGM, NEARBY STORE MANAGER

5. Click **Save.**

Cancel   Save

Creating a Requisition

To start the hiring process, create a new Requisition for the job title that is needed.
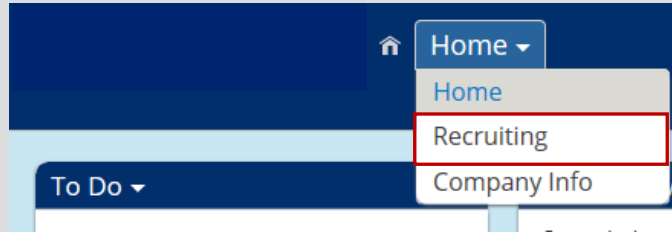
WHAT	**HOW**
1. Access the Recruiting Page:	Select **Recruiting** from the drop-down menu in the top left corner. Home ⌂ Home ▾ Home Recruiting Company Info To Do ▾
2. Create a New Requisition:	Click the **Create New** link at the top of the page. **Job Requisitions** ⊕ Create New ▤ Offer Approvals **10** Candidates Forwarded **14** New Candidates **45** Current External Requisitions
3. Choose a Requisition Type:	Click **Requisition: Standard** to begin creating a new requisition. **Create New Job Requisition** Create New Job Requisition • Requisition Standard

RC Creating a Requisition

Click to jump to a process
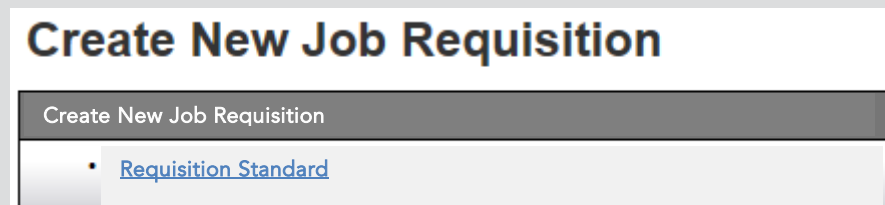
Home → Creating a Requisition → Approving a Requisition → Posting a Requisition

Note: Families and Roles refer to the organization of job descriptions within Talent Luxottica. This allows the Requisition Creator to easily find positions.

The term "Families" refers to the Talent Luxottica defined groupings of job titles of similar roles, such as retail operations.

The term "Roles" refers to the job titles.

WHAT

4. Choose a Job Description:

HOW

a. Click **Browse Families & Roles** to reveal the Business Unit and Job Category drop-down lists.

b. Select a Business Unit.

c. Select a Job Category.

d. Select the Family; in the example at the right, Retail Operations has been selected.

e. Select the Role; in the example at the right, Target Optical – Licensed Optical Assistant Team Lead has been selected.

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

Job Requisitions   Preferences   Candidates   Interview Central   Help & Tutorials

Create New Job Requisition

Options

- Browse "Families & Roles" a.

Select a job role from Families & Roles for your new job requisition.

Business Unit: Target Optical b. ▾ Job Category: Store c. ▾

d. ⊟ Retail

⊞ Target Optical - Licensed Optical Assistant Team Lead
⊞ Target Optical - Licensed Optical Team Lead 1
⊞ Target Optical - Licensed Optical Team Lead 2
⊞ Target Optical - Licensed Optical Team Lead 3
⊞ Target Optical - Licensed Optical Team Lead 4
⊞ Target Optical - Licensed Optical Team Member
e. ⊟ Target Optical - Optical Assistant Team Lead

Job description:
GENERAL FUNCTION

The Optical Assistant Team Lead ensures the delivery of the Target Optical Way and the Guest Experien... out the Target Optical Way by embracing the Mindsets: People Focused, Collaborative, Accountable to R...
**MAJOR DUTIES & RESPONSIBILITIES**

- Partners with the Optical Team Lead to build plans to deliver profitable store sales measured by...
- Delivers the daily sales goal by flawless execution of the Guest Experience behaviors.
- Ensures, influences and inspires the team to deliver a simple, fun and in-style fashion experience
- Provides floor leadership to ensure that guests will receive a "best in class" experience by providi...
- Creates, lives and teaches the culture to build brand awareness by attracting new guests daily fro...
- Supports the Optical Team Lead with maintaining professional business partnerships with the Ta...
- Proactively recruits, interviews, trains, develops, motivates and retains Brand right Optical Team...
- Supports OTL with Team Member accountability by providing Team Members with Coaching and...

6
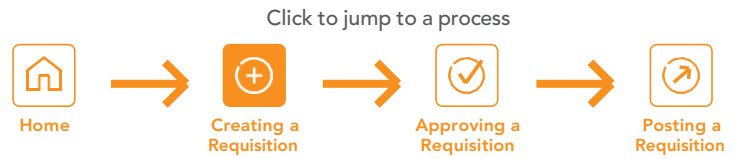
Note: Job codes are a critical part of the Job Requisition for stores. They tie a Candidate to the correct details such as pay, exemption status, store volume and the correct geographic differential (cost of labor for a particular location). Choosing an incorrect job code means a Candidate could be hired for the wrong position or the wrong pay range, which requires administrative intervention and may result in the Candidate not being paid when hired or not showing under the correct supervisor in HR Central.
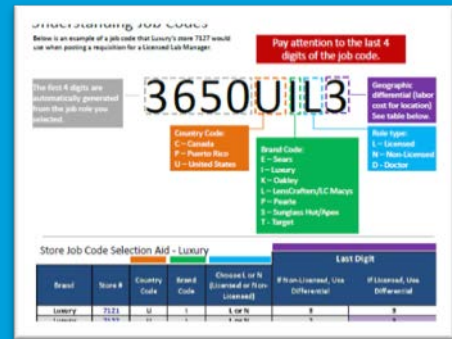
Click on the image above to learn how to read a job code.

WHAT

5. Choose Job Codes:

HOW

a. Scroll down to Job Code(s) and make a selection.
Be sure to select the correct Job Code for your store location. Use the Job Code selection tools available in Help & Tutorials.

b. Click **Use selected**. You will be unable to make any edits to the job code after this step. If changes are needed, you will have to delete or cancel the current requisition and then create a new requisition.

- Collaborative
- Accountable to Results
- Coach and Develop Others

Competency:
Job Code(s): a.
○ 3525UTN1
○ 3525UTN2
○ 3525UTN3

⊞ Target Optical - Optical Team Lead 1
⊞ Target Optical - Optical Team Lead 2
⊞ Target Optical - Optical Team Lead 3
⊞ Target Optical - Optical Team Lead 4
⊞ Target Optical - Optical Team Member
⊞ Target Optical - Optical Team Member/Apprentice Optician
⊞ Target Optical - Optical Team Member/Optician
⊞ Target Optical - Optometric Tech Team Member

Use selected b.

Note: Do not change the Job Title; if it is incorrect click Cancel to go back to Families and Roles page and select the correct job title and job description. If your job description is not listed please contact your Human Resources Business Partner. You may edit the external job title to include your store number during the creation of the requisition or after it is open.

WHAT

6. Choose a Hiring Manager:

HOW

a. Verify the Job Title. The Due Date defaults to 30 days from the current date; it has no impact on any process in the system, so there is no need to change it.

b. Start typing in the **Hiring Manager** box & click on the person when they appear to select.

c. Click **Next**.

Create New Job Requisition

Job Requisition Information

Job Title (Internal): Target Optical - Optical Assi   a.

Due Date: 03/26/2017

Hiring Manager: hiring bak   b.   Find User...

Hiring Manager22 Baker (GROL

c.   Next   Cancel

Note: The Hiring Manager is the Hiring Manager for that position, who the New Hire will report to. This person could be different from the person moving the Candidate through the steps in the process (the Recruiter); however, in most cases at the store level this is also the Hiring Store Manager.

Executive Approval Required? - Select "Yes" if it is a position that requires executive approval to post. Select "No if it is a position that does not require executive approval to post (Store positions do not require executive approval so please select NO).

RC Creating a Requisition

WHAT

7. Enter Requisition Information:

HOW

Note: EYEXAM of California may have Department ID/Cost Center numbers that differ from their Store Numbers by an additional letter. Field Managers' Department ID/Cost Center numbers will not match their store numbers.

Complete all required fields (marked by a red asterisk). Critical fields and special instructions are indicated below; an explanation for each follows:

a. Job Details: Select the Department ID/Cost Center, which is your Store Number. The list that displays is based on the selections you made in the External Brand and Brand/Business Unit fields.

b. Select Background Screening Package: Account number populates based on External Brand chosen. To select a Background Screening Package, click on Package drop-down and select the correct package as detailed below.

- Basic Package: for all store associates and store managers with the exception of TSA locations, such as Sunglass Hut at airports
- TSA Package: TSA locations only
- RxO Basic Package: RxO hourly associates (includes drug screen)
- OD Package: Optometrist position only
- No screening for Canada or Puerto Rico

c. Select Status: Click on the Status drop-down and choose **Pre-Employment Screen Initiated**.

Job Req Section

Requisition Information

* Requisition ID	12345
* Requisition Status	Pending Approval
* Legal Country	No Selection

Job Details

* Job Title (Internal)	LensCrafters - Optician
* Job Title (External)	LensCrafters - Optician [Same as Internal]
* Job Code	3410ULN1
* Number of Openings	1
Additional Hire/Replacement	Additional Hire
Name of Person Vacating Role	
* Employee Status	Full-Time
* Job Type	Employee
Job Level	12
FLSA Status	Non Exempt
* External Brand	LensCrafters
* Brand/Business Unit	LensCrafters
* Department Type	Retail / Stores
* Department ID / Cost Center	000003 LensCrafters a.
* Country	United States
* State/Province	OH
* City	Columbus
Address	4012 Easton St
* Zip/Postal Code	43219

Compensation Information

* Currency	USD
* 25th Percentile	$
* 50th Percentile	$
* Pay Frequency	Bi-Weekly

Background Screening

* Fadv Account Package

Account*	Package*	Status*
079997AAB	BASIC PACKAGE b.	Pre-Employment Screen Initiated c.

Add more Account/Packages

Job Posting Information

RC Creating a Requisition

WHAT

8. Complete Requisition Information:

HOW

Note: Do not modify header and footer content. Click **Add Header and Footer** only; do not click any other buttons related to header/footer content.

1) Click **Add Header and Footer Content** to select the brand and brand description you want to display at the top and bottom of the job posting. Use the recommended selection for your brand.

2) Verify the **Hiring Manager** and **Recruiter** (should be the same in most cases) and the HRBP is listed as the **Final Approver**. Use the "Manage Additional Users" box in the Recruiter section to add any additional users you wish to have recruiter access to the candidates on this requisition.

Users not listed in the Recruiter section will not be able to move candidates thru the hiring process.

3) Click **Send to Next Step** to send the Requisition for approval. This will automatically be sent to the Hiring Manager's Manager (usually the Regional Manager). If the current Hiring Manager's Manager role is vacant, the approval will be sent to the next level supervisor.

Package			
	Account*	**Package***	**Status***
	079997AAC	BASIC PACKAGE	Pre-Employment Screen Initiated

Add more Account/Packages

Job Posting Information

Default Language	English (United States)
Post Job in Language(s)	English (United States) Update
* Posting Country	United States
* Job function	Any
Keyword	
* Internal Header	~~Update~~

Requisition ID: [[id]]

At Target Optical, our mission is to make it simple and fun to see great and look great.

Target Optical is part of eyewear industry leader, Luxottica. We also enjoy the extra benefit of being located inside Target stores. If you love

Add Header and Footer Content

* Internal Description   GENERAL FUNCTION

The Optical Assistant Team Lead ensures the delivery of the Target Optical Way and the Guest Experience. The Assistant OTL demonstrates problem solving, and models an 'eye for fashion' attitude. The Assistant OTL lives out the Target Optical Way by embracing the Mindsets: Pea
MAJOR DUTIES & RESPONSIBILITIES
• Collaborative
• Accountable to Results
• Coach and Develop Others

* Internal Footer	~~Update~~
* External Header	Same as Internal Header ~~Update~~

Requisition ID: [[id]]

At Target Optical, our mission is to make it simple and fun to see great and look great.

Target Optical is part of eyewear industry leader, Luxottica. We also enjoy the extra benefit of being located inside Target stores. If you love Target for its

* External Footer	Same as Internal Footer ~~Update~~
Interview Attachments	📎 Attach a document
Employee Referral Amount	$
* Availability	All(5)
Travel	No Selection

Recruiting Team

* Hiring Manager	Hiring Manager22 Baker Find User...
Hiring Manager Team	**Manage Additional Users**
	Re-apply personal preferences
* Recruiter	Recruiter22 Baker Find User...
Recruiting Team	**Manage Additional Users**
	Recruiter1 smith,
	Re-apply personal preferences
Final Approver	Final Approver22 Baker Find User... Clear
Final Approver Team	**Manage Additional Users**
	Re-apply personal preferences

Save and Close   Close Without Saving   ~~⊕ Add Approver~~   → Send to Next Step

Final approver will always be your HRBP. Regional Managers will have default recruiter access and do not need to be added to the requisition. You will see their name appear when you click Send to Next Step.

WHAT

HOW

9. Send for Approval to Open:

Enter any notes or comments you have for the Approver (Hiring Manager's Manager) and then click **Send to Next Step**. The Requisition will go to an Approver who must review and approve the Requisition to be opened before you can post it. Notify your Approver that a Requisition approval has been sent to minimize delays.

Route Map

Create Requisition → Hiring Manager Manager Approval → Completed

Send to Next Step

You're about to send this form to the next person(s) specified in the workflow.

Forward Form to Kristina Lynn Hellwig

Comments by Recruiter4 Clark

Comments provided here will be included in email notification(s).

[Send to Next Step] ← This requisition will be sent to next step in the approval process

or [Cancel & Return to Form]

Note: Remember, you **must** log back into Talent Luxottica – Recruiting to post your job requisition after it has been approved or it will never make it to the job boards.

Click to jump to a process

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Home

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Ⓐ Approving a Requisition

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

WHAT

HOW

1. Approve a Requisition: Click **Job requisitions pending approval.**

> ### Job Requisitions
> ⊕ Create New   ▤ Offer Approvals
>
> **0** Candidates Forwarded   **0** New Candidates   **0** Current External Requisitions   **0** Current Interna Requisitions
>
> ↶ ✅ Approve   Filter Job Requisitions:
> All job requisitions
> **Job requisitions pending approval**
> Open Job Requisitions
> Closed Job Requisitions
> Open and Pending Job Requisitions

2. Select Requisition: Click the desired job title.

Click on the Job Title for the requisition that you wish to close to open the Job Requisition Details Form

> ↶ ✅ Approve   Filter Job Requisitions: All job requisitions ▾   ▼ Filter Options
>
> | ☐ Select All | Job Title | Requisition ID ▾ |
> |---|---|---|
> | | Sunglass Hut - Sales Consultant 🗐 | 16598 |
> | | LensCrafters - EyeWear Consultant 🗐 | 16597 |
> | | Sunglass Hut - Sales Supervisor 🗐 | 16596 |
> | | Sunglass Hut - Store Manager 1 🗐 | 16594 |
> | | Sunglass Hut - Sales Consultant 🗐 | 16593 |

3. Check for Accuracy: Review the requisition, starting from the top, to verify that the Job Code, Location, and Recruiting Team assignments are correct.

> * Recruiter   Recruiter4 Clark   Find User...
> Recruiting Team   Admin-selected Groups: Standard Recruiter Team
> Manage Additional Users
>
> Re-apply personal preferences
>
> Sourcer   Eye Grow Recruiting Admin   Find User...   Clear
> Sourcer Team   Admin-selected Users: Kristina Hellwig
> Manage Additional Users
>
> Re-apply personal preferences
>
> Final Approver   Final Approver4 Clark   Find User...   Clear
> Final Approver Team   Admin-selected Groups: Standard Final Approver Team
> Manage Additional Users
>
> Re-apply personal preferences
>
> Cancel Job Requisition
>
> Save and Close   Close Without Saving   ⊕ Add Approver   → Job Approved   ← Send to Previous Step

Click to jump to a process

Home

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Requisition
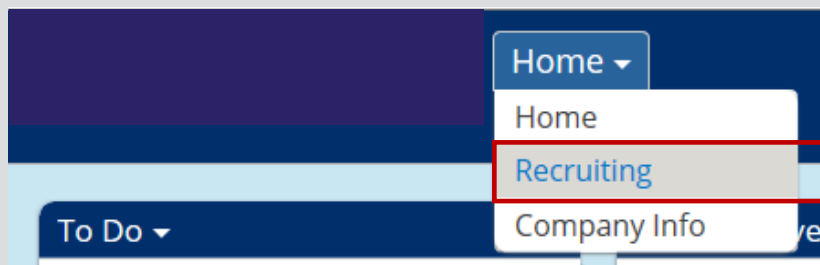
Posting a Requisition

Posting a Requisition

Jobs are required to be posted internally for a minimum of five business days. If jobs are posted externally, they are also required to be posted for a minimum of five business days. Requisitions can be posted only if they are approved.

WHAT	**HOW**
1. Access the Recruiting Page:	Select **Recruiting** from the drop-down menu in the top left corner.
2. Make sure you can view Open Requisitions:	Select **All Job Requisitions** from the Filter Job Requisitions drop-down list.
3. Go to the Job Postings Page: The words "Not Posted" will be a clickable link if the requisition is Open. If the requisition is Pending Approval or Closed, the words "Not Posted" will not be a clickable link.	Click on the words **Not Posted.** If the requisition is already posted, it will say I/E.

Posting a Requisition

WHAT	HOW
5. Enter Posting Dates:	1. Use today's date for the Posting Start Date field for Internal and External Postings. 2. Enter Posting End Date. The only requirement for the Posting End Date is that the position be posted for a minimum of 5 business days. Best practice is to post no longer than 30 days, and then re-post if more candidates are needed. 3. Click **Post Job.** Repeat for both Internal & External Postings.

Job Postings: LensCrafters - EyeWear Consultant

Job Requisition Detail   Candidates (0)   Job Postings (0)   Candidate Search

Job postings

Posting Type	Posting Status	Posting Start Date	Posting Start Time	Posting End Date	Posting End Time	Last Modified Date	Last Modified By	Action
Internal Posting	Not Posted		December ▼ 2016 ▼	2. MM/DD/YYYY		--	--	3. Post Job
External Posting	Not Posted	MM/DD/YYYY		MM/DD/YYYY		--	--	Post Job

December 2016
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1. Use today's date

Note: Postings expire at 11:59 pm at the end of the selected expiration date. P... ...veral minutes before they are returned in search results on the career sites.

Job board postings

This job is not being posted on any job boards.

Note: Updates for some boards might possibly fail on eQuest at a later time. Please check the external boards to see if the update has failed.

Disregard "not being posted" and eQuest error messages.	**Job board postings** This job is not being posted on any job boards. Note: Updates for some boards might possibly fail on eQuest at a later time. Please check the external boards to see if the update has failed.

Note: Posting a Requisition externally will automatically list the position on 30+ job boards.

Check if Job Was Posted

WHAT	HOW
1. Click Job Requisitions. This will display all current job requisitions.	Job Requisitions Preferences Candidates Interview Central Help & Tutorials
3. The Job Postings Column will now shows as I/E which indicates you have posted Internally and Externally. If the posting expires, it will update from I/E back to Not Posted.	**Candidates**	**Requisition Status**	**Job Postings** 1 (1 New) Open I/E 4 (2 New) Open I/E - Open I/E - Open Not Posted

When to Post? Internal Movement Guidelines

What type of internal change is taking place?

- Upward change in pay level and/or role
- No change in pay level and/or role
- Downward change in pay level and/or role

Does the employee seek to backfill an existing position OR enter a newly created position that adds headcount?

No → **NON-COMPETITIVE PROMOTION**
Process in HRIS and code as a promotion*
Examples:
1. Spring or Fall performance-promotion cycles
2. Achievement of certification/license

Yes → **COMPETITIVE PROMOTION**
Post open position in ATS

No change → **TRANSFER**
Process in HRIS and code as a transfer*

Downward change → **DEMOTION**
Process in HRIS and code as a demotion*

Background check required if change involves movement into EyeMed, RxO/DC, airport TSA locations, and positions where driving is involved. Contact HR Compliance for assistance.

NOTES: (1) Guidelines apply to movement within and between brands.
(2) Temp to hire positions must be posted in the ATS.

Understanding Job Codes

Below is an example of a job code that Luxury's store 7127 would use when posting a requisition for a Licensed Lab Manager.

Pay attention to the last 4 digits of the job code.

The first 4 digits are automatically generated from the job role you selected.

3650UIL3

Geographic differential (labor cost for location) See table below.

Country Code:
C – Canada
P – Puerto Rico
U – United States

Brand Code:
E – Sears
I – Luxury
K – Oakley
L – LensCrafters/LC Macys
P – Pearle
S – Sunglass Hut/Apex
T - Target

Role type:
L – Licensed
N – Non-Licensed
D - Doctor

Store Job Code Selection Aid - Luxury

Brand	Store #	Country Code	Brand Code	Choose L or N (Licensed or Non-Licensed)	Last Digit	
					If Non-Licensed, Use Differential	If Licensed, Use Differential
Luxury	7121	U	I	L or N	3	3
Luxury	7127	U	I	L or N	2	3