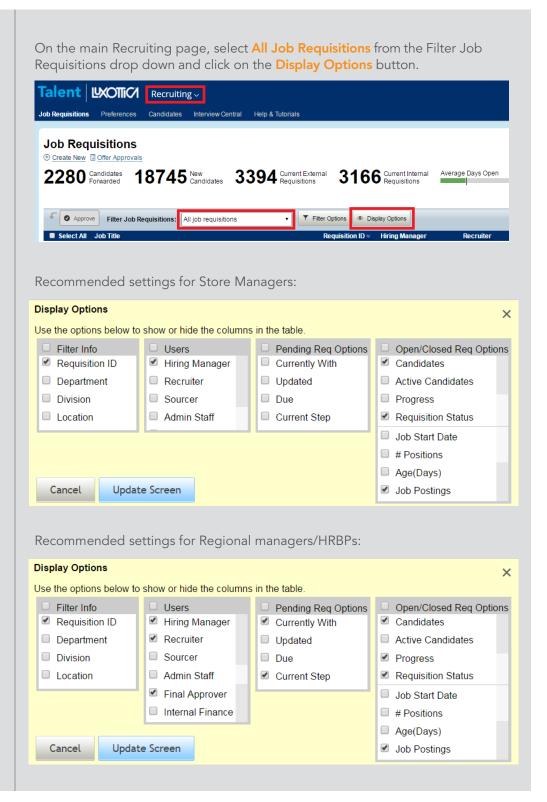## WHAT

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.
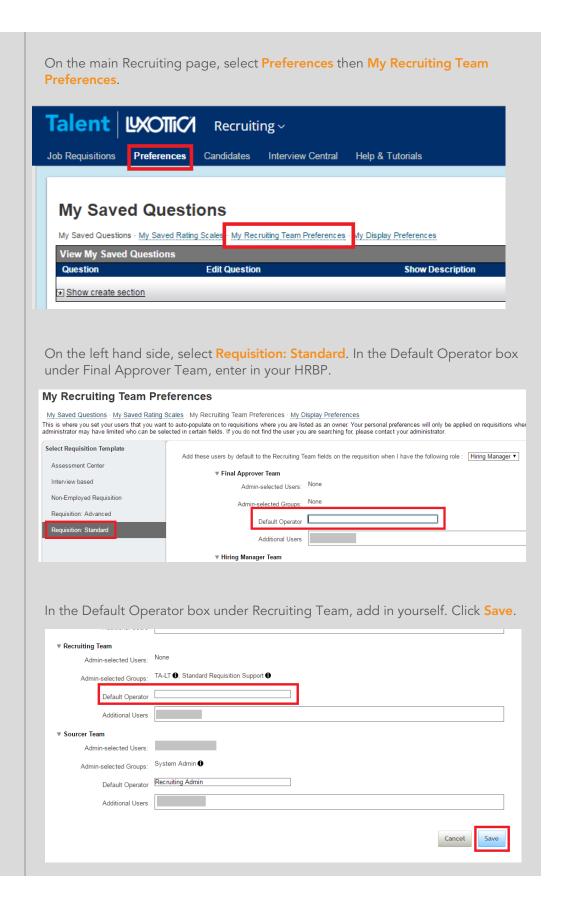
HOW

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

Recommended settings for Store Managers:

Recommended settings for Regional managers/HRBPs:

Set your Recruiting Team Preferences:

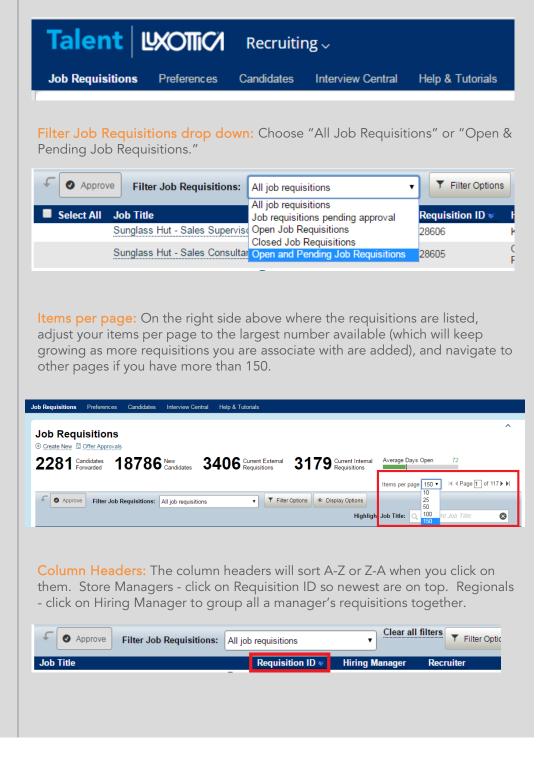The system will automatically fill in the Recruiter & Final Approver fields when you create requisitions.

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

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

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

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.
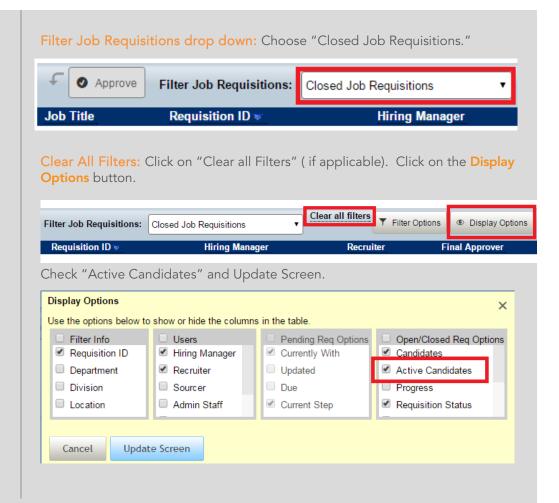
Requisition Screen Navigation (pg 2):

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.

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

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.

Talent Luxottica – Recruiting Tips

Talent | **LUXOTTICA**
Recruit. Learn. Grow.

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.

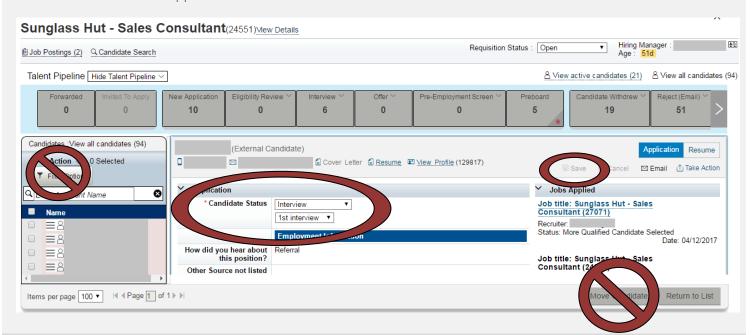| Job Title	Requisition ID	Hiring Manager	Candidates	Active Candidates	Requisition Status
LensCrafters - EyeWear Consultant	15019		32	-	Cancelled
Sunglass Hut - Sales Consultant	15881		32	5	Filled
Sunglass Hut - Sales Consultant	7985		31	21	Filled
Oakley - Sales Consultant	9731		31	21	Filled
Sunglass 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

5

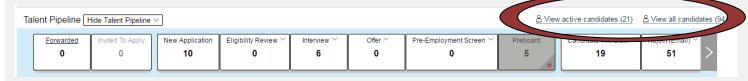## Changing a Candidate's Application status:

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.

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.

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.

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.

Directions for Candidate:

1) Go to Jobs.Luxottica.com (No www.)

2) Type "XXXX" (requisition ID #) in the keyword box. Click Search Jobs.

3) Click on the Job Title.

4) Click on Apply Now.