

## Introduction

Disposition codes explain Candidate outcomes in the recruiting process. Luxottica is required to document the reason why Candidates did not progress in the recruiting process (at the step in the process where that decision takes place).

It is important that you choose the most appropriate disposition code for the circumstance. Choosing an incorrect disposition code, or not assigning a disposition code at the process step where a decision was made, will impact Luxottica's ability to perform an accurate evaluation of its hiring processes.

## How to Choose the Right Disposition Code

Candidates can be dispositioned at any stage in the recruiting process leading up to hire. Disposition codes must be entered in real time, at the time a decision is made to not move forward.

Disposition Codes fall into two major categories: **Reject** (with the option to provide Email or No Email) and **Candidate Withdrew**. Each category has multiple sub-statuses that define the reason why the Candidate is no longer being considered or no longer wants to be considered for employment.

Note that the disposition codes below are pre-loaded into the system, and users will not have the ability to create their own disposition codes. Only one disposition code may be selected per Candidate. Select the disposition code that most accurately represents the reason why that Candidate will not progress further in the recruiting process (at the step in the process where that decision takes place).

**Reject** means that the Company has determined that the Candidate will not progress in the recruiting process. When you choose Reject, be sure to choose the sub-status that most closely reflects the reason why the Candidate is no longer being considered. Read through the entire list of Reject sub-statuses before selecting one to make sure you choose the one that is most appropriate.

- Not Reviewed
- More Qualified Candidate Selected
- Former Employee Not Eligible for Rehire
- Current Employee Not Eligible for Transfer
- Does Not Meet Basic Qualifications
- Did Not Meet Requirements of Contingent Job Offer
- Requisition Cancelled

**Candidate Withdrew** indicates that the Candidate no longer wishes to be considered for employment. Again, be sure to choose the sub-status that most closely reflects the reason why the Candidate is no longer interested in pursuing employment. Read through the entire list of Candidate Withdrew sub-statuses before selecting one to make sure you choose the one that is most appropriate.

- Accepted Another Offer Outside of Luxottica
- Accepted Another Offer Within Luxottica
- No Longer Interested in Position
- Compensation/Benefits
- Work Hours/Schedule
- Work Location/Environment
- Travel
- Relocation
- No Show For Phone Screen/Interview
- Unable to Contact/Unresponsive

## Best Practice

## Why

Always select the disposition code that most accurately reflects a candidate's circumstances.

In certain situations, multiple disposition codes may be appropriate; however, it is important to select a single disposition code that most accurately reflects the reason why a candidate will not proceed in the recruiting practice for internal and regulatory recordkeeping and reporting purposes.

Disposition candidates in real time.

Don't wait to disposition once a candidate withdraws from consideration, or the Company decides to reject him/her. This ensures more accurate recordkeeping and will ultimately save you time in the long run.

Where a high volume of applications are received, don't open every application.

There is no need to open every application submitted.

Remember- you must assign a specific disposition code for each application opened; for unopened applications, you may mass disposition using the disposition code "Rejected– Not Reviewed."

You may give preference to internal applicants and apply data management techniques (i.e., open applications for first 5 candidates that applied, if no viable candidates to move forward with, open next 5, and so on) to limit the time spent applying individualized, specific disposition codes for candidates who are not selected for further consideration. This will not only save you time, but also ensures consistency and minimizes the appearance of discrimination that random selection of candidates may create.

**Always check to make sure all candidates are dispositioned at Requisition Closure!**

### For more information on dispositioning

If you have questions about disposition codes, contact your Human Resources Business Partner.