Talent LUXOTTICA
Recruit. Learn. Grow.

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

<table>
<tr><th>Process</th><th>Take Action</th><th>Tools Needed</th></tr>
<tr><td>Prep</td><td>☐ Set your Display Options (make sure Job Postings is selected)
☐ Set your Recruiting Team Preferences (Set yourself as the default Recruiter and your HRBP as default Final Approver) This step is only required 1 time and will then auto populate each requisition created)</td><td>iPDFs:
• Posting Open Roles</td></tr>
<tr><td>Create & Post a Requisition</td><td>☐ Create a Requisition
o Select accurate Job Code
o Select correct pre-employment screen package for location(No Screening Required for Retail locations in Canada or Puerto Rico)
o Add yourself to the Recruiter role (automatic if Recruiting Preferences set)
o Add HRBP as Final Approver (automatic if Recruiting Preferences set)
o Requisition will automatically route to the hiring manager's manager for approval when Send to Next Step is clicked
☐ Reach out to your manager to approve the requisition to be Opened
☐ Once your Requisition is Open, you need to Post the Requisition (Internal & External- for a minimum of 5 business days- ignore Equest Job Board posting error at bottom)</td><td>iPDFs:
• Posting Open Roles
• Approving Requisitions & Job Offers (Field Managers)

Job Aids:
• Job Code Selection Tools by Brand & Store number in Help & Tutorials</td></tr>
<tr><td>Candidate Review & Interview</td><td>☐ Review candidates and decide
☐ Internal Candidates: Move status to Eligibility Review and confirm eligibility to apply (with current manager)
☐ Re-hires: Move status to Eligibility Review and confirm re-hire eligibility (contact HR Solutions)
<u>Not Moving a Candidate Forward:</u>
☐ Disposition candidate out of candidate pool via Candidate Status's rejection/withdrawal reasons
<u>Moving a Candidate Forward:</u>
☐ Move candidate to the next step (Phone Screen, 1st Interview, Offer, etc.) via Candidate Status
☐ 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.</td><td>iPDFs:
• Hiring,
• Applying

Job Aids:
• Application Guidelines
• Interviewing
• Understanding Candidate Movement & Disposition Codes</td></tr>
<tr><td>Hiring/Offer</td><td>☐ Move status to Create Offer (save). Discuss offer with RGM for pay rate. Fill out Offer Details form (save).<hr>☐ Move status to Offer Approval in Process (save).
☐ Open Take Action menu and select Offer - Offer Approval. Select standard template and send for manager for approval.<hr>☐ Move status to Offer Extended (save). Extend offer verbally to candidate.
☐ Un-post your requisition so that further candidates do not apply (optional)
☐ Create/send offer letter if required. (required in Canada only)<hr>☐ Once verbally accepted, move status to Offer Accepted which automatically sends email with instructions to accept job online (candidate must accept in system)</td><td>iPDFs:
• Hiring
• Approving Requisitions and Job Offers

Job Aids:
• Offer Letter
• Approving Requisitions/Offers</td></tr>
</table>

Pre-employment Screening	☐ After candidate has accepted online, move status to **Pre-employment Screen Initiated** (save). ☐ 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.) ☐ Move status to **Pre-employment Screen In Process** (Save) after you receive the verification it initiated successfully. ☐ Contact the candidate to confirm they received the email and that they complete the pre-employment screening items. ☐ Monitor the status of the background check & results in the candidate's application in the Background Check Status section. ☐ Move status to **Pre-employment Screen Completed** (save) when results say "Complete/Eligible."	**iPDFs:** • Pre-employment Screening
Pre-boarding	☐ Verify Start Date and Hire Status (New Hire, Rehire, Internal), update if needed ☐ 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) ☐ If Internal, current Manager should process Transfer in HR Central and new manager should process pay change in HR Central ☐ 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.') ☐ Verify Lux ID was created from HR Central: My Team, Future Hires List	**iPDFs:** • Pre-Boarding
Day 1	☐ Retrieve candidate's Luxottica ID from HR Central: My Team ☐ Complete Section 2 of I-9 in HR Central- Pre-Boarding Managers Only Portal – Lookup – Complete I-9 button on packet (US only) ☐ Return to Lookup & verify Workflow State is 'Hired' (US only)	**iPDFs:** • Pre-boarding **Job Aids:** • EVerify
Closing Requisition	☐ Disposition all remaining Candidates with appropriate disposition code for compliance ☐ Change Requisition Status to **Filled** ☐ Click **Close Requisition** (bottom right of requisition)	**iPDFs:** • Pre-boarding **Job Aids:** • Understanding Disposition Codes

Day 1 Point-of-Sale Access

System	Take Action
eyeNET	☐ Activate new hire in eyeNET via Operate the Store – Employee Management. Verify new hire's Lux ID displayed matches what was in HR Central. Have new hire login to eyeNET using Lux ID and Temporary PIN 1234 ☐ Have new hire create a Network Password at password.luxotticaretail.com using default password LUXMMDDYYYY! (Capital letters L-U-X + date of birth + !)
Ciao! Optical	☐ Verify new hire's Lux ID in Employee Management matches HR Central ☐ Have new hire create a Network Password at password.luxotticaretail.com using default password LUXMMDDYYYY! (Capital letters L-U-X + date of birth + !) ☐ Have new hire login to the Ciao! Optical Tendering Application using Lux ID + new Network Password. (If they do not set network password first, the Ciao! temporary password is 1234)