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Talent Luxottica-Recruiting: Hiring Process Checklist for Open Store Positions

When you have an open role to fill, including filling open roles and 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, visit Help & Tutorials in Talent Luxottica – Recruiting, or for live support chat go to HR Central and click on the HR Service Portal button.

Process	Take Action
Prep	☐ Set your Job Requisitions Display Options (make sure Job Postings is selected) ☐ Know your geographic differential for job codes (use the Job Code Selection by City & State job aid)
Create & Open a Requisition	☐ Create a Requisition o **Select accurate Job Title & Job Code** (use the Job Code Selection by City & State job aid) o Complete address & Dept ID (store number) fields o Update External Job Title (optional) o Select Employee Status o Update Number of Openings (optional) o If SGH, select pre-employment screening package for location. All other brands, confirm that system selected correct package. o Select Header/Footer o Update Hiring Manager & Recruiter to be the store manager for the req location (if necessary) o Send to Next Step - Requisition will route to the hiring manager's manager for approval ☐ Reach out to your manager to approve the requisition to Open (it will automatically post to job boards for 60 days once opened)
Candidate Review & Interview	☐ Internal Candidates: Move status to **Eligibility Review** and confirm eligibility to apply (with current manager) ☐ External Candidates: Review Eligibility Status field data. If Ineligible, disposition as Former Employee Not Eligible for Rehire. ☐ Review candidates and decide if you want to move forward **<u>Not Moving a Candidate Forward:</u>** ☐ Disposition candidate out of candidate pool via Candidate Status rejection/withdrawal reasons **<u>Moving a Candidate Forward:</u>** ☐ Move candidate to the next step (**1st Interview, Offer**, etc.) via Candidate Status dropdown & save ☐ 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.
Hiring/Offer	☐ Change status to **Create Offer** (save). Discuss offer with RM for pay rate. Fill out Offer Details form (save).
	☐ Change status to **Offer Approval Process** (save). ☐ Open **Take Action** menu and select **Offer - Offer Approval**. Select store template and send for manager for approval. ☐ After RM has approved in system, change Offer Approved drop down to "Yes."
	☐ Change status to **Candidate Offer Process** (save). Extend offer verbally to candidate. ☐ Create/send offer letter if required. (required in Canada only)
Pre-employment Screening	☐ **Internal Candidates** – change status to **Pre-employment Screening (Internals)** (save). If your candidate requires additional Background Screening, please have them re-apply as an external candidate or contact preboarding@luxotticaretail.com. ☐ If your candidate is internal, but applied as an external, they will need to re-apply via Talent Luxottica – Careers to bypass the background screen.

Pre-employment Screening	☐ **External Candidates** - After candidate has accepted verbally, change status to **Pre-employment Screening (Externals)** (save). ☐ System will automatically order the Background Screen package selected on the requisition. Click on the candidate's name to refresh the application to verify that the Background Check Status portlet now appears on the right-hand side. ☐ 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 portlet on the application.
	☐ When background screen is completed, the system will automatically update the status to **Pre-employment Screen Completed - Review Required.** If results say "Status: Complete, Score: Does Not Meet Criteria," disposition the candidate as "Did Not Meet Requirements of Contingent Job Offer". If results say "Status: Complete, Score: Review," check back daily to see if the final score has updated.
Pre-boarding	☐ **External Candidates** - when BG results say "Status: Complete, Score: Meets Criteria," change status to **Pre-employment Screening Meets Criteria (External).** ☐ **Internal Candidates** – if no additional screening is needed, or you have received confirmation that they have completed any additional requirements outside the system, change status to **Pre-employment Screening Meets Criteria (Internal).** ☐ Fill out Actual Start Date and verify Hire Type (New Hire, Rehire, Internal), update if needed (after saving in Preboard status you will be unable to change start date without contacting HR) ☐ Change status to **Preboard** 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 that external candidates have completed their Pre-boarding paperwork in HR Central - Pre-Boarding Manager's Only portal – Search Employees ☐ US – when workflow state for US is 'Documents Complete – Waiting on Section 2 of the I-9,' have the associate come in to complete the I-9 (in HR Central- Pre-Boarding Managers Only portal – Search Employees) **<u>prior to their start date</u>**. Workflow state will update to "Hired" and a Luxottica ID will be created within 24 hours. ☐ Verify Luxottica ID has been created in HR Central – My Team – Future Hires List
Day 1	☐ Retrieve associate's Luxottica ID from HR Central: My Team – Direct Reports ☐ Set associate up in the Point of Sale
Closing Requisition	☐ Disposition all remaining Candidates with appropriate disposition code for compliance ☐ Change Requisition Status to **Filled.** Click **Close Requisition** (bottom right of requisition)

Day 1 Point-of-Sale Access

System	Take Action
<u>eyeNET</u>	☐ Activate new hire in eyeNET via Operate the Store – Employee Management. Verify new hire's Luxottica 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 + !)
<u>Ciao! Optical</u>	☐ Verify new hire's Luxottica 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 Luxottica ID + new Network Password. (If they do not set network password first, the Ciao! temporary password is 1234)