

Talent EssilorLuxottica – Best Practices

Store Manager Experience

1. [Talent EL- Where to find and how to log in](#)
2. [Talent EL- basic navigation](#)
 - a. [Performance](#)
 - b. [OneCareer](#)
 - c. [Recruiting](#)
 - d. [Display Options](#)
 - e. [Filter Options](#)
3. [Open a Requisition](#)
4. [Moving candidates through the process](#)
5. [Candidate is a former employee- how to check if re-hirable](#)
6. [Candidate says they applied, but I do not see them - locate and management](#)
7. [Make an Offer in the system](#)
8. [Offer Approved but I can't send offer letter](#)
9. [Put Candidate in Background Check](#)
 - a. [How to check status](#)
 - b. [What to do after complete – Meets Criteria vs. Does Not Meet](#)
10. [Pre-Boarding](#)
11. [Hire Date needs to be changed](#)
12. [Onboarding- I-9, documents](#)
13. [EssilorLuxottica ID \(ELID\)](#)
14. [Disposition candidates not selected](#)
15. [How to Cancel Requisition](#)
16. [Candidate did not show up on date of Hire](#)
17. [How to create a QR code](#)

TALENT EL- BEST PRACTICES

Candidate Experience

1. [How to Apply](#)
 - a. [External Application](#)
 - b. [Internal Application](#)
2. [Candidate cannot apply](#)
3. [Expectations during process - Communication](#)
 - a. [Thank You for Applying](#)
 - b. [Background Initiated](#)
 - c. [Preboarding](#)
 - d. [Disposition Emails](#)
4. [Cannot log in to account – Reset Password](#)
5. [Candidate did not receive offer letter](#)
6. [Candidate did not receive Background check email](#)
7. [I-9](#)

TALENT EssilorLuxottica - Where to find and how to Log in:

Go to: <https://account.luxottica.com/adpassword/private/login>

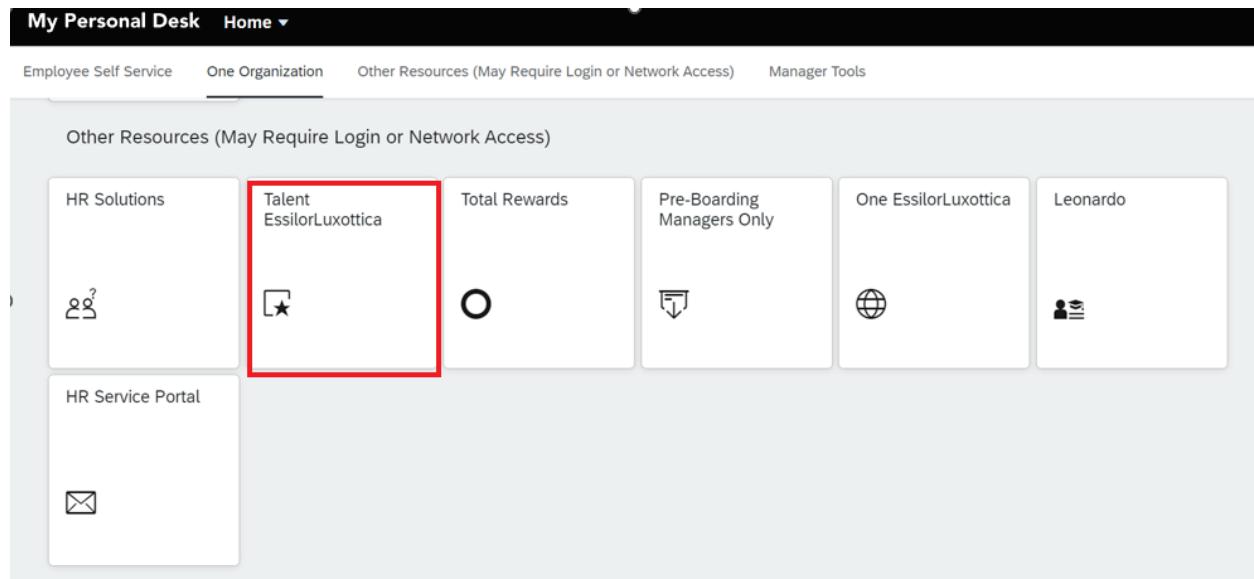
- Username: ELID (EssilorLuxottica ID) - it will be communicated to you from your Hiring Manager/HRBP
- Password: LUXDOB! (Example: LUXMMDDYYYY!)
- You then select change password (optional)
- Once selected then you will be prompted to answer 5 personal questions
- Then create new password as prompted
- **Current employee**- use current system credentials

If the above doesn't work, follow the instructions below to reset the password:

- If you have issues logging into the above HR systems, contact the IT Help Desk at 1-866-215-0274. Your ELID will be required.
- They will give you a temporary password, once you have this you will then go to the following website to reset your password: <https://account.luxottica.com/password/>
- After you have reset your password, you will then go to My Personal Desk and use your ELID as your Username and new password that you created

Access My Personal Desk with the link: <https://mypersonaldesk.luxottica.com>

Once in MPD chose **Talent EssilorLuxottica** title to access our Applicant Tracking System:



TALENT EssilorLuxottica – Basic Navigation:

- **Performance:** View current and previous Performance Reviews

EssilorLuxottica Home -

Performance

OneCareer

Recruiting

Company Info

My Profile

Reporting

Search for actions or people

Good afternoon!

Quick Actions

My Team My Profile Report Center Reminders Favorites

EssilorLuxottica Performance -

Search for actions or people

My Forms

All Forms

In Progress

Completed

Form Status

Create New Form

Display Options

Form Title	Employee	Step	Currently With	Step Due Date	Form Start Date	Form End Date	Form Due Date	Last Modified	Action
2019 Performance Review for Erin Sammon	Erin Sammon	Completed		12/16/2019	03/20/2020	03/20/2020	03/23/2020	03/23/2020	...
2020 Performance Review for Erin Sammon	Erin Sammon	Completed		01/04/2021	03/19/2021	03/19/2021	03/29/2021	03/29/2021	...
2021 Performance Review for Erin Sammon	Erin Sammon	Completed		12/01/2021	04/09/2022	04/09/2022	04/09/2022	04/01/2022	...
2022 Performance Review for Erin Sammon	Erin Sammon	Completed		01/04/2023	04/05/2023	04/05/2023	04/02/2023	03/28/2023	...
OnePerformance 2023 for Erin Sammon	Erin Sammon	Continuous Feedback	User in Collaborative Step	10/13/2023	01/01/2028	05/10/2024	05/10/2024	05/15/2023	...

- **OneCareer:** The EssilorLuxottica internal mobility program that puts you in the driving seat of your career by providing visibility for internal job postings and encouraging mobility across our entities.

EssilorLuxottica Home -

OneCareer

Workers

Company Info

My Profile

Reporting

Search for actions or people

Good afternoon!

Quick Actions

My Team My Profile Report Center Reminders Favorites

Search by Keyword

Search Jobs

Show Fewer Options

Country/Region	City	Brand
All	All	All
Job Function	Seniority	
All	All	

- **Recruiting** – Navigate here to view your Recruiting Dashboard

- Select **Display Options** to edit your display – Make your selection and **Update Screen**

- **Filter Options:** You will only have access to view requisitions that you have posted, or are listed as the Recruiter/Hiring Manager in the Job Requisition Details

How to Open a Requisition:

- Select **Create New** in top right:

- Select **Browse “Families and Roles”** and then select the Business Unit and the Job Category from picklist:

- Find your **Job Description/Jobcode** and select for creation
 - Select from the pickles for your Business Unit

Options:

- [Browse "Families & Roles"](#)
Select a job role from Families & Roles for your new job requisition.

Business Unit: Job Category:

[doctor](#)

[Lab](#)

[Retail](#)

[LensCrafters - Apprentice Optician](#)
[LensCrafters - Apprentice Optician Macy's](#)
[LensCrafters - Assistant Manager](#)
[LensCrafters - Intern Optician](#)
[LensCrafters - Lead Lab Tech \(Urgent Care\)](#)
[LensCrafters - Licensed Assistant Manager](#)
[LensCrafters - Licensed Optician](#)
[LensCrafters - Licensed Optician Macy's](#)
[LensCrafters - Licensed Team Lead](#)
[LensCrafters - Optician](#)
[LensCrafters - Optician Macy's](#)
[LensCrafters - Optometric Tech Supervisor](#)
[LensCrafters - Optometric Technician](#)
[LensCrafters - Student Optician](#)
[LensCrafters - Team Lead](#)
[LensCrafters - Team Lead - Urgent Care](#)
[Lenscrafters - Licensed Team Lead- Urgent Care](#)
[Sales Associate Greeter LensCrafters](#)
[Sales Associate LensCrafters](#)
[Sales Associate Macys LensCrafters](#)

- Select the correct **Job Code** and **Use Selected**

[Sales Associate Macys LensCrafters](#)

Job description:

`<p>GENERAL FUNCTION </p> <p>The Sales Associate sets the standard of quality in eye community.</p> <p> </p> <p>MAJOR DUTIES AND RESPONSIBILITIES</p> patients in the selection of frames and coordinates frames with optical measurements assisting our customers professional relationships with peers, management, doctors and support staff (Target Host partners). <p> </p> <p>BASIC QUALIFICATIONS</p> High School Diploma or GED accuracy Ability to sell through use of sales skills and accountability for sales results, with a desire to a part of Luxottica, N.A. Luxottica is a leader in the design, manufacture and distribution of fashion, luxury and`

Competency:

Job Code(s):

[3005PRN1](#)

[3005URN1](#)

[3005URN2](#)

[3005URN3](#)

- Internal Job Title will populate from the Business Unit/JD you selected in the step above. Add Store #/Location for visibility on Dashboard and Internal Career site (Ex. LensCrafters - Sales Associate – #4237 – Mason, OH)

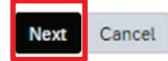
Create New Job Requisition

* Job Title (Internal)

* Due Date

* Hiring Manager.

- Scroll to the bottom right and select **Next**



- Fill in all Required and relevant field. Required fields are marked with a **red asterisk ***
- Edit **External Job Title** to **only** include JOB TITLE: ex. "Sales Associate" (City, state, and other information will be included in the external job posting.)

* Job Title (Internal) TEST TEST Sales Associate Macys LensCrafters

* Job Title (External) TEST TEST Sales Associate Macys Same as Internal

- Click "Add Header and Footer Content"

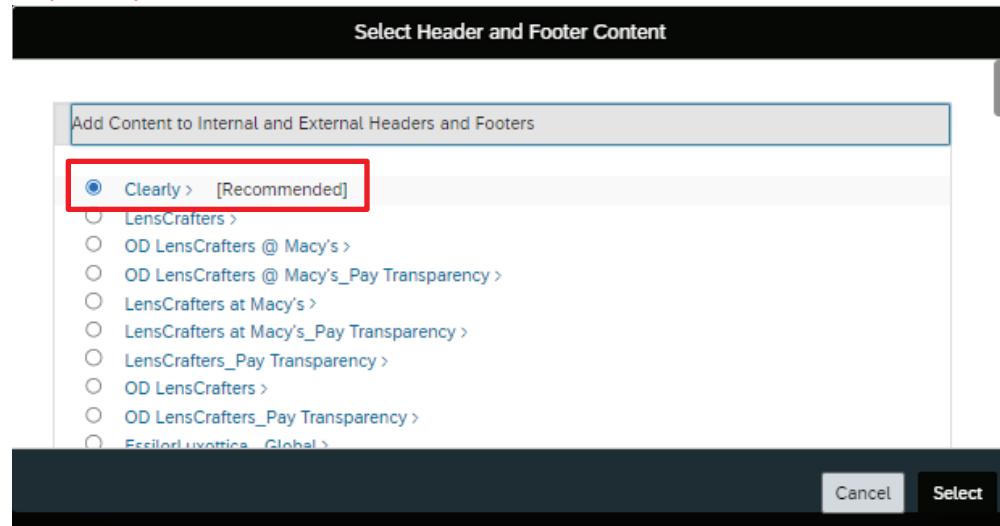
For postings in the states requiring compliance with Pay Transparency Laws please

* Internal Header

Update

Add Header and Footer Content

- Select Brand you are posting for. (Make sure to select "Pay Transparency Header" if posting in Pay Transparency state)



- Scroll to the bottom and select "send to Next step"

Save and Close

Close Without Saving

→ Send to Next Step

- This will take you to another page, where you again, "send to next step"

TEST TEST Sales Associate Macy's LensCrafters(803608)

Route Map

1 Create Requisition 2 Hiring Manager's Manager Approval 3 Completed

Send to Next Step

This requisition will be sent to next step in the approval process

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

Forward Form to: Boriana Georgieva

Email Notification Comments

Cancel & Return to Form **Send to Next Step**

Navigating a candidate from New Applicant > Recruiter Screen > Interview > Offer

You will be notified of new candidates on your dashboard at the top, and in each req details. Navigate to them by clicking the Job Title OR the Candidate # (NEW candidates will show “New” in orange)

- Clicking the # is more efficient as it takes you to candidate in fewer clicks, where clicking the job title, takes you to the req details, *then* you chose candidates.

Job Requisitions ⓘ

Requisition Statistics

0 Candidates Forwarded 1 New Candidates 1 Current External Requisitions 1 Current Internal Requisitions Average Days Open 0

Approve Filter Job Requisitions Open Job Requisitions Clear all filters Filter Options Display Options

Job Title Requisition ID ⓘ Hiring Manager Candidates Age(Days) Job Postings

LensCrafters - Licensed Optician (TEST) 754652 Erin Sammon 1 (1 new) 1/E

After clicking to the candidate tab you will see the new applicant!

- Internal applicants have a Blue Box
- External applicants have an Orange Box

LensCrafters - Licensed Optician (TEST) (754652)

JOB REQUISITION DETAILS CANDIDATES JOB POSTINGS (2) CANDIDATE SEARCH CAMPAIGN URL BUILDER

Talent Pipeline View active candidates (1) View all candidates (1)

0 Forwarded	0 Invited To Apply	1 New Application	0 Eligibility Review	0 Phone Screen	0 Interview	0 Offer	0 Pre-Employment Screening (Externals)	0 Pre-Employment Screening (Internals)	0 Pre-Employment Screen Completed - Review Required (Externals)	0 Pre-Employment Screening Meets Criteria (Externals)	0 Pre-Employment Screening Criteria (Internals)
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Candidates: View all candidates (1)

0 Selected Action Display Options Filter Options

Name New Status Forwarded By Forwarded from Requisition Date Forwarded Candidate Type Rating Source Candidate Source Phone Number Last Updated

Erin Sammon	New	New Application			External	N/A	Recruiting Marketing: Direct	Recruiting Marketing: Direct	1234567890	04/25/2023
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Items per page 10 Page 1 of 1 > 38

Once you click the candidate name, you will see their profile page.

The screenshot shows the LensCrafters candidate profile page for 'Etest Etest' (External Candidate). The top navigation bar includes links for Job Requisition Details, Candidates, Job Postings, Candidate Search, and Campaign URL Builder. The status is set to Open, and the hiring manager is Erin Sammon. The candidate pipeline summary shows 0 Forwarded, 0 Invited To Apply, 1 New Application, 0 Eligibility Review, 0 Phone Screen, 0 Interview, 0 Offer, 0 Pre-Employment Screening (Externals), 0 Pre-Employment Screening (Internals), 0 Pre-Employment Screen Completed - Review Required (Externals), 0 Pre-Employment Screening Meets Criteria (Externals), 0 Pre-Employment Screening Meets Criteria (Internals), 0 Preboard, and 0 Decline/Withdraw.

Application Section (Eligibility):

- Eligibility:** The dropdown menu is set to "Eligible for Hire".
- Employment Information:** Other and Other Source are selected.
- Correspondence:** A message from the LuxAdmin is displayed, thanking the applicant for applying.
- Offer Letter:** No items are present in this section.
- Application Status Audit Trail:** Shows the application was created on 04/25/2023 by LuxAdmin.
- More Information:** Shows the phone country code and secondary phone number.

- Check to see if the candidate is **Internal** or **External** – remember to look for the **blue** or **orange** box.
 - Check Eligibility:** In the “Employment Information” section, the candidate is asked during their application “Have you ever worked for EssilorLuxottica in the past” – if their answer is yes, go to [MyPersonalDesk](#) > Former Employee Search > Enter Name – if you cannot find, see if they worked for EL under a different name to check rehire status.

Employment Information:

- Eligible for Hire
- Other
- Other Source

Questions about past employment:

- Have you ever worked for Luxottica, a subsidiary or were affiliated with Luxottica in the past? Yes
- If yes, what Brand? No Selection
- Are you a current associate of Luxottica? If so, please click on the ? for a direct link to apply via Talent Luxottica – Careers No
- If yes, what Brand? No Selection
- Are you currently a contractor or temporary associate with Luxottica? No

- Once you have reached out to the candidate to schedule initial phone screen, you will use drop down to select **“Phone Screen”** and then **“Save”** in the top right.
 - NOTE: You will click **SAVE** whenever you make any change on a candidate profile.

Candidates: View all candidates (1)

0 Selected Action ▾

Filter Options

Enter Applicant Name

Name

Etest Etest (External Candidate)

1234567890 test.jobaid@yahoo.com Cover Letter Resume View Profile (965345) Application URL

Application

Instructions

For internal candidates, move to "Eligibility Review - Current Manager Verification of Eligibility to Apply (Only On) status." For external candidates, click for previous Luxottica employment in My Personal Desk > Manager Tools > Additional Tools > Former Employees Search before moving them to 1st Interview status. [Former Employee Search Job Aid](#)

If candidate is not found in My Personal Desk, or returns as "ok to rehire," select Eligible for Hire. Candidate returns in My Personal Desk as "do not rehire," select Ineligible for Rehire.

If you did not check eligibility in My Personal Desk and need to disposition the candidate, choose "Not Applicable - For Disposition Only".

Remember to always click **Save** after changing the status to move candidates.

* Candidate Status

Phone Screen

New Application Phone Screen

DeclineWithdraw (Email, no Survey)

Candidate rejected after recruiter interview

Candidate withdrew after recruiter interview

Candidate rejected after business interview

Candidate withdrew after business interview

Offer Declined

DeclineWithdraw (No Email, no Survey)

Other

Other Source

Referred name (if applicable)

Jobs Applied

Job title: LensCrafters - Licensed Optician (TEST) (754652)

Recruiter: Erin Sammon

Status: New Application

Date: 04/25/2023

Correspondence

Sender: LUXtalent Admin

Thank you for Applying!

Offer Letter

There are no items in this section.

Application Status Audit Trail

Date: 04/25/2023

User: LUXtalent Admin

Status: New Application

More Information

Phone Country Code

Secondary Phone

Save Cancel Email Take Action

3. After initial phone screen, you will schedule the First Interview, in-person or virtually. Choose Drop down **Interview > 1st Interview > Save**

Etest Etest (External Candidate)

1234567890 test.jobaid@yahoo.com Cover Letter Resume View Profile (965345) Application URL

Application

Instructions

This is not a required status for candidates unless you are conducting a phone screen. If you are only conducting an on-site interview you can move candidate from New Application to 1st Interview.

* Candidate Status

Interview

1st interview

Jobs Applied

Job title: LensCrafters - Licensed Optician (TEST) (754652)

Recruiter: Erin Sammon

Status: Phone Screen

Date: 04/25/2023

Correspondence

Sender: LUXtalent Admin

Thank you for Applying!

Offer Letter

Save Cancel Email Take Action

4. After Initial Interview, you decide – offer or disposition, not a fit, or bench talent. **(will provide disposition info in another doc)**

5. **OFFER:** Instructions are listed on candidate profile. Choose Drop down to **OFFER > Create Offer > Save**

Etest Etest (External Candidate)

1234567890 test.jobaid@yahoo.com Cover Letter Resume View Profile (965345) Application URL

Application

Instructions

Conduct an interview with the candidate to decide if you are moving forward.

- If you want to conduct another interview with the candidate, change status to "2nd interview."
- If you want to make an offer to the candidate, change status to "Offer - Create Offer" to begin offer process.
- If you are not moving forward with the candidate, disposition with the appropriate reason why.

* Candidate Status

Offer

Create Offer

Jobs Applied

Job title: LensCrafters - Licensed Optician (TEST) (754652)

Recruiter: Erin Sammon

Status: 1st Interview

Date: 04/25/2023

Correspondence

Sender: LUXtalent Admin

Thank you for Applying!

Offer Letter

Save Cancel Email Take Action

6. To create the offer for your candidate, complete the offer details (Hire Type, Applicant Type, Pay Rate, Pay Basis, & Tentative Start Date).

Test Test (External Candidate)
 1234567890 test.joboids@yahoo.com Cover Letter Resume View Profile (965345) Application URL

Application

Instructions

- To create the offer for your candidate, complete the offer details (Hire Type, Applicant Type, Pay Rate, Pay Basis, & Tentative Start Date).
- Allow at least 5 days for offer approval, background check, and the preboarding process when selecting a tentative start date. Click "save."
- Change status to **Offer Approval Process** and click "save."

Candidate Status

Eligibility

After searching My Personal Desk, select if this candidate is Eligible or Ineligible for hire.

Offer Details

No Selection
 No Selection
 No Selection
 No Selection
 MM/DD/YYYY

Jobs Applied

Job title: LensCrafters - Licensed Optician (TEST) (754652)
 Recruiter: Erin Sammon
 Status: Create Offer

Date: 04/25/2023

Correspondence

Sender: LUXtalent Admin
 Thank you for Applying!

Date: 04/25/2023
 Type: Email

Offer Letter

There are no items in this section.

Application Status Audit Trail

Date: 04/25/2023 User: LUXtalent Admin Status: New Application

Date: 04/27/2023 User: Erin Sammon Status: Phone Screen

Date: 04/27/2023 User: Erin Sammon Status: 1st Interview

Date: 04/27/2023 User: Erin Sammon Status: Create Offer

Save **Cancel** **Email** **Take Action**

7. Once Offer Details are entered and Saved - Change drop down status to Offer Approval Process > Save

Test Test (External Candidate)
 1234567890 test.joboids@yahoo.com Cover Letter Resume View Profile (965345) Application URL

Application

Instructions

- To create the offer for your candidate, complete the offer details (Hire Type, Applicant Type, Pay Rate, Pay Basis, & Tentative Start Date).
- Allow at least 5 days for offer approval, background check, and the preboarding process when selecting a tentative start date. Click "save."
- Change status to **Offer Approval Process** and click "save."

Candidate Status

Offer Details

Offer
 Create Offer
 Create Offer
 Offer Approval Process

After searching My Personal Desk, select if this candidate is Eligible or Ineligible for hire.

Jobs Applied

Job title: LensCrafters - Licensed Optician (TEST) (754652)
 Recruiter: Erin Sammon
 Status: Create Offer

Date: 04/25/2023

Correspondence

Sender: LUXtalent Admin
 Thank you for Applying!

Date: 04/25/2023
 Type: Email

Offer Letter

There are no items in this section.

Save **Cancel** **Email** **Take Action**

8. Click Take Action (upper right hand of profile) > Offer > Offer Approval

a. **Store Managers will NOT be able to move the application forward to Candidate Offer Process status. The last Offer Approver (RM or HRBP) must update the candidate's application status to "Candidate Offer Process" after approving the offer.**

Test Test (External Candidate)
 1234567890 test.joboids@yahoo.com Cover Letter Resume View Profile (965345) Application URL

Application

Instructions

Store Managers will NOT be able to move the application forward to Candidate Offer Process status. The last Offer Approver (RM or HRBP) must update the candidate's application status after approving the offer.

- Click "Take Action" on the upper right hand side of the screen
- Offer > Offer Approval
- For offers at or below the 75th, select template: **Store Offer Approval at or below 75th - RM**
- For offers above the 75th, select template: **Store Offer Approval above 75th - RM & HRBP**
- Confirm offer details are correct and click "Send for Approval"

Candidate Status

Offer Details

Offer
 Offer Approval Proc

Jobs Applied

Job title: LensCrafters - Licensed Optician (TEST) (754652)
 Recruiter: Erin Sammon
 Status: Offer Approval Process

Correspondence

Sender: LUXtalent Admin
 Thank you for Applying!

Offer Letter

Take Action

Print Offer Forward History Reopen for Consideration Close From Consideration Invite Candidate to Apply Add To Requisition Add to Talent Pool Move Candidate Invite Late Stage Applicant

9. For offers **at or below** the 75th, select template: Store Offer Approval at or below 75th - RM

For offers **above** the 75th, select template: Store Offer Approval above 75th - RM & HRBP

Confirm offer details are correct and click (Scroll down to see where your offer sits in range) **Send for Approval**

Offer Approval: Etest Etest for LensCrafters - Licensed Optician (TEST)

Offer Details

Language	English US (English US)
* Select Offer Template	<div style="border: 1px solid #ccc; padding: 5px; width: 150px;"> Store Offer Approval at or below 75th - RM - Select - Internship / Junior Profile Offer Approval: V2 Advanced Offer Approval: V2 Standard Senior Profile Store Offer Approval above 75th - RM & HRBP Store Offer Approval at or below 75th - RM <small>Offer Approval - Advanced / Standard / Internship / Senior</small> </div>
First Name	
Last Name	
Position Title	
Requisition ID	754652
Division/Brand	LensCrafters
* Currency	USD
* Pay Basis	Hourly
* Offer Pay Rate	25.00
Min (10th Percentile)	19.03
25th Percentile	21.56
50th Percentile	24.31
75th Percentile	28.24
Candidate Quick View	Resume
Tentative Start Date	04/30/2023
Recruiter	Erin Sammon

Approvers: Version 1

Status	Draft
* Hiring Manager's Manager	Giulia Mastretta
Comment	<input type="text"/>

[Back to Candidate](#) [Back to Candidate List](#) [Save](#) **Send For Approval**

10. You can then go back to the candidate's page, or you can choose **Job Requisitions** to go back to your dashboard.

Job Requisitions [Preferences](#) [Candidates](#) [Interview Central](#) [Marketing](#) [Source Tracker](#) [Advanced Analytics](#)

LensCrafters - Licensed Optician (TEST) (754652)

[JOB REQUISITION DETAILS](#) [CANDIDATES](#) [JOB POSTINGS \(2\)](#) [CANDIDATE SEARCH](#) [CAMPAIGN URL BUILDER](#)

Status: Open Hiring Manager: Erin Sammon Age: 36

[Talent Pipeline](#) [View active candidates \(1\)](#) [View all candidates \(1\)](#)

0 Forwarded	0 Invited to Apply	0 New Application	0 Eligibility Review	0 Phone Screen	0 Interview	1 Offer	0 Pre-Employment Screening (Externals)	0 Pre-Employment Screening (Internals)	0 Pre-Employment Screen Completed / Review Required (Externals)	0 Pre-Employment Screening Meets Criteria (Externals)	0 Pre-Employment Screening Meets Criteria (Internals)
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Candidates: View all candidates (1)

0 Selected [Action](#) [Display Options](#) [Filter Options](#) [Highlight Candidate](#) [Enter Applicant Name](#)

Name	New	Status	Forwarded By	Forwarded from Requisition	Date Forwarded	Candidate Type	Rating	Source	Candidate Source	Phone Number	Last Updated
Etest Etest		Offer Approval Process				External	N/A	Recruiting Marketing: Direct	Recruiting Marketing: Direct	1234567890	04/27/2023

11. Check to see if your offer is in approval: Once you are back at your dashboard using the step above, choose **Offers** (top right)

Job Requisitions 

Requisition Statistics
 0 Candidates Forwarded 0 New Candidates 1 Current External Requisitions 1 Current Internal Requisitions Average Days Open 0

Items per page 10  Page 1 of 1 

Approve Filter Job Requisitions Open Job Requisitions Clear all filters Filter Options Display Options

Highlight Job Title 

Job Title	Requisition ID 	Hiring Manager	Candidates	Age(Days)	Job Postings
LensCrafters - Licensed Optician (TEST) 	754652	Erin Sammon 	1		 

12. Now you will see all the offers you have in approval, or having already completed. See below, our offer is still **Pending Approval** by Giulia Mastretta (this will be your leader who is approving the role as stated in step 8)

Candidate Offers

Status  Offers: 3

Candidate Name	Job Title	Location	Offer Status	Currently With	Job Start Date	Last Modified Date 	Recruiter	Req ID
Daemon Glass	Target Optical - Store Manager 2 (St. Louis Park, MN) 		Completed 		09/01/2022		Erin Sammon	737024
Alexander Berry	Target Optical - Licensed Store Manager 1 (Vista South, CA) 		Completed 		09/07/2022		Erin Sammon	722065
Test Test	LensCrafters - Licensed Optician (TEST) 		Pending Approval 	Giulia Mastretta 	04/27/2023		Erin Sammon	754652

Items per page 10  Page 1 of 1 

13. You will receive an email once your offer is approved and you can check in the offers section again. Once offer is Completed, you are good to send the offer letter to the candidate.

- If you do not receive the “offer approved” email, go to your recruiting dashboard, and select “Offers” in the top right; you will be able to see if the offer has been approved – “Completed”

Candidate Offers

Status  Offers: 3

Candidate Name	Job Title	Location	Offer Status	Currently With	Job Start Date	Last Modified Date 	Recruiter	Req ID
Daemon Glass	Target Optical - Store Manager 2 (St. Louis Park, MN) 		Completed 		09/01/2022		Erin Sammon	737024
Alexander Berry	Target Optical - Licensed Store Manager 1 (Vista South, CA) 		Completed 		09/07/2022		Erin Sammon	722065
Test Test	LensCrafters - Licensed Optician (TEST) 		Completed 		04/27/2023		Erin Sammon	754652

Items per page 10  Page 1 of 1 

14. Navigate back to candidate profile. You will see the candidate’s status automatically changed to **Candidate Offer Process** after the offer was approved. Now you will **Take Action > Offer > Offer Letter**

Test Test (External Candidate)
 1234567890 test.jobaid@yahoo.com    (965345) 

Application

Instructions
 Follow up with the candidate to extend the approved offer details.

- Once the candidate accepts the verbal offer, verify that their email address is correct, then move candidate to “Pre-Employment Screening.”
- If candidate does not accept the offer, disposition with the appropriate reason why.

If you are required to send an offer letter (Canada, Seattle, WA, Emeryville, CA; San Francisco, CA) click “Take Action,” then “Offer,” and then click “Offer Letter” to send the appropriate offer letter.

Candidate Status

Jobs Applied

Job title: LensCrafters - Licensed Optician (TEST) (754652)
 Recruiter: Erin Sammon
 Status: Candidate Offer Process

Correspondence

Sender: LUXtalent Admin 
 Thank you for Applying!

Offer Letter

15. Choose the Template Drop down to view selections

- Store Managers and Retail Recruiters utilize the RETAIL templates
- Chose the one that matches the role you are hiring for: Internal vs. External, CPT, PT, or FT, Hourly vs. Salary

Offer Letter: Etest Williamson for LensCrafters - Licensed Optician (T)

Etest Williamson
1234567890
test.jobids@yahoo.com

Country/Region: United States
Language: English US (English US)
Template: Test template - do not use
Subject: *Initial Estimate of Minimum Hours - Required for San Francisco,
EssilorLuxottica External Exempt
EssilorLuxottica External Hourly
EssilorLuxottica External Licensed
EssilorLuxottica External Part Time
EssilorLuxottica External Sales
EssilorLuxottica External Union Hourly
EssilorLuxottica Internal Exempt
EssilorLuxottica Internal Hourly

Note: Use the Alt + F10 command to change the font and size.

[CANDIDATE_PROFILE] RETAIL EssilorLuxottica External CASUAL Part Time
[CANDIDATE_STATE] RETAIL EssilorLuxottica External Part Time
[CANDIDATE_PROFILE] RETAIL EssilorLuxottica External Hourly FULL TIME
[CANDIDATE_STATE] RETAIL EssilorLuxottica External Salaried
[CANDIDATE_PROFILE] RETAIL EssilorLuxottica Internal Hourly FULL TIME
[CANDIDATE_STATE] RETAIL EssilorLuxottica Internal Part Time
[CANDIDATE_PROFILE] RETAIL EssilorLuxottica Internal Salaried

Test template - do not use

16. You will need to manually adjust the offer letter; add working location (Store number and Address)

and celebrated for their unique perspectives and individuality. Committed to vision, we enable people to "see more and be more" thanks to the way people see the world.

Position: [JOBREQ_TITLE]
Business Unit: [JOB_REQUISITION_CUSTOM2]
Working Location: XXXX XXXX
Manager: You will report directly to [HIRING_MANAGER_NAME]
Anticipated Start Date: [JOB_APPLICATION_CUSTOM5]. Upon the completion of orientation, you will begin your job duties.

17. Scroll down in offer letter to see 3 REMOVE IF NOT APPLICABLE lines. Delete if they are not relevant to the role

coverage offerings. See Benefits Guide for details on some of the specifics in your personal Total Rewards package.

Hourly Pay Rate: \$[JOB_OFFER_DETAIL_CUSTOM28]. Hours worked will be paid on a [JOB_REQUISITION_CUSTOM27] basis. Your position may be eligible to receive a shift differential.

[REMOVE IF NOT APPLICABLE] Incentive Plan: You will be eligible to participate in our Incentive Bonus program per the terms of the Plan. Please see the attached Plan for details.

[REMOVE IF NOT APPLICABLE] Commission Plan: You will be eligible to participate in our employee commission plan per the terms of the Plan. Please see the attached Plan for details.

[REMOVE IF NOT APPLICABLE] Lab Spiff Plan: You will be eligible to participate in our employee lab spiff plan per the terms of the Plan. Please see the attached Plan for details.

18. Once you have updated the body of the Offer Letter, scroll down to Next Step

You will be subject to all EssilorLuxottica employment policies and procedures applicable to your position, and will be required to accept the terms of the Employee Handbook Acknowledgement and Agreement.

This offer is valid and may be accepted within 3 days of [TODAY].

Congratulations on being selected for employment with EssilorLuxottica. When you begin work, we are confident you'll find your new opportunity challenging and rewarding. The work we do matters and we look forward to having the opportunity to work with you very soon.

Sincerely,
[REBROUTER_NAME]
EssilorLuxottica

body_p

Attach a document

Cancel Save As Draft Preview Next Step

19. Here you have the opportunity to view the offer letter to confirm all details and formatting are correct; Once confirmed, scroll to the bottom and Email as PDF attachment

Data saved successfully

Send Offer to: jobads@yahoo.com
 Subject: Congratulations on your offer!

EssilorLuxottica

May 11, 2023
 Eric Williamson

Dear Eric,
 At EssilorLuxottica, we help the world see. We are pleased to offer you the opportunity to do the same in the position of Licensed Optician (TEST) at EssilorLuxottica!
 When you join the EssilorLuxottica team, you join a global leader in the design, manufacture and distribution of ortho-corrective lenses, frames and sunglasses. We passionately believe that the work we do matters. With over 180,000 dedicated employees in 150 countries around the world, our people are creative, entrepreneurial and dedicated to their unique perspectives and expertise. We are a team, we make people see more and be more! Thank you for your innovative designs and lens technologies, exceptional quality and cutting-edge processing methods. As a member of the EssilorLuxottica team, we would like to join us in changing the way people see the world.

Position: Licensed Optician (TEST)
 Business Unit: LensCrafters
 Working Location: 1234A - 4237 Test Ave., Cincinnati, OH 45227
 Manager: You will report directly to Erin Sammon
 Anticipated Start Date: May 14, 2023. Upon the completion of orientation, you will begin your job duties.
 Total Rewards and Benefits: We are proud to offer a competitive Total Rewards Package with competitive pay, time off, health benefits and insurance coverage, tuition reimbursement, adoption assistance, viewing discount plans, and more. In addition, you may be eligible for EssilorLuxottica's marketplace discounts and voluntary coverage offerings. See Benefits Guide for more information.
 Hours Pay Rate: \$27.00. Hours worked will be paid on a Bi-Weekly basis. Your position may be eligible to receive a shift differential. This shift differential may be subject to change if you move to a different shift.
 Commission Plan: You will be eligible to participate in our employee commission plan per the terms of the Plan. Please see the attached Plan for details.
 Life/Health Plan: You will be eligible to participate in our employee life/health plan per the terms of the Plan. Please see the attached Plan for details.
 Medical and Time Off: You will be eligible for and receive Paid Time Off (PTO) in accordance with the Company's PTO plan applicable to your position. Please refer to the Employee Guide for the terms of the PTO Plan.
 Other Terms & Conditions:
 An optical license may be required for your work jurisdiction (jurisdiction term includes federal, state, and local licensing requirements). You will be expected to maintain and provide proof of your optical license in Active status throughout your employment. If your role requires you to obtain a new license, you will have 90 days from the hire date to obtain the license. This offer is contingent upon successful completion of a background check and drug test (where applicable). This offer constitutes EssilorLuxottica's entire offer to you. Its terms may only be changed through a written addendum.
 This offer and its acceptance do not constitute a contract of employment. Employment at EssilorLuxottica is considered "employment at will." This means that either you or EssilorLuxottica are free to end the employment relationship at any time, for any reason or for no reason. Nothing in this letter or EssilorLuxottica's policies or procedures, either now or in the future, are intended to suggest otherwise.
 You will be subject to all EssilorLuxottica employment policies and procedures applicable to your position, and will be required to accept the terms of the Employee Handbook Acknowledgment and Agreement.
 This offer is valid and may be accepted within 3 days of May 11, 2023.
 Congratulations on being selected for employment with EssilorLuxottica. When you begin work, we are confident you'll find your new opportunity challenging and rewarding. The work we do matters and we look forward to having the opportunity to work with you very soon.

Back Cancel Print **Online Offer** **Digisign offer** **Email as text** **Email as PDF attachment**

20. You will now see the draft of the cover letter – click Next

Candidate: Eric.Williamson@test.jobads@yahoo.com

Language: English US (English US)

Brand: Select Marketing Brand

Template: Offer Letter Cover Letter

Subject: Congratulations on your offer!

Offer Attachments: Offer Letter

Message:

Dear [CANDIDATE_FIRST_NAME],
 At Luxottica, we help the world see. We are pleased to offer you the opportunity to do the same in the position of [JOB_REQ_TITLE] = [JOB_REQ_DESCRIPTION_CUSTOM1].
 Details of your offer are attached.
 Sincerely,
 [RECRUITER_FULL_NAME]

Paragraphs: 5, Words: 39

Reset Template

Back **Next**

21. You have the opportunity to preview to confirm details are correct – click Send

Offer Attachments: Offer Letter

May 11, 2023
 Dear Eric,
 At EssilorLuxottica, we help the world see. We are pleased to offer you the opportunity to do the same in the position of LensCrafters - Licensed Optician (TEST) at LensCrafters!
 Details of your offer are attached.
 Sincerely,
 Erin Sammon

0 documents attached

Back **Send**

22. After clicking Send, you will be taken to the final screen to choose I'm Done

Congratulations on being selected for employment with EssilorLuxottica. When you begin work, we are confident you'll find your new opportunity challenging and rewarding. The work we do matters and we look forward to having the opportunity to work with you very soon.

Sincerely,
 Erin Sammon
 EssilorLuxottica

documents attached

nancemanager5.successfactors.eu/xi/ui/rcmibreosummary/pages/icbReoSummary.xhtml

I'm Done Print **Online Offer** **Digisign offer** **Email as text** **Email as PDF attachment**

23. Once the candidate accepts the verbal offer move candidate to "Pre-Employment Screening" > Save

Etest Williamson (External Candidate)
 1234567890 test.jobads@yahoo.com (1091382)

Application

Instructions
 Follow up with the candidate to extend the approved offer details.

- Once the candidate accepts the verbal offer, verify that their email address is correct, then move candidate to "Pre-Employment Screening".
- If candidate does not accept the offer, disposition with the appropriate reason why.

If you are required to send an offer letter (Canada; Seattle, WA; Emeryville, CA; San Francisco, CA) click "Take Action," then "Offer," and then click "Offer Letter" to send the appropriate offer letter.

* Candidate Status: Offer (New Application, Phone Screen, Interview, Offer, Pre-Employment Screening (Externals), Decline/Withdraw (Email, no Survey), Candidate rejected after recruiter interview, Candidate withdrew after recruiter interview, Candidate rejected after business interview, Candidate withdrew after business interview, Offer Declined, Decline/Withdraw (No Email, no Survey))

* Eligibility: his candidate is Eligible or Ineligible for hire.

* Hire Type: New hire

* Applicant Type: External

How to Check Candidate Background status:

- Go to the application in req. Once the candidate is put into "Pre-Employment Screening (Externals), You will see a new section on their application's right side titled "Background Check"

Background Check

Basic + OIG	New
View Status	Request Submitted
Request Submitted by	background screen
Request Submitted on	07/24/2023

- Background Status step descriptions:

Current Status	New Status	Action Required
Pending	In Progress	Candidate has provided consent and additional information and the background screen is in progress
Meets Criteria	Passed	Candidate is eligible for hire, move to Preboarding.
Alert	Pending Adjudication	The background screen has returned information that requires review.
N/A	Pre-Adverse Action Initiated	Candidate requires Background Review Adjudication Committee (BRAC) review, hold for final decision.
N/A	Pre-Adverse Action Sent	Candidate has been sent a copy of the background screening report and information about the candidate's rights.
Does Not Meet Criteria - Review	Adverse Action Sent	The BRAC decision is Does Not Meet Criteria. Use the following script to withdraw the contingent offer: <i>"Ms. Williams, our offer of employment is being withdrawn for failure to meet the requirements of our contingent job offer."</i> Applicants often have additional questions about their background check results. If asked, the appropriate response is: <i>"I do not have the specifics of your background check results for confidentiality reasons. If you need more information, please contact Sterling at 1.877.982.9888"</i> (8:00 AM -8:00 PM EST) or clientservices_tw@sterlingts.com

For questions or assistance, contact backgroundscreen@luxotticaretail.com.

- **If candidate Does Not Meet Criteria:** Sterling will send a letter on behalf of EssilorLuxottica stating that EssilorLuxottica is withdrawing the contingent offer of employment. Included with the letter is a copy of the report and information about the candidate's rights. Best practice is that the hiring manager or recruiter contact the candidate letting him/her know that the contingent offer must be withdrawn. Use the following script: "Ms. Williams, our offer of employment is being withdrawn for failure to meet the requirements of our contingent job offer." Applicants often have additional questions about their background check results. If asked, the appropriate response is: "I do not have the specifics of your background check results for confidentiality reasons. If you need more information, please contact Sterling at 1.877.982.9888" (8:00 AM - 8:00 PM EST) or clientservices_tw@sterlingts.com
- **Meets Criteria:** Select drop down **Pre-Employment Screening Meets Criteria (Externals) > Save**
 - o Then you will put the Candidate Status to **Preboard** > **Confirm start date** > **Save**

Etest Williamson (External Candidate)
 1234567890 test.jobaid@ yahoo.com Cover Letter Resume View Profile (1091382) Application URL

Application

* Candidate Status

* Eligibility

How did you hear about this position?

Other

Preboarding: preboarding@luxotticaretail.com

- Once moved to Pre-board, the New Hire will receive an email that includes a link and password for access to the Equifax Pre-boarding system.
- The New Hire should be informed that the Pre-boarding Packet must be completed **before their start date**.
- The New Hire will log in to the Pre-boarding system and complete contact information, pay elections, tax forms, Section 1 of the I-9 and other required information.

Preboarding

After all Pre-employment Screening has been successfully completed and the Candidate status changed to Preboard, the New Hire will receive an email that includes a link and password for access to the Equifax Preboarding system.

The New Hire is required to complete their half of the Preboarding packet before they can come into the store to complete the second half of the I9. Please keep in mind, the I9 must be completed at least 48 hours in advance to the employee's first shift.

1. Access the candidate's profile in the requisition.
2. In the status drop down, select "Preboard".
3. NOTE* If this candidate causing the requisition to reach the number of openings, they will get a message stating the requisition will be closed now. This is typical.
4. After this process has been started, remember to disposition all other candidates not hired on the requisition.
5. When a candidate is put into Preboard status, the process stops in Talent Luxottica, and will then move on to Equifax. EXTERNAL CANDIDATES: Recruiter needs to login to HR Central and go to the "Preboarding - Managers Only" tile. This will open Equifax. The manager's login information will be the their normal HR Central login. They will then follow the below steps. INTERNAL CANDIDATES: Recruiter should reach out to the current manager for them to process an organizational transfer in HR Central.
6. A Preboarding packet will be created for the applicant to complete. They need to complete their half of the packet a minimum of 48 hours before their first day.
7. Once the applicant has completed their half of the Preboarding packet, the manager needs to log into Equifax, and then click on Search Employees.
8. From there, they can search the name of the employee and select their name once found.
9. Click on the Complete I9 button.
10. Verify Acceptable Documents.
11. Record Acceptable Document information. If the new hire presents a Social Security Card, the system prompts you to verify the number and then check a box acknowledging the number in the system matched the number on the card. If the numbers do not match, click Back to return to the previous screen and click Review/ Change Section 1 Information. Make the correction to the Social Security Number and Click Continue. After the I-9 is complete, have the New Hire contact HR Central at 1-866-431-8484 to update the employee record with the correct SSN.
12. If all of the employee's information is accurate, click the Employer Electronica Signature checkbox and click Continue. Once the second half of the I-9 is complete, a Lux ID will generate within 24-48 hours once that document is complete. Please keep in mind that there is no way to speed up this creation process.

OnBoarding:

- Hiring Manager should monitor the New Hire's progress in order to ensure timely completion of PreBoarding process.
- Log into My Personal Desk and select the Pre-Boarding Managers Only Tile to follow new hire's progress. Use EL ID and network password to log in
- If you don't have access, please reach out to preboarding@luxotticaretail.com to be set up

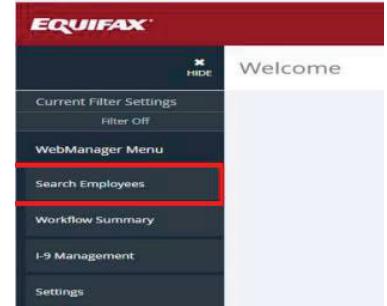
Pre-Boarding Managers Only



I9 Verification:

- Login to MPD > Pre-Boarding Managers Only > Search Employees
- Look up new hire by first name and last name or last 4 digits of SSN
- Click on new hire name
- Check Workflow State – You will see one of three Status':
 - o Filling Out Employee Forms
 - o Documents Complete – Waiting on Section 2 of i9
 - **Hiring Manager: Time to Verify i9!**
 - o Hired (Process complete)

- Acceptable I9 Verification Documents:



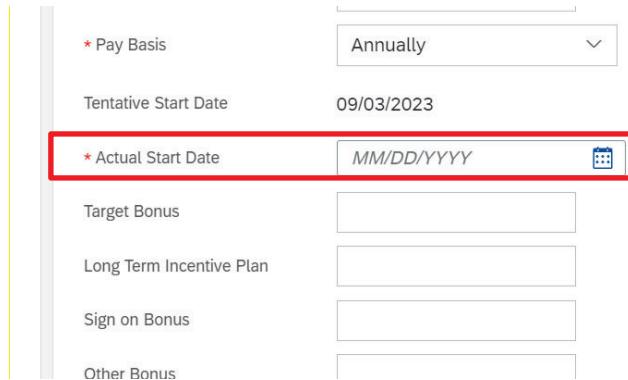
LISTS OF ACCEPTABLE DOCUMENTS All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Hire Dates needs to be changed:

- The Offer letters contains a “*tentative start date*” which is subject to change
- Store Manager’s will need to confirm “Actual Start Date” in the ATS on the candidate application. This is done after the candidate clears background and before putting the candidate into Preboarding



* Pay Basis: Annually

Tentative Start Date: 09/03/2023

* Actual Start Date: 

Target Bonus:

Long Term Incentive Plan:

Sign on Bonus:

Other Bonus:

- If the Hire date needs to be changed after the req is closed and preboarding packet is complete, please reach out to your HRBP to submit a ticket.

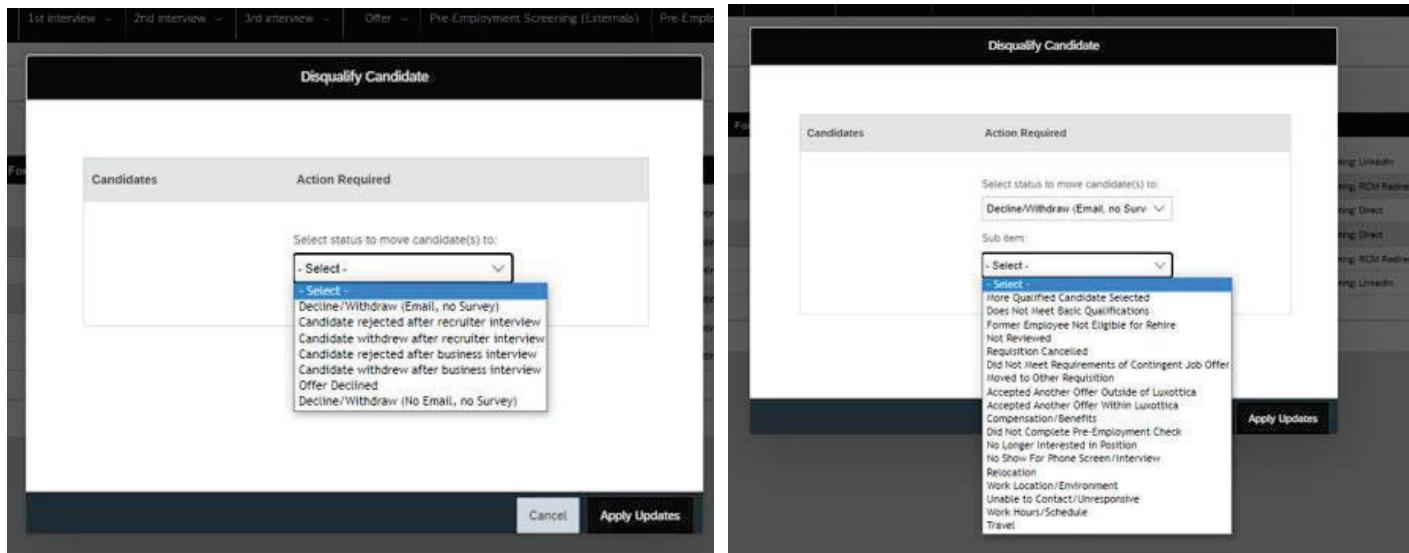
EssilorLuxottica ID (EL ID):

- After verifying Section 2 of the I9, the EL ID will populate in 24-48 hours. The Store Manager can located the New Hire’s EL ID through **MyPersonalDesk > My Team**
- If the EL ID is not populating, please reach out to your HRBP or utilize the **HR Service Portal** chat in **MPD**

How To: Candidate Disposition

Before Canceling a requisition, you need to make sure to disposition any candidates that are on the req.

- If a profile is aligned with the requirements for the role, update the candidate status and move him/her to next step and save
- **Disqualify the candidates if not aligned** with the role by updating the status: “**decline/withdraw email/no survey**” & appropriate Sub item (and save)



Candidates will receive an email to inform them of disposition (unless you select “no email”). “no email” should only be used if you verbally dispositioned the candidate.

***Expectation:** all candidate receive a communication to close the process

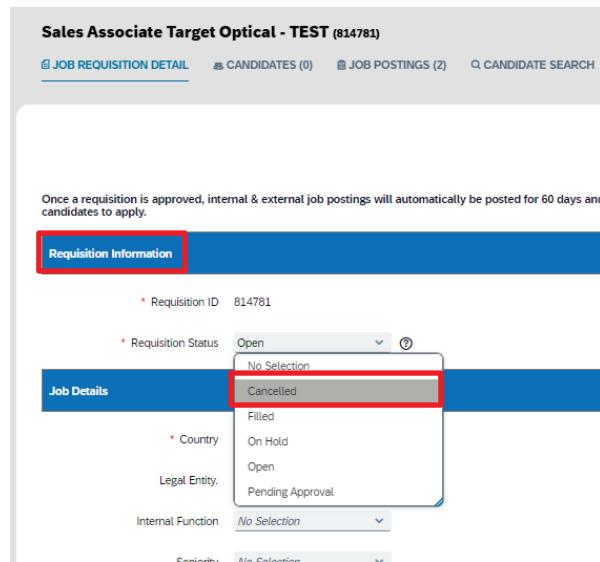
- If Interviewed: verbal inform of disposition
- If not Interviewed: system email inform of disposition

How to Cancel a Requisition: - Before you cancel a req – follow the “How to disposition” instructions for all remaining candidates

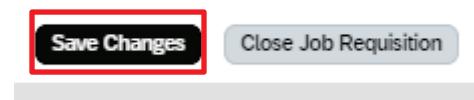
- Go to **Job Requisition Detail** of the req you need to Cancel



- Go to **Requisition Information** and select the **Requisition Status** drop down > select **Cancelled**



- Scroll to the bottom of the requisition details page to **Save Changes**



- A pop up alert will come up, select **OK**

performancemanager5.successfactors.eu says

Warning: All the job postings of this job requisition will be removed.
You are closing the job requisition with a status of Cancelled



Candidate Applied but I can't see their application:

- The Store Manager needs to make sure they are listed as both Hiring Manager & Recruiter to have full access to the requisition and candidates that apply.
- Go to **Job Requisition Details > Scroll to the bottom > add your name for HM & Recruiter > Save**
- If you are out of the office and need a someone to support the req, add your Leader or a Peer's name on the "Recruiting Team"

* Hiring Manager. [Find User..](#) [?](#)

* Recruiter [Find User..](#) [?](#)

Admin-selected Groups: Store Requisition Support [?](#)
[Manage Additional Users](#)

Recruiting Team

Sales Associate LensCrafters - TEST (813345)

[JOB REQUISITION DETAIL](#) [CANDIDATES \(3\)](#)

Recruiting Roles

These roles will automatically fill in if you have your "recruiting team preferences" set. Only the users listed in the roles below will have access to this requisition and its candidates.

Hiring Manager: Usually this is the Store Manager. This will be the person the new hire will report to in My Personal Desk. The hiring manager's manager (RM) will automatically have access to this requisition and candidates.

Recruiter: Usually this is the Store Manager. This is the primary person responsible for recruiting for the location. Add additional recruiting support by adding people to the Recruiting Team.

* Hiring Manager. [?](#)

* Recruiter [?](#)

Recruiting Team Admin-selected Groups: Store Requisition Support [?](#)

New Hire did not show for first day

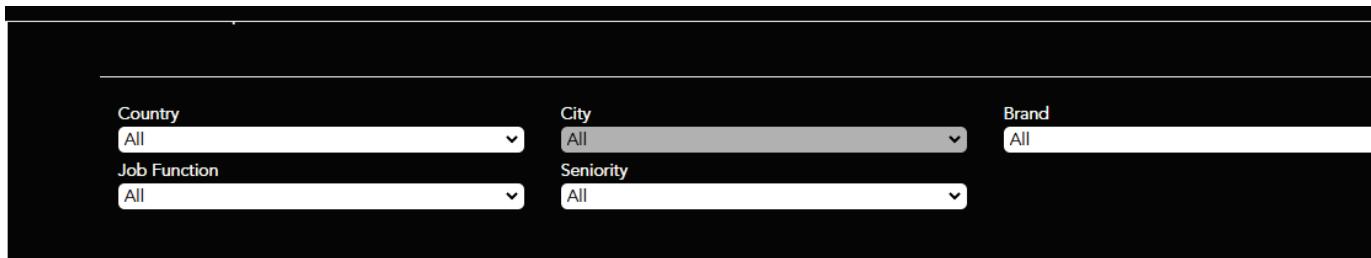
- Reach out to the New Hire, is everything okay?
- Connect with your Leader and HRBP to discuss reason for No-Show
- Terminate employee if No Show reason is not justified/validated via **MPD > My Team** tile



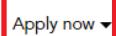
How to Apply: External Candidate

After the candidate clicks the link you sent....

- Candidate will click **Apply Now**



Select how often (in days) to receive an alert:

Apply now 

Licensed Optician (TEST)

Date: Apr 25, 2023

Location: Cincinnati, OH, US, 45202

- Candidate will upload their resume and personal information:

[Career Opportunities: Licensed Optician \(TEST\) \(754652\)](#)

Already a registered user? [Please sign in](#)

Resume/CV

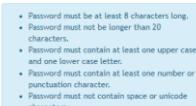
Accepted file types: DOCX, PDF, Image and Text (MSG, PPT and XLS file types are not accepted for resume or cover letters)

Email Address:

Retype Email Address:

Choose Password:





Retype Password:



First Name:

Middle Name:

Last Name:

Upon request and consistent with applicable laws, Luxottica will provide reasonable accommodations to individuals with disabilities who need assistance in the application and hiring process. To request a reasonable accommodation, please contact the Luxottica Ethics Compliance Hotline at 1-888-887-3348.

Luxottica is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, gender, national origin, religion, age, disability, sexual orientation, gender identity or expression, citizenship, veteran or military status, marital status, pregnancy (including unlawful discrimination on the basis of a legally protected pregnancy or maternity leave), genetic information or any other characteristics protected by law.

Primary Phone*

Secondary Phone

Employment Information

How did you hear about this position?*

Source Detail*

Referral name (if applicable)

Have you ever worked for Luxottica, a subsidiary or were affiliated with Luxottica in the past?*

If yes, what Brand?

Are you a current associate of Luxottica? If so, please click on the ? for a direct link to apply via Talent Luxottica - Careers* 

If yes, what Brand?

Are you currently a contractor or temporary associate with Luxottica?*

Are you 18 years of age or older?*

If no, are you at least 16 years of age?

If hired, can you furnish proof that you are authorized to work in the United States?*

Will you now or in the future require sponsorship for an employment visa in order to work in the United States?*

Please enter in your last 4 digits of your SSN/SIN. This information is used only to check previous employment at Luxottica and is not used for background or credit checks.

Last 4 digits SSN/SIN*

Voluntary Self-Identification of Race and Ethnicity

This self-identification is voluntary, and failure to provide it will not subject you to any adverse treatment. The information you provide will not be used to make any employment decisions and will not impact the terms and conditions of your employment. Any information supplied will be kept confidential, to the extent practicable, and will not be used in any manner that is inconsistent with applicable law.

Ethnicity:

- Hispanic or Latino: A person of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.

Race:

- American Indian or Alaska Native: a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian: a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippines, Thailand, and Vietnam.
- Native Hawaiian or Other Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Black or African American: a person having origins in any of the black racial groups of Africa.
- White: a person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Ethnicity

Gender

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment:

- (1) disabled veterans;
- (2) recently separated veterans;
- (3) active duty wartime or campaign badge veterans;
- and (4) Armed Forces service medal veterans.

These classifications are defined as follows:

- A "disabled veteran" is one of the following:
 - A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
 - A person who was discharged or released from active duty because of a service connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Veteran Status

No Selection

Voluntary Self-Identification of Disability

Form CC-305

OMB Control Number 1250-0005

Expires 1/31/2020

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.¹ To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

• Blindness	• Autism	• Bipolar disorder	• Post-traumatic stress disorder (PTSD)
• Deafness	• Cerebral palsy	• Major depression	• Obsessive compulsive disorder
• Cancer	• HIV/AIDS	• Multiple sclerosis (MS)	• Impairments requiring the use of a wheelchair
• Diabetes	• Schizophrenia	• Missing limbs or partially missing	• Intellectual disabilities
• Epilepsy	• Muscular dystrophy		

- Remind candidates they need to accept the Terms of Use before submitting!

Please Enter in your full Name*

Today's Date MM/DD/YYYY

Address*

City*

State/Province*

Zip/Postal Code*

Country/Region of Residence*:

Notification: Receive new job posting notifications
 Hear more about career opportunities

Terms of Use*: [To move forward](#)

Data Privacy Consent Statement

PRIVACY STATEMENT

As per Art.13 of legislative decree no. 196 of 30 June 2003, we inform you that the personal data submitted to Luxottica Group S.p.A. will be treated in respect of current legislation and with all the instruments suitable to guarantee the safety and confidentiality of the information.

By personal data processing, we mean their collection, registration, organisation, conservation, consultation, computing, modification, selection, extraction, comparison, use, interconnection, blocking, communication, distribution, notification and destruction, or the combination of two or more of these operations. The data supplied will also be managed by electronic supports and may be processed by

- Once they accept the Data Privacy – Submit by clicking apply!

How to Apply – Internal Candidate

- **OPTION 1:** Applying from the internal careers site
 - o Log in into MPD: <https://logon.luxottica.com/> (Use your EL ID and password) – the website is available from laptop and mobile
 - o Choose **Talent EssilorLuxottica** from the list:

The screenshot shows the 'My Personal Desk' home page. At the top, there are links for 'Employee Self Service', 'Other Resources (May Require Login or Network Access)', 'Helpdesk', and 'PSF 2021/2022'. Below this is a grid of links: 'My Pay', 'My Data', 'MyLeave', 'My Inbox', 'My Personal Documents', 'My Forms', and 'Job Ads'. A second row of links includes 'HR Solutions', 'Talent EssilorLuxottica' (which is highlighted with a red box), 'Total Rewards', 'Pre-Boarding Managers Only', 'One EssilorLuxottica', 'Leonardo', and 'HR Service Portal'. Below these are sections for 'Other Resources (May Require Login or Network Access)' and 'EssilorLuxottica' news.

- This is the view of your home page:

The screenshot shows the 'EssilorLuxottica' home page. At the top, there is a banner with two people smiling and the text 'Good evening!'. Below the banner is a search bar and a 'Logout' button. The main content area is titled 'Quick Actions' and includes six buttons: 'My Team' (red), 'My Profile' (teal), 'My Objectives' (blue), 'Report Center' (pink), 'Dashboard' (dark blue), and 'Favorites' (purple).

- Click on the dropdown menu and choose OneCareer:

The screenshot shows the 'EssilorLuxottica' home page again. A dropdown menu is open from the top right, listing 'Home', 'Objectives', 'Performance', 'OneCareer' (which is highlighted with a red box), 'Recruiting', 'Company Info', 'My Profile', and 'Reporting'. Below the dropdown is a 'Quick Actions' section with four buttons: 'My Team' (red), 'My Profile' (teal), 'My Objectives' (blue), and 'Report Center' (purple).

- Use the search bars to search jobs by title, location and other:

The screenshot shows a job search interface. At the top, there is a search bar labeled 'Search by Keyword' and a 'Search Jobs' button. Below the search bar are buttons for 'About Essilorluxottica' and 'My Account'. The main search area has sections for 'Country' (set to 'All'), 'City' (set to 'All'), 'Brand' (set to 'All'), 'Job Function' (set to 'All'), 'Seniority' (set to 'All'), and a 'Show Fewer Options' link.

- Choose the role you are interested in from the list, read the job description and click on **Apply now**:

Results 1 - 4 of 4

Title	Location
RxO - Manufacturing Team Lead (Manufacturing)	Sioux City, IA, US, 51111

RxO - Manufacturing Team Lead (Manufacturing)

Date: Mar 2, 2023
 Brand: Essilor and Subsidiaries
 Location: Sioux City, IA, US, 51111
 Requisition ID: 797210
 Position:Full-Time

We are EssilorLuxottica, a global leader in the design, manufacture and distribution of ophthalmic lenses, frames and sunglasses. The Company brings together the complementary expertise of two industry pioneers, one in advanced lens technologies and the other in the craftsmanship of iconic eyewear, to create a vertically integrated business that is uniquely positioned to address the world's evolving vision needs and the global demand of a

Apply now

- **OPTION 2: Applying from a link**
- Log in into MPD: <https://logon.luxottica.com/> (Use your EL ID and password) – the website is available from laptop and mobile
- Choose Talent EssilorLuxottica from the list:

My Personal Desk Home +

Employee Self Services Other Resources (May Require Login or Network Access) Home PSP 2021/2022

My Pay	My Data	My Leave	My Inbox	My Personal Documents	My Forms	Job Aids
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Other Resources (May Require Login or Network Access)

HR Solutions	Talent EssilorLuxottica	Total Rewards	Pre-Boarding Managers Only	One EssilorLuxottica	Leonardo	HR Service Portal
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- Once logged in the Home page:
 - o Copy and paste the link provided by your recruiter in a new tab, **OR** scan the QR code (if provided)
 - o Arrive at the open position and click on **Apply Now!**

RxO - Manufacturing Team Lead (Manufacturing)

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 Brand: Essilor and Subsidiaries
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Apply now

- **Candidate cannot apply:**

- o Have they applied with us in the past? When they go to Apply, make sure they chose:
 - **Already a registered user? Please sign in**

Career Opportunities: Licensed Store Manager (813655)

Already a registered user? [Please sign in](#)

Resume/CV	Cover Letter
Upload a Resume	Attach a Cover Letter

Accepted file types: DOCX, PDF, Image and Text (MSG, PPT and XLS file types are not accepted for resume or cover letters)

- If they cannot remember their previous log-in information, have them apply using a different email address

Welcome to EssilorLuxottica!

We are pleased to inform you that your background and/or drug screen process is complete and you are eligible to start.

Next Steps:

Pre-Boarding

- Pre-Boarding must be complete prior to your start date.
- Please check your email account within the next 2-4 hours for a message from Equifax.
- If you do not see it in your inbox within 4 hours, please check your junk mail and/or spam folder.
- If after checking your spam and/or junk folders, you still do not see the message from Equifax, please reach out to us at preboarding@luxotticaretail.com.
- The email contains a link to your Pre-Boarding forms and is recommended to be completed via a computer rather than a phone or tablet.
- The system will use the information from your completed Pre-Boarding forms to generate your Lux ID, which is your employee ID.
 - Please complete your Pre-Boarding forms as quickly as possible.

My Pre-Boarding Forms are Complete – What's Next?

- Your hiring manager will be in touch regarding your first day / orientation schedule. This contact should happen within the week prior to your start date.
- For store/field employees:
 - Your hiring manager will schedule time to complete your I-9 prior to your start date. This step is very important as your Lux ID cannot be created until the I-9 is complete. You will need your Lux ID in order to start your training.
- We operate in a culture of continuous improvement and feedback! Please help us by completing a survey you will receive to share your candidate experience. Feedback is critical, please be open & honest.

Please don't hesitate to contact us should you have questions:

- preboarding@luxotticaretail.com for questions on the Pre-Board system and processes

Again, welcome to the EssilorLuxottica family! We look forward to your first day!

- Once candidate has verbally accepted the offer, the Store Manager moves the candidate to “**Pre-Employment Screening**” – this will automatically trigger the background packet to be sent to the candidate.
- As a best practices, follow up with the candidate verbally and via email to let them know the following:

Congratulations again on your offer and acceptance!

I have initiated your background, so please be on the lookout for a Pre-Employment Screening email from Sterling – our Talent Solutions partner. If you do not see that email in your Inbox within 2 hours, please check your Spam Box.

Once your background has fully cleared, you will receive 2 emails. First, an “Immediate Attention Required” email letting you know to expect a PreBoard email from Equifax. Second is the PreBoard email from Equifax. Again, if you do not see the email from Equifax within 4 hours of receiving the Immediate Attention Required email, please check your Spam box.

If you have any questions, feel free to reach out to me via text or phone at (XXX-XXX-XXXX)”

- **Preboarding Communication:** Once the background status is “**Meet's Criteria**” the Store Manager will confirm the start date with their New Hire and update on the candidate profile in the req, then move the candidate status to “**Preboard**”:

- As a best practices, follow up with the candidate verbally and via email to let them know the following:

- **Disposition Emails** – Communication candidates receive when being dispositioned

○ **Current employee not eligible for transfer:**

Hi [[CANDIDATE_FIRST_NAME]],

Thank you for applying to the [[JOB_REQ_TITLE]] position in [LOCATION]. We have been notified that you are not eligible to be considered for a transfer at this time. To be eligible for consideration between work locations (same or different Brand) or departments, a current employee must meet all of the following criteria:

Have been in their position for a minimum of 12 months (6 months for Operations)

Meet the minimum requirements of the position as indicated in the job description.

Have a satisfactory employment record as indicated by the most recent performance review.

Have no corrective action on file for the preceding 12 months of employment.

Business needs dictate the need for transfer.

As an Internal applicant, we value your career development and future success within Essilor Luxottica. Please consider having a conversation with your current supervisor and/or Human Resources Business Partner to discuss talent development opportunities and eligibility requirements for transfer.

○ **Does not meet basic qualifications:**

Hi [[CANDIDATE_FIRST_NAME]],

Thank you for applying to the position of [[JOB_REQ_TITLE]] in [LOCATION]. We know there are many companies currently hiring so your time and interest in Essilor Luxottica are greatly appreciated.

After careful consideration, we have decided to move forward with other candidates for this role. We hope that you continue to check our Career Site (www.EssilorLuxottica.com/careers) for new and exciting opportunities within Essilor Luxottica. Please review the basic qualifications when applying in order to give you the best opportunity to move forward in the hiring process.

We thank you for your interest and wish you all the best in your search.

○ **Former Employee not eligible for Rehire:**

Hi [[CANDIDATE_FIRST_NAME]],

Thank you for applying to the [[JOB_REQ_TITLE]] position in [Location]. After careful consideration, we have decided to move forward with other candidates for this role.

We thank you for your interest in EssilorLuxottica and wish you all the best in your future endeavors.

If you have any further inquiries as a former EssilorLuxottica employee, please contact the Employee Relations team at:
<http://formeremployee-luxottica.com/>

○ **More qualified candidate selected:**

Hi [[CANDIDATE_FIRST_NAME]],

Thank you for applying to the position of [[JOB_REQ_TITLE]] in [LOCATION]. We know there are many companies currently hiring so your time and interest in EssilorLuxottica are greatly appreciated.

After careful consideration, we have decided to move forward with another candidate for this role. We hope that you continue to check our Career Site (<http://www.essilorluxottica.com/careers>) for new and exciting opportunities within EssilorLuxottica.

We thank you for your interest and wish you all the best in your search.

○ **Not Reviewed:**

Hi [[CANDIDATE_FIRST_NAME]],

Thank you for applying to the [[JOB_REQ_TITLE]] position. We are humbled by the overwhelming response of people who want to grow with EssilorLuxottica.

Due to the high volume of applicants, we were unable to consider every candidate for this opportunity. Although this specific position has been filled, we invite you to continue checking our Career Site (www.EssilorLuxottica.com/careers) for new and exciting opportunities within EssilorLuxottica.

We thank you for your interest and wish you all the best in your search.

- **Requisition Cancelled:**

Hi [[CANDIDATE_FIRST_NAME]],

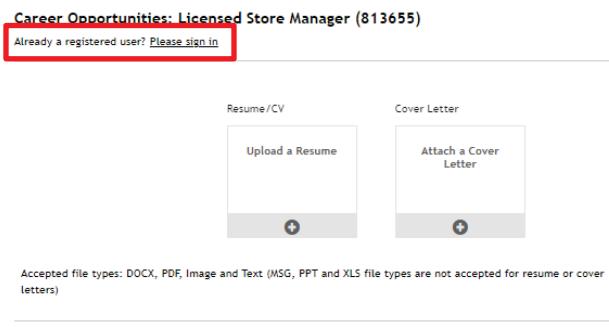
Thank you for applying to the [[JOB_REQ_TITLE]] position in [LOCATION]. At this time the position has been closed.

While we are no longer hiring for this specific position, we invite you to continue checking our Career Site (www.EssilorLuxottica.com/careers) for new and exciting opportunities within EssilorLuxottica.

We thank you for your interest and wish you all the best in your search.

- **Candidate cannot log-in to their account:**

- When going to apply, have the candidate select **Already a registered user? [Please sign in](#)**



Career Opportunities: Licensed Store Manager (813655)

Already a registered user? [Please sign in](#)

Resume/CV

Upload a Resume

Cover Letter

Attach a Cover Letter

Accepted file types: DOCX, PDF, Image and Text (MSG, PPT and XLS file types are not accepted for resume or cover letters)

- If they cannot login, have them select “Forgot your password?” and it will walk you through out to reset the previous password



Sign In

***Email Address:**

***Password:**

Sign In [Forgot your password?](#)

- If re-setting the password does not work, we recommend trying to create a New Profile using a different email to apply.

- **Candidate did not receive Offer Letter:**

- Store Manager – confirm you *sent* the offer letter. Check the candidate’s application. On the right side of the candidate’s application, confirm that the correspondence shows the Offer Letter.
 - To re-send the offer letter, you can chose “Email as PDF” or download the offer letter and sending it via email yourself!

Correspondence

Sender: LUXtalent Admin [\[REDACTED\]](#)
Thank you for applying!

Sender: LUXtalent Admin [\[REDACTED\]](#)
Action Required: Accept Offer Online

Sender: LUXtalent Admin [\[REDACTED\]](#)
Congratulations!

[Send Email](#)

Date: 07/02/2023
Type: Email

Date: 07/17/2023
Type: Email

Date: 07/17/2023
Type: Email

Offer Letter

Congratulations on your offer!
Author: [\[REDACTED\]](#)
Send Mode: [\[REDACTED\]](#)
Offer Extended On: [\[REDACTED\]](#)

Erin Sammon
[email as pdf](#)
07/17/2023

- **Candidate did not receive Background check email:**

- Store Manager – make sure the candidate status is “Pre-Employment Screening (externals)” – this status step triggers the Background packet being sent.

Pre-Employment Sc

New Application
Recruiter Screen
Manager Review
1st interview
2nd interview
3rd interview
Offer

Pre-Employment Screening (Externals)

Pre-Employment Screening Meets Criteria (Externals)
Decline/Withdraw (Email, no Survey)
Decline/Withdraw (No Email, no Survey)
Pre-Employment Screen Completed - Review Required (Externals)

- Once the SM confirms the candidate is in the correct status step, have the candidate check spam/junk folders in email for “Pre-Employment Screening email from **Sterling**” This is our Talent Solutions partner
- If the candidate can still not locate the Background email, the Store Manager needs to reach out to backgroundscreen@luxotticaretail.com
 - When reaching out to the Background Screen email, please provide the candidates full name and the req number

- **How to create a QR Code:**

- Why? When this QR code is scanned, it will take you directly to the application for this role! Great recruiting tool! Place it in stores, or even create Recruiting cards to pass out when you are out recruiting!
- Go to the requisition you'd like to create a QR code for, and select “Campaign URL Builder”



The screenshot shows the EssilorLuxottica recruiting software interface. At the top, there is a navigation bar with links: Job Requisitions, Preferences, Candidates, Interview Central, Marketing, Source Tracker, and Advanced Analytics. The 'Job Requisitions' link is underlined, indicating it is the active section. Below the navigation bar, a specific requisition is selected: 'Sales Associate Target Optical- Abington PA (813966)'. Underneath this, there are several tabs: 'JOB REQUISITION DETAIL' (underlined), 'CANDIDATES (2)', 'JOB POSTINGS (2)', 'CANDIDATE SEARCH', and 'CAMPAIGN URL BUILDER'. The 'CAMPAIGN URL BUILDER' tab is highlighted with a red box.

- You will then click on “Generate Short URL” > and “Generate QR Code”

Short URL [?](#)



The screenshot shows the 'Short URL' configuration screen. It includes fields for 'Short URL' (set to 'Bitly') and 'Generated Short URL' (containing the value 'https://bit.ly/45i3naL'). There is a 'Copy URL' button and a 'Generate QR Code' button. The 'Generate Short URL' button and the 'Generate QR Code' button are both highlighted with red boxes.

- The QR code will open in a new window. You can screenshot the black/white code and add to social media postings, or to create Recruiting cards like the one below.
- **Please note: Each QR code is specific to the req you create it in. Once that role is closed/filled, the QR code will not be valid.**

