Talent EssilorLuxottica – Best Practices
Store Manager Experience

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TALENT EL- BEST PRACTICES
Candidate Experience

1. How to Apply
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2. Candidate cannot apply
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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
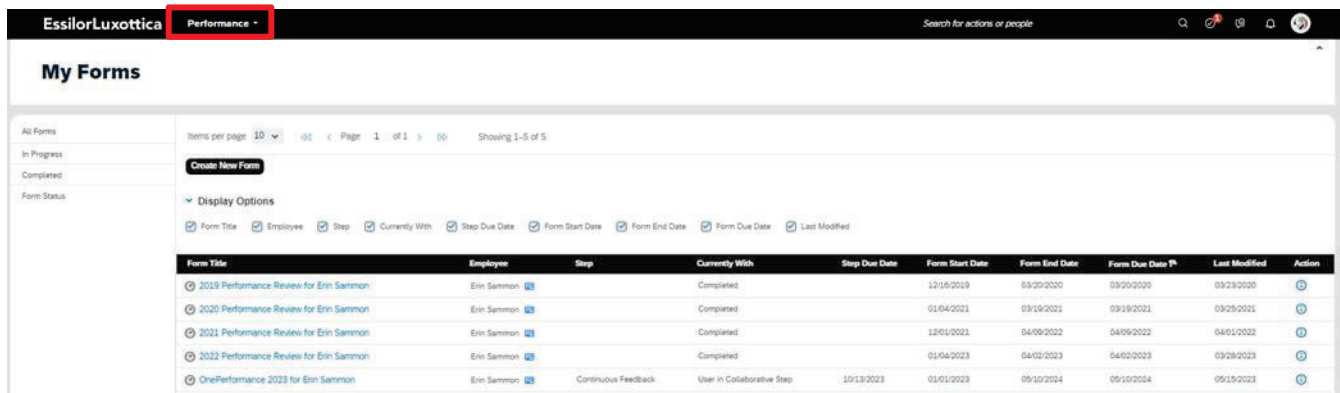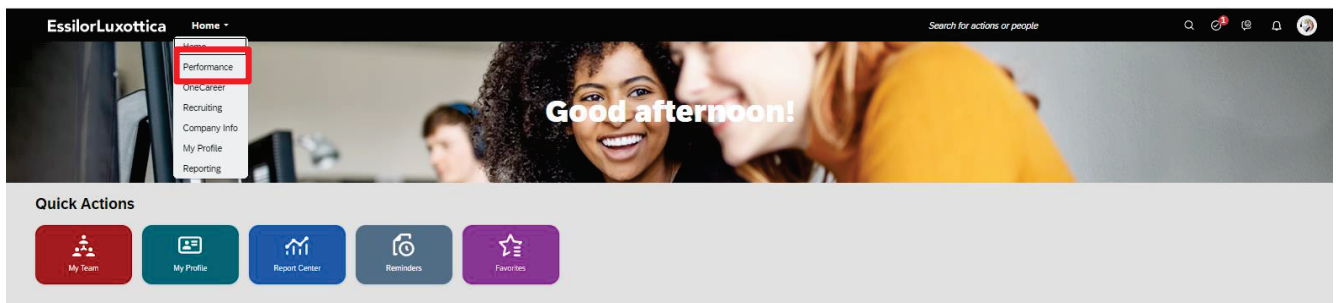
Access My Personal Desk with the link: https://mypersonaldesk.luxottica.com

Once in MPD chose **Talent EssilorLuxottica** title to access our Applicant Tracking System:
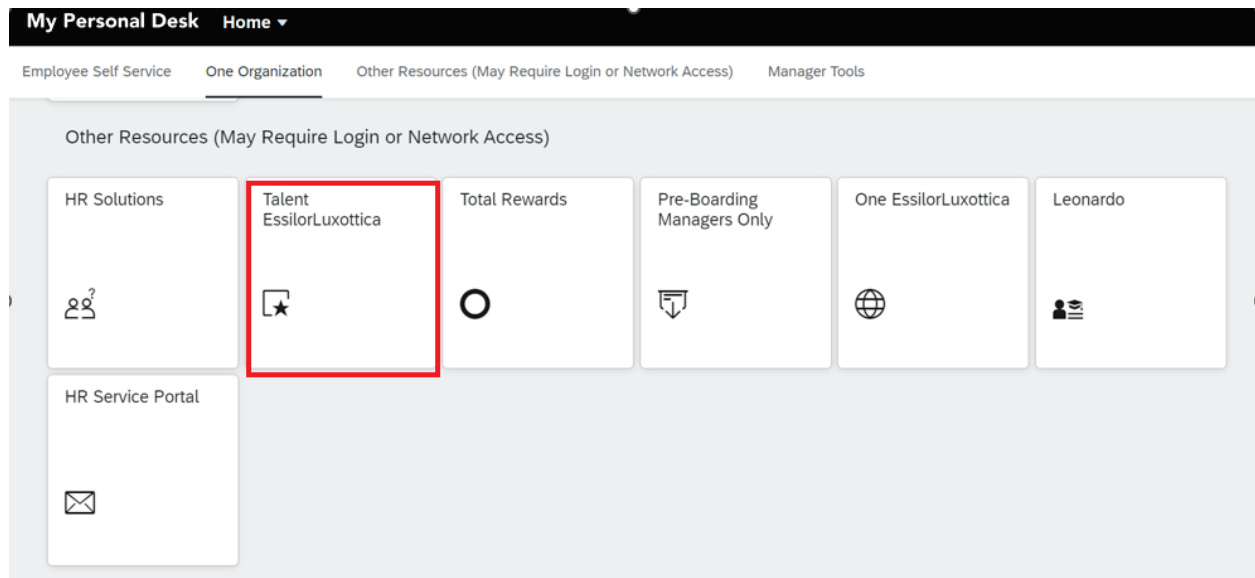
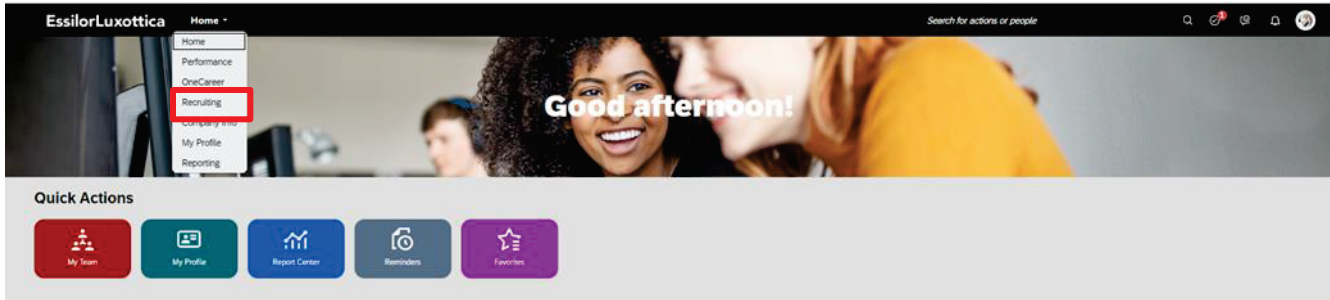# TALENT EssilorLuxottica – Basic Navigation:

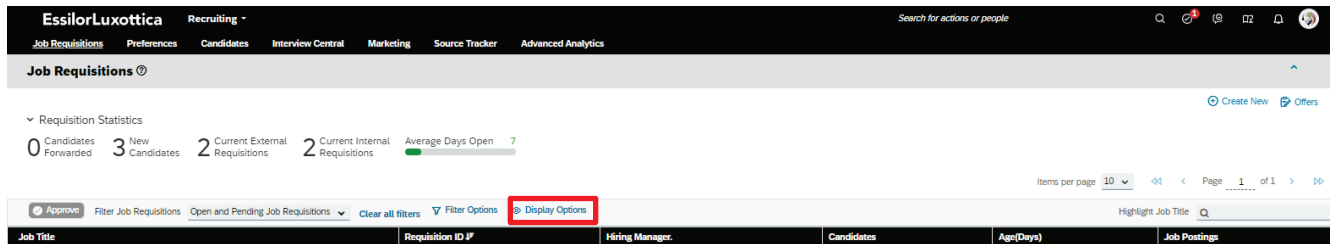- **Performance:** View current and previous Performance Reviews

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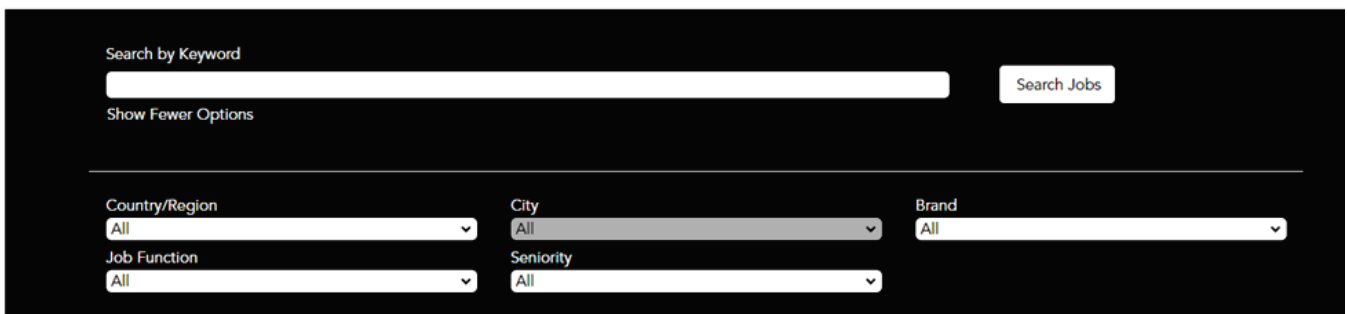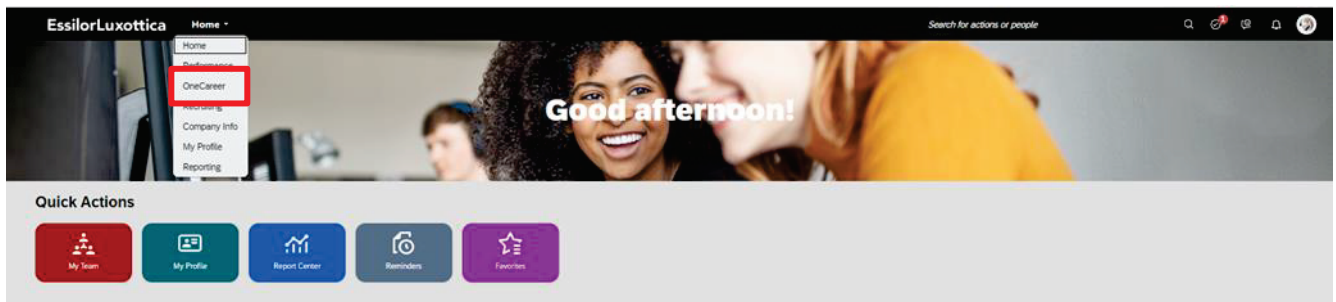
- **Recruiting** – Navigate here to view your Recruiting Dashboard

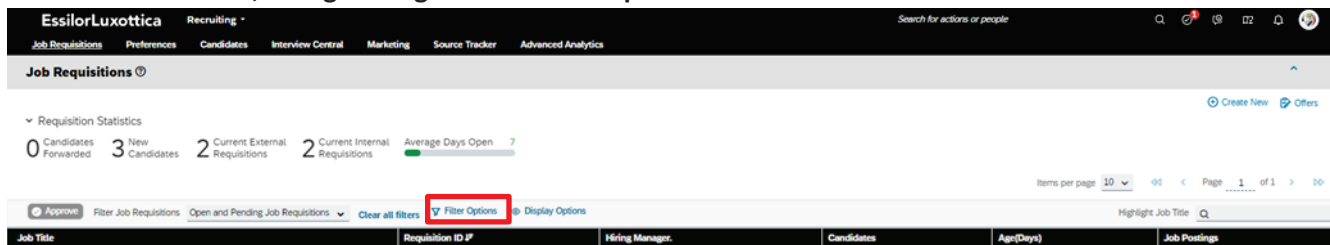- Select **Display Options** to edit your display – Make your selection and **Update Screen**

- **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 Job Requisition Template from list:**
  - **V2S Requisition: Advanced** – used for all corporate, commercial and operations roles
  - **V2S Requisition: Store Template** – used only for retail store roles

- 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: LensCrafters   Job Category: Store

⊞ 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 Macys
  ⊞ 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

Use selected

- 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

Use selected

- **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

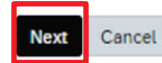* Job Title (Internal)   Sales Associate Macys Ler

* Due Date   05/14/2023

* Hiring Manager.   🔍 Erin Sammon   Find User.. ?

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

Next | Cancel

- Fill in all Required and relevant field. Required fields are marked with a red asterisk *
- Edit **External Job Title** to <u>only</u> 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 Mac | 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"

Select Header and Footer Content

Add Content to Internal and External Headers and Footers

- ⦿ Clearly >   [Recommended]
- ○ LensCrafters >
- ○ OD LensCrafters @ Macy's >
- ○ OD LensCrafters @ Macy's_Pay Transparency >
- ○ LensCrafters at Macy's >
- ○ LensCrafters at Macy's_Pay Transparency >
- ○ LensCrafters_Pay Transparency >
- ○ OD LensCrafters >
- ○ OD LensCrafters_Pay Transparency >
- ○ EssilorLuxottica - Global >

Cancel | Select

- 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**"

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.

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

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

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

1. Check to see if the candidate is Internal or External – remember to look for the blue or orange box.
    a. **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.

2. 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.
    a. NOTE: You will click **SAVE** whenever you make any change on a candidate profile.

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

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**

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

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

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.

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 · 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

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 ·

[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 : 0d

∨ 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) | 0 |

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)

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)

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"

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**

15. Choose the Template Drop down to view selections
   a. Store Managers and Retail Recruiters utilize the RETAIL templates
   b. Chose the one that matches the role you are hiring for: Internal vs. External, CPT, PT, or FT, Hourly vs. Salary

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

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

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

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

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

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

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

Etest Williamson (External Candidate)

1234567890 ✉ test.jobaids@yahoo.com 📋 Cover Letter 📋 Resume 📋 View Profile (1091382) 🔗 Application URL

∨ 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)

this candidate is Eligible or Ineligible for hire.

* Eligibility

* 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: *"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

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**
  - Then you will put the Candidate Status to **Preboard > Confirm start date > Save**

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.

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

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)
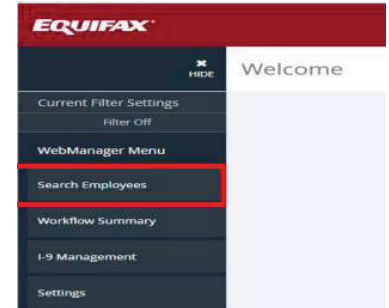
- Acceptable I9 Verification Documents:

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	LIST B Documents that Establish Identity	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 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority	5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security
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	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

- 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

Sales Associate Target Optical - TEST (814781)

JOB REQUISITION DETAIL   CANDIDATES (0)   JOB POSTINGS (2)   CANDIDATE SEARCH   CAMPAIGN URL BUILDER
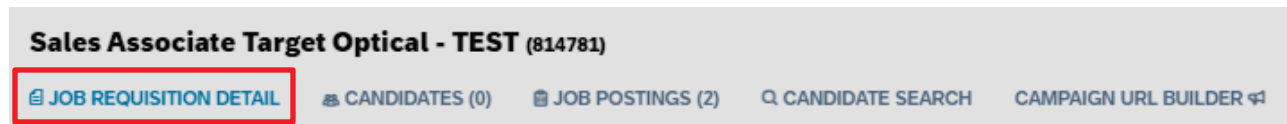
- Go to **Requisition Information** and select the **Requisition Status** drop down > select **Cancelled**

Sales Associate Target Optical - TEST (814781)

JOB REQUISITION DETAIL   CANDIDATES (0)   JOB POSTINGS (2)   CANDIDATE SEARCH

Once a requisition is approved, internal & external job postings will automatically be posted for 60 days and candidates to apply.

Requisition Information

* Requisition ID   814781

* Requisition Status   Open

No Selection
Cancelled
Filled

Job Details

* Country   On Hold
Open
Legal Entity.   Pending Approval

Internal Function   No Selection

Seniority   No Selection

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

Save Changes   Close Job Requisition
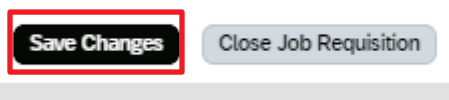
- A pop up alert with come up, select **OK**

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

OK   Cancel

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"

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 is No Show reason is not justified/validated via **MPD > My Team** tile
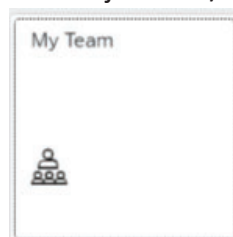
How to Apply: External Candidate

After the candidate clicks the link you sent….

- Candidate will click **Apply Now**

Country
All

City
All

Brand
All

Job Function
All

Seniority
All

Select how often (in days) to receive an alert: 7   ✉ Create 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

Upload a Resume

⊕

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

Email Address: *   esammon37@yahoo.com

Retype Email Address: *   esammon37@yahoo.com

Choose Password: *   ••••••••   Show

✓ Password accepted

- Password must be at least 8 characters long.
- Password must not be longer than 20 characters.
- Password must contain at least one upper case and one lower case letter.
- Password must contain at least one number or punctuation character.
- Password must not contain space or unicode characters.

Retype Password: *   ••••••••   Show

✓ Password matches

First Name: *   Etest

Middle Name

Last Name: *   Stest

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*   1234567890

Secondary Phone

Employment Information

How did you hear about this position?*
No Selection

Source Detail*
No Selection

Referral name (If applicable)
[   ]

Have you ever worked for Luxottica, a subsidiary or were affiliated with Luxottica in the past?*
No Selection

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 Selection

If yes, what Brand?
No Selection

Are you currently a contractor or temporary associate with Luxottica?*
No Selection

Are you 18 years of age or older?*
No Selection

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

If hired, can you furnish proof that you are authorized to work in the United States?*
No Selection

Will you now or in the future require sponsorship for an employment visa in order to work in the United
No Selection

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 Philippine Islands, 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
No Selection

Gender
No Selection

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.[i] 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 tor 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
- Deafness
- Cancer
- Diabetes
- Epilepsy

- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy

- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs

- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability

- Remind candidates they need to accept the Terms oof Use before submitting!
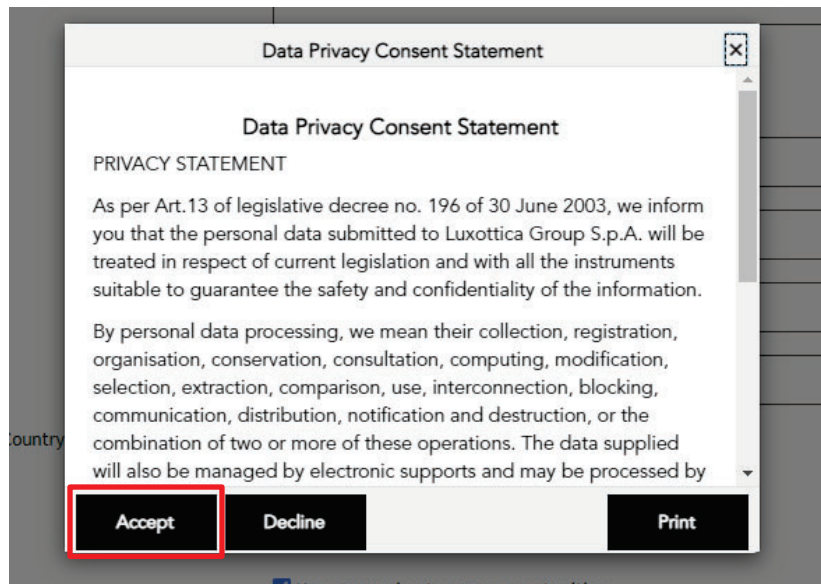
- Once they accept the Data Privacy – Submit by clicking apply!

How to Apply – Internal Candidate

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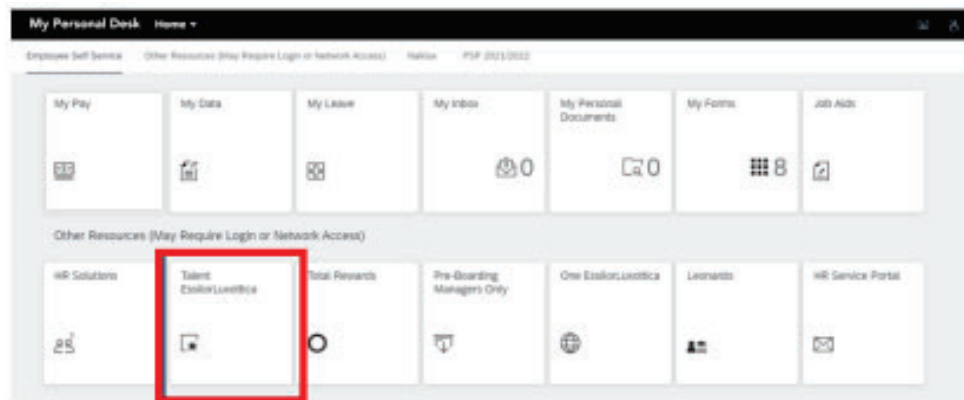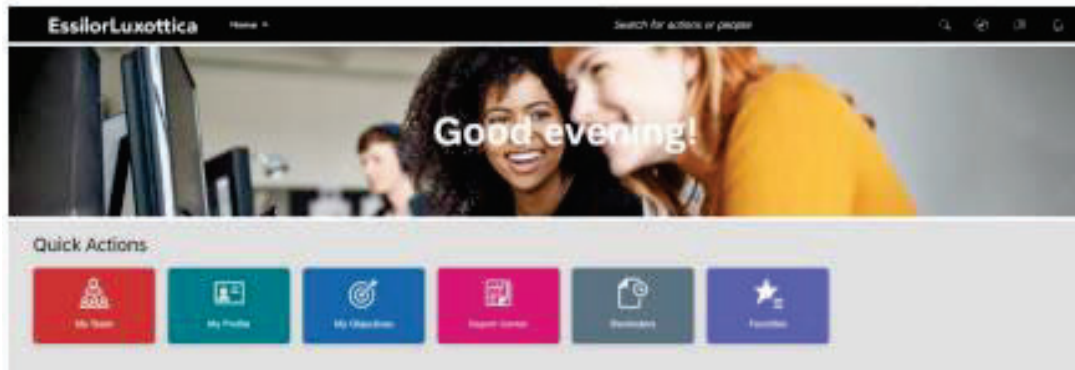 - o Log in into MPD: https://logon.luxottica.com/ (Use your EL ID and password) – the website is available from laptop and mobile
  - o Choose **Talent EssilorLuxottica** from the list:

- This is the view of your home page:

- Click on the dropdown menu and choose OneCareer:
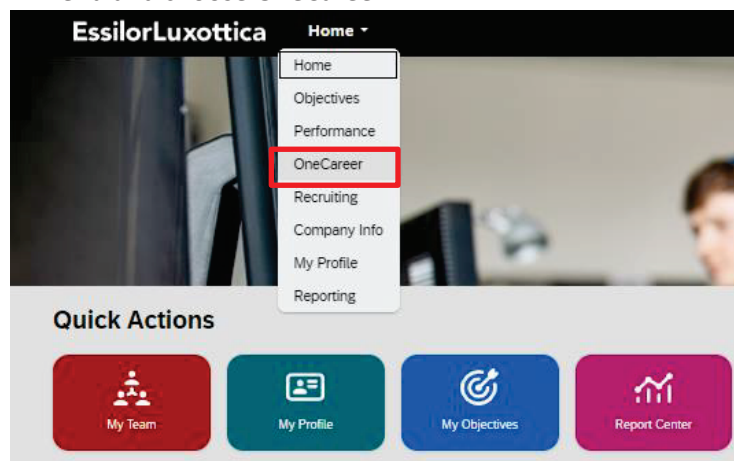
- Use the search bars to search jobs by title, location and other:

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

- Once logged in the Home page:
  - Copy and paste the link provided by your recruiter in a new tab, **OR** scan the QR code (if provided)
  - Arrive at the open position and click on **Apply Now!**

- **Candidate cannot apply:**
  - Have they applied with us in the past? When they go to Apply, make sure they chose:
    - **Already a registered user? Please sign in**

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

- 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:

- **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**

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

- **Candidate did not receive Background check email:**
  - o Store Manager – make sure the candidate status is "Pre-Employment Screening (externals)" – this status step triggers the Background packet being sent.

  - o 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
  - o 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:**
  - o 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!
  - o Go to the requisition you'd like to create a QR code for, and select "**Campaign URL Builder**"

  - o You will then click on "**Generate Short URL**" > and "**Generate QR Code**"

  - o 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.
  - o 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.