

## 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](#)
3. [Expectations during process](#) - Communication
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  - 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>

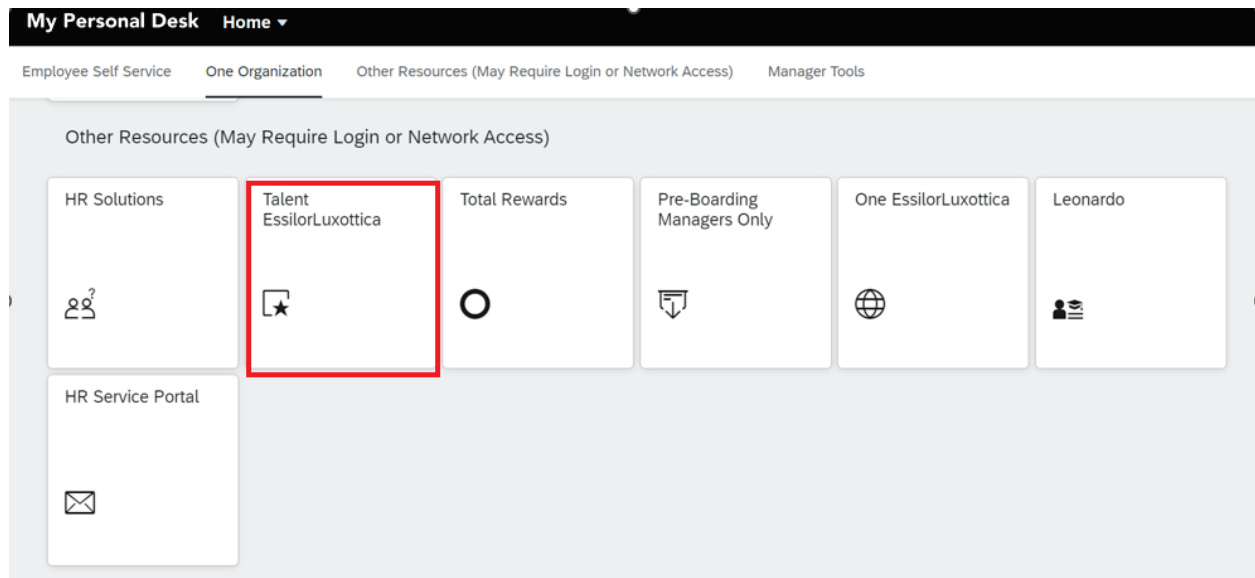
- Username: ELID (EssilorLuxottica ID) - it will be communicated to you from your Hiring Manager/HRBP
- Password: LUXDOB! (Example: LUXMMDDYYYY!)
- You then select change password (optional)
- Once selected then you will be prompted to answer 5 personal questions
- Then create new password as prompted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

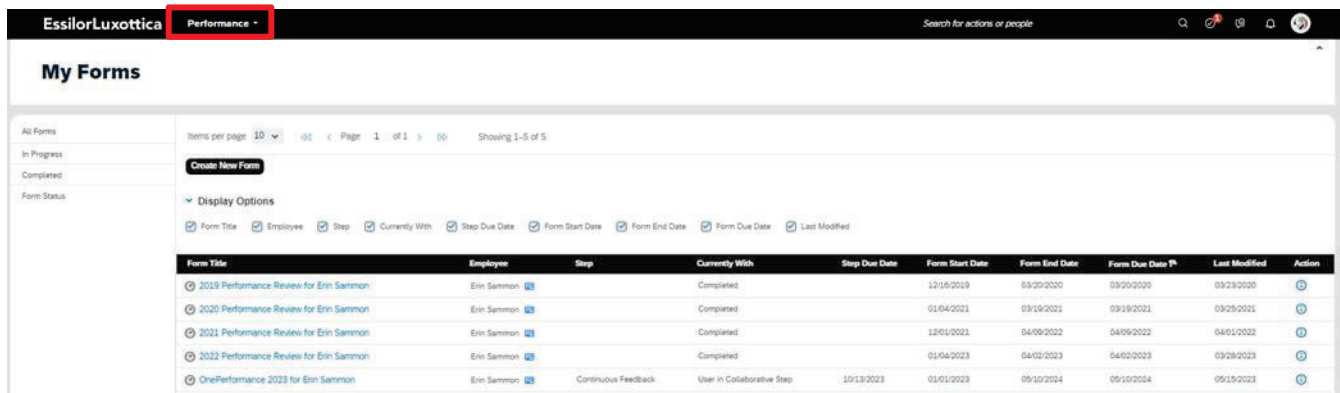
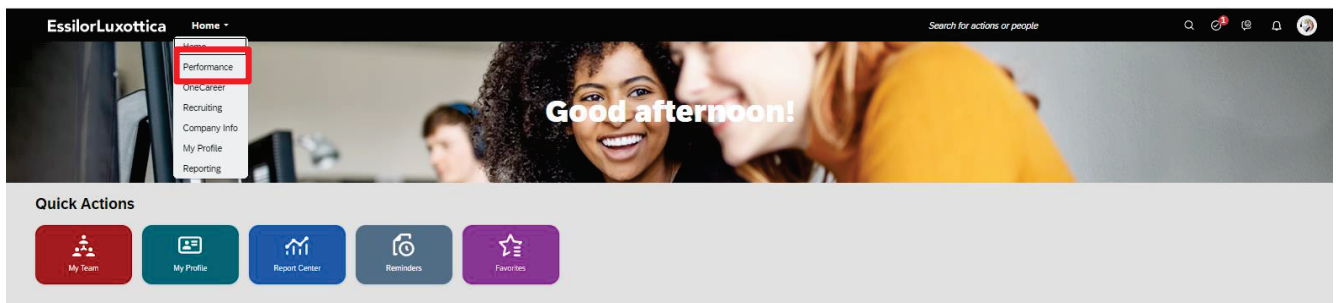
Access My Personal Desk with the link: <https://mypersonaldesk.luxottica.com>

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

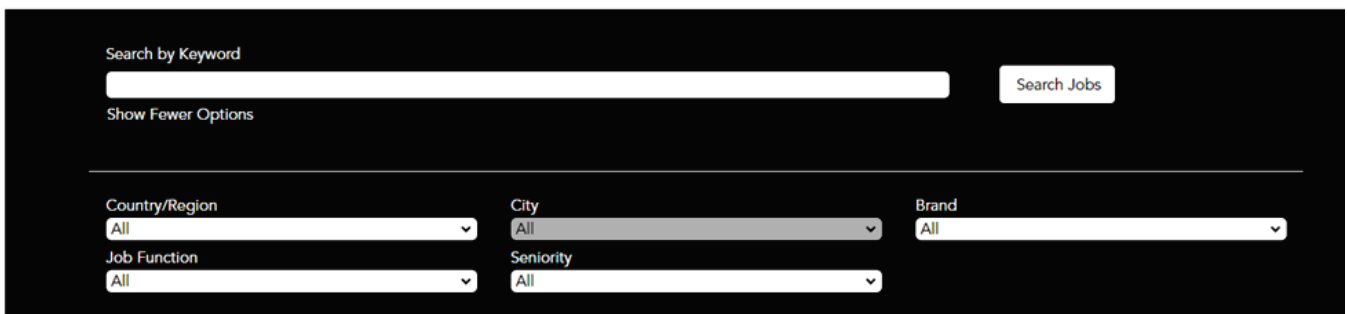
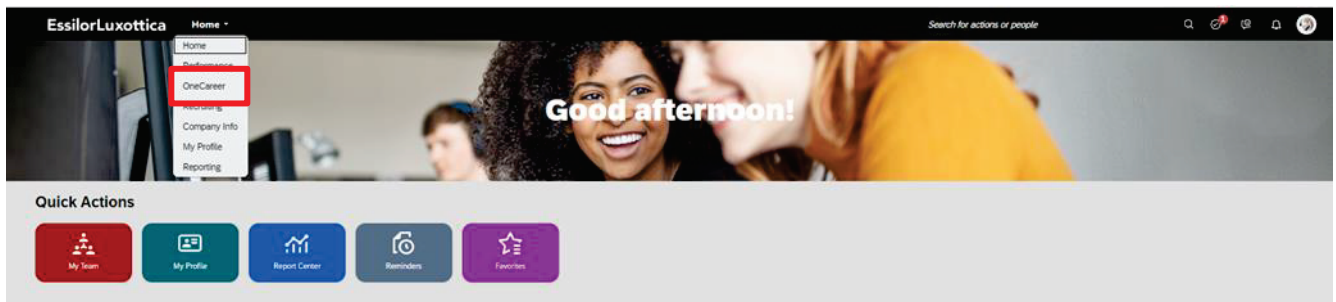


## TALENT EssilorLuxottica – Basic Navigation:

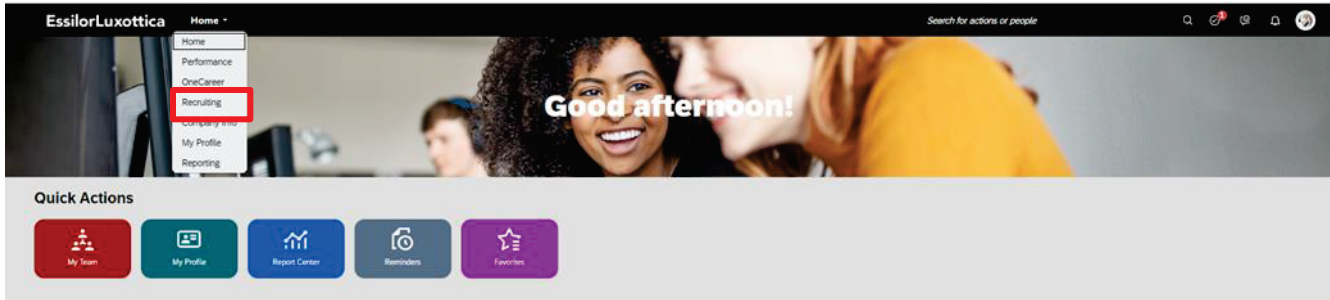
- **Performance:** View current and previous Performance Reviews



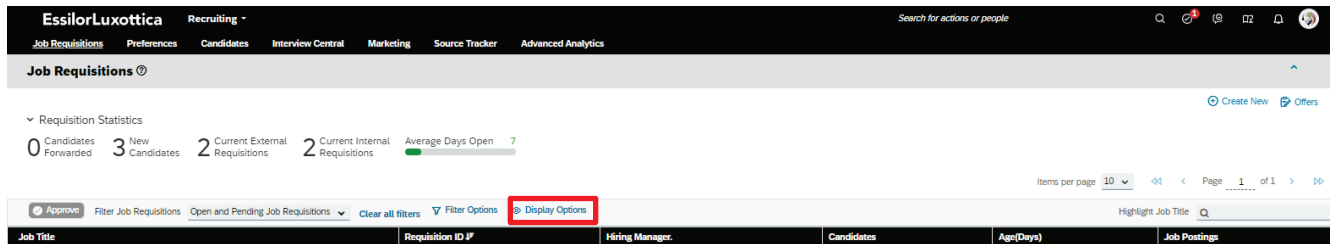
- **OneCareer:** The EssilorLuxottica internal mobility program that puts you in the driving seat of your career by providing visibility for internal job postings and encouraging mobility across our entities.



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



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



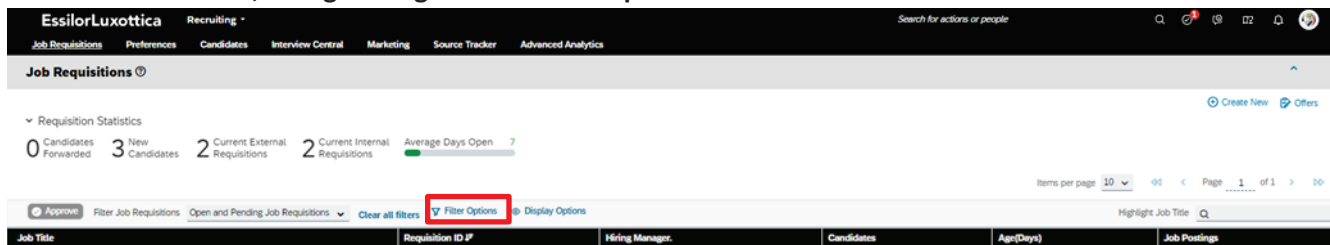
**Display Options**

Use the options below to show or hide the columns in the table.

<input type="checkbox"/> Filter Info	<input type="checkbox"/> Users	<input type="checkbox"/> Pending Req Options	<input type="checkbox"/> Open/Closed Req Options
<input checked="" type="checkbox"/> Requisition ID	<input checked="" type="checkbox"/> Hiring Manager	<input type="checkbox"/> Currently With	<input checked="" type="checkbox"/> Candidates
<input type="checkbox"/> Position Number	<input type="checkbox"/> Recruiter	<input type="checkbox"/> Updated	<input type="checkbox"/> Active Candidates
<input type="checkbox"/> Department	<input type="checkbox"/> Sourcer	<input type="checkbox"/> Due	<input type="checkbox"/> Progress

**Update Screen** Cancel

- **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**



**Filter Options**

Use the options below to limit the items you want to see.

Enter Keywords:

☒ Title Only ☐ Title and Description

Job Requisition ID:

Job Requisition Type:

Parent Job Requisition ID:

Position Number:

Users:

Hiring Manager:

Recruiter:

Sourcer:

Admin Staff:

Final Approver:

Internal Finance:

Filter By:

[Clear Filters](#)

[Update Screen](#) [Cancel](#)

## How to Open a Requisition:

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

Dashboard **Job Requisitions** Preferences Candidates Interview Central Interview Scheduling Marketing Source Tracker Advanced Analytics

Job Requisitions ⑦

[+ Create New](#) [Offers](#)

✓ Requisition Statistics

1 Candidates Forwarded 0 New Candidates 2 Current External Requisitions 2 Current Internal Requisitions Average Days Open 82

Items per page 10 << Page 1 of 1

**EssilorLuxottica** Recruiting

Job Requisitions Preferences Candidates

Create New Job Requisition

Select Job Requisitions Template:

- [V2S Requisition: Advanced](#)
- [V2S Requisition: Store Template](#)

- 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:

**EssilorLuxottica** Recruiting

Job Requisitions Preferences Candidates Interview Central Marketing

Create New Job Requisition

Options:

- [Browse “Families & Roles”](#)

- 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 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

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

☐ Sales Associate Macys LensCrafters

**Job description:**

**GENERAL FUNCTION** The Sales Associate sets the standard of quality in eye care for the community.

**MAJOR DUTIES AND RESPONSIBILITIES** 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).

**BASIC QUALIFICATIONS** 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)

Sales Associate Macys Ler

\* Due Date

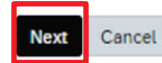
05/14/2023

\* Hiring Manager.

Erin Sammon

[Find User..](#)

- 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**)

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 >

☐ EspritLuxottica - 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"**

**EssilorLuxottica** Recruiting ▾

Job Requisitions Preferences Candidates Interview Central Marketing Source Tracker Advanced Analytics

TEST TEST Sales Associate Macys 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 ⑦

Requisition Statistics

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

Items per page 10 100

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 (1 new)	-	1 IE

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

Status Open Hiring Manager: Erin Sa Age: 0d

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 (Int)
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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
Ernest Ernest	New	New Application				External	N/A	Recruiting Marketing: Direct	Recruiting Marketing: Direct	1234567890	04/25/2023

Items per page 10 100 Page 1 of 1



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

LensCrafters - Licensed Optician (TEST) (754652)

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

Status: Open Hiring Manager: Erin Sammon 821

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

Forwarded 0 Invited To Apply 0

New Application 1 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 0 Decline/Withdraw (Em)

Candidates: View all candidates (1)

Ettest Ettest (External Candidate)

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

Application Resume

Selected Action

Filter Options

Enter Applicant Name

Name

Ettest Ettest

Application

Instructions

Review candidates in this status.

- For internal candidates, move to "Eligibility Review - Current Manager Verification of Eligibility to Apply (Internal Only)" status.
- For external candidates, check 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**. If 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.

New Application

Eligibility

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

No Selection

Employment Information

Other

Other Source

Other Source

Referral name (if applicable)

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

Yes

Jobs Applied

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

Recruiter: Erin Sammon

Status: New Application

Date: 04/25/2022

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

More Information

Phone Country Code

Secondary Phone

Phone Address (Use 1 for cell phone number and 2 for home or office)

1234 Test 1 234

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.

\* Eligibility

Eligible for Hire

Employment Information

\* How did you hear about this position?

Other

\* Source Detail

Other Source

Referral name (if applicable)

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

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.

Candidates: View all candidates (1)

**Etest Etest (External Candidate)**  
 1234567890 test.jobids@yahoo.com Cover Letter Resume View Profile (965345) Application URL

0 Selected **Action** Filter Options  
 Enter Applicant Name

**Name**  
 Etest Etest

**Application**

**Instructions**  
 Review candidates in this status.  
 • For internal candidates, move to "Eligibility Review - Current Manager Verification of Eligibility to Apply (Internal Only)" status.  
 • For external candidates, check 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**. If 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  
 Phone Screen  
 Decline/Withdraw (Email, no Survey)  
 Candidate rejected after recruiter interview  
 Candidate withdrawn after recruiter interview  
 Candidate rejected after business interview  
 Offer Declined  
 Decline/Withdraw (No Email, no Survey)  
 Other

**Eligibility**

**How did you hear about this position?**  
 Other Source

**Source Detail**  
 Referral name (if applicable)

**Jobs Applied**  
 Job title: LensCrafters - Licensed Optician (TEST) (754652)  
 Recruiter: Erin Sammon  
 Status: New Application  
 Date: 04/25/2023

**Correspondence**  
 Send Email  
 Sender: LUXtalent Admin  
 Date: 04/25/2023  
 Type: Email  
 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

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

**Etest Etest (External Candidate)**  
 1234567890 test.jobids@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**  
 Send Email  
 Sender: LUXtalent Admin  
 Date: 04/25/2023  
 Type: Email  
 Thank you for Applying!

**Save** Cancel Email Take Action

- After Initial Interview, you decide – offer or disposition, not a fit, or bench talent. (will provide disposition info in another doc)
- OFFER:** Instructions are listed on candidate profile. Choose Drop down to **OFFER > Create Offer > Save**

**Etest Etest (External Candidate)**  
 1234567890 test.jobids@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**  
 Send Email  
 Sender: LUXtalent Admin  
 Date: 04/25/2023  
 Type: Email  
 Thank you for Applying!

**Offer Letter**

**Save** Cancel Email Take Action

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

Etest Etest (External Candidate)

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

Save Cancel Email Take Action

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

Create Offer

Eligibility

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

Eligible for Hire

Offer Details

No Selection

No Selection

No Selection

MM/DD/YYYY

Sign on Bonus

Jobs Applied

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

Recruiter: Erin Sammon

Status: Create Offer

Date: 04/25/2023

Correspondence

Send Email

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

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

Etest Etest (External Candidate)

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

Save Cancel Email Take Action

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

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

Send Email

Sender: LUXtalent Admin

Thank you for Applying!

Date: 04/25/2023

Type: Email

Offer Letter

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

- 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.

Etest Etest (External Candidate)

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

Save Cancel Email Take Action

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

Offer Approval Proc

Jobs Applied

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

Recruiter: Erin Sammon

Status: Offer Approval Process

Date: 04/25/2023

Correspondence

Send Email

Sender: LUXtalent Admin

Thank you for Applying!

Date: 04/25/2023

Type: Email

Offer Letter

Print

Offer

Forward

History

Reopen for Consideration

Close From Consideration

Invite Candidate to Apply

Add To Requisition

Add to Talent Pool

Move Candidate

Invite 1 into Space Applicant

- 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

\* Select Offer Template   
- 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

\* Pay Basis

\* Offer Pay Rate

Min (10th Percentile) 19.03

25th Percentile 21.56

50th Percentile 24.31

75th Percentile 28.24

Candidate Quick View

Tentative Start Date

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  Hiring Manager: : Erin Sammon

[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)

Candidates: View all candidates (1)

0 Selected [Action](#) [Display Options](#) [Filter Options](#)

Highlight Candidate

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 ②

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

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

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 All 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
Etest Etest	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 All 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
Etest Etest	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**

Etest Etest (External Candidate)

1234567890 test.jobalds@yahoo.com Cover Letter Resume View Profile (95345) Application URL

Application Resume

Save Cancel Email Take Action

Offer Letter Offer Forward History Reopen for Consideration Close From Consideration Invite Candidate to Apply Add To Requisition Add To Talent Pool Move Candidate

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

Candidate Offer Prc

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

Font: Size: [CANDIDATE\_PROFILE] RETAIL EssilorLuxottica External CASUAL Part Time  
 [CANDIDATE\_STATE] RETAIL EssilorLuxottica External Part Time  
 RETAIL EssilorLuxottica External Hourly FULL TIME  
 RETAIL EssilorLuxottica External Salaried  
 RETAIL EssilorLuxottica Internal Hourly FULL TIME  
 RETAIL EssilorLuxottica Internal Part Time  
 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  
 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,  
 [RECRUITER\_NAME]  
 EssilorLuxottica

body p Paragraphs: 27, Words: 853

Attach a document

Reset Template

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

**Draft is saved successfully**

\* Send Offer to:

Subject:

**EssilorLuxottica**

May 11, 2023  
Erin Sammon

Erin,

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 optical lenses, frames and sunglasses. We passionately believe that the work we do matters. With over 180,000 dedicated employees in 130 countries sharing our core beliefs, our people are creative, entrepreneurial and dedicated for their unique perspectives and individuality. Committed to vision, we enable everyone "see more and be more" thanks to our innovative designs and lens technologies, exceptional quality and cutting-edge processing methods. As a member of the EssilorLuxottica team, we would ask you to join us in changing the way people see the world.

**Position:** Licensed Optician (TEST)

**Business Unit:** LensCrafters

**Working Location:** 42384 - 4237 First 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, retirement discount perks, and more. In addition, you may be eligible for EssilorLuxottica's marketplace discounts and voluntary coverage offerings. See benefits guide for details on some of the specifics in our generous Total Rewards package.

**Hourly Pay Rate:** \$25.00 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.

**Lab Staff Plan:** You will be eligible to participate in our employee lab staff plan per the terms of the Plan. Please see the attached Plan for details.

**Holiday and Time Off:** You will be eligible for and accrue 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 change the at-will nature of this relationship.

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

Candidates:

Language:

Brand:

Template:

Subject:

Offer Attachments:

**Message:**

**FROM:**

**TO:**

At Luxottica, we help the world see. We are pleased to offer you the opportunity to do the same in the position of  = .

Details of your offer are attached.

Sincerely,

0 documents attached

Back **Next**

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

Offer Attachments:

May 11, 2023

Dear Erin,

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/ks/uc/rc/mvobreosummarv/oaos/robReoSummarv.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.jobalids@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

\* Eligibility  
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)

\* Hire Type  
New hire

\* Applicant Type  
External

This candidate is Eligible or Ineligible for hire.

## 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	<b>The BRAC decision is Does Not Meet Criteria.</b> Use the following script to withdraw the contingent offer: <b>"Ms. Williams, our offer of employment is being withdrawn for failure to meet the requirements of our contingent job offer."</b> Applicants often have additional questions about their background check results. If asked, the appropriate response is: <b>"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 <a href="mailto:clientservices_tw@sterlingts.com">clientservices_tw@sterlingts.com</a></b>

For questions or assistance, contact [backgroundscreen@luxotticaretail.com](mailto: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](mailto: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](mailto: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".  
**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.
3. After this process has been started, remember to disposition all other candidates not hired on the requisition.
4. 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.
5. 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.
6. Once the applicant has completed their half of the Preboarding packet, the manager needs to log into Equifax, and then click on Search Employees.
7. From there, they can search the name of the employee and select their name once found.
8. Click on the Complete I9 button.
9. Verify Acceptable Documents.
10. 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.
11. If all of the employees information is accurate, click the Employer Electronica Signature checkbox and click Continue.
12. 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:

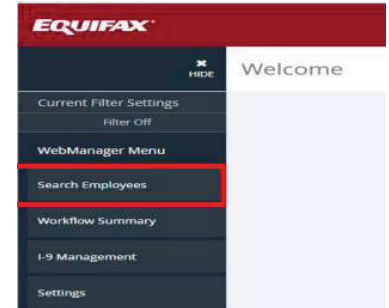
- Hiring Manager should monitor the New Hire's progress in order to ensure timely completion of PreBoarding process.
- Log into My Personal Desk and select the Pre-Boarding Managers Only Tile to follow new hire's progress. Use EL ID and network password to log in
- If you don't have access, please reach out to [preboarding@luxotticaretail.com](mailto: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
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
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
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
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:		5. U.S. Military card or draft record
a. Foreign passport; and		6. Military dependent's ID card
b. Form I-94 or Form I-94A that has the following:		7. U.S. Coast Guard Merchant Mariner Card
(1) The same name as the passport; and		8. Native American tribal document
(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.		9. Driver's license issued by a Canadian government authority
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
		LIST C Documents that Establish Employment Authorization
		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. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
		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. Native American tribal document
		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

## 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

The screenshot shows a portion of an ATS form. The 'Pay Basis' is set to 'Annually'. The 'Tentative Start Date' is '09/03/2023'. The 'Actual Start Date' field is highlighted with a red box and contains the placeholder 'MM/DD/YYYY' with a calendar icon. Below this are fields for 'Target Bonus', 'Long Term Incentive Plan', 'Sign on Bonus', and '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)

This screenshot shows the 'Disqualify Candidate' form. The 'Candidates' table is empty. The 'Action Required' dropdown menu is open, showing options: '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', and 'Decline/Withdraw (No Email, no Survey)'. The 'Apply Updates' button is at the bottom right.

This screenshot shows the 'Disqualify Candidate' form with the 'Sub Item' dropdown menu open. The 'Action Required' is set to 'Decline/Withdraw (Email, no Survey)'. The 'Sub Item' dropdown shows a long list of options including 'None Qualified Candidate Selected', 'Does Not Meet Basic Qualifications', 'Former Employee Not Eligible for Rehire', 'Not Reviewed', 'Requisition Cancelled', 'Did Not Meet Requirements of Contingent Job Offer', 'Moved to Other Requisition', 'Accepted Another Offer Outside of Luxottica', 'Accepted Another Offer Within Luxottica', 'Compensation/Benefits', 'Did Not Complete Pre-Employment Check', 'No Longer Interested in Position', 'No Show For Phone Screen/Interview', 'Resignation', 'Work Location/Environment', 'Unable to Contact/Unresponsive', 'Work Hours/Schedule', and 'Travel'. The 'Apply Updates' button is at the bottom right.

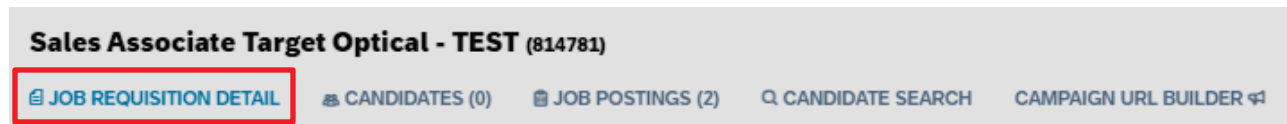
Candidates will receive an email to inform them of disposition (unless you select “no email”). “no email” should only be used if you verbally dispositioned the candidate.

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

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

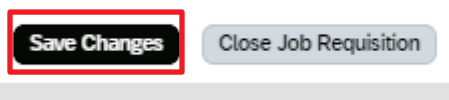
**How to Cancel a Requisition:** - Before you cancel a req – follow the “How to disposition” instructions for all remaining candidates

- 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.

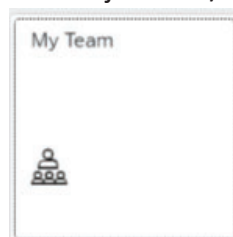
\* Hiring Manager.  [?](#)

\* 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**

Country

All

City

All

Brand

All

Job Function

All

Seniority

All

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

## 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.<sup>1</sup> 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 limbs | • 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

Address\*

City\*

State/Province\*

Zip/Postal Code\*

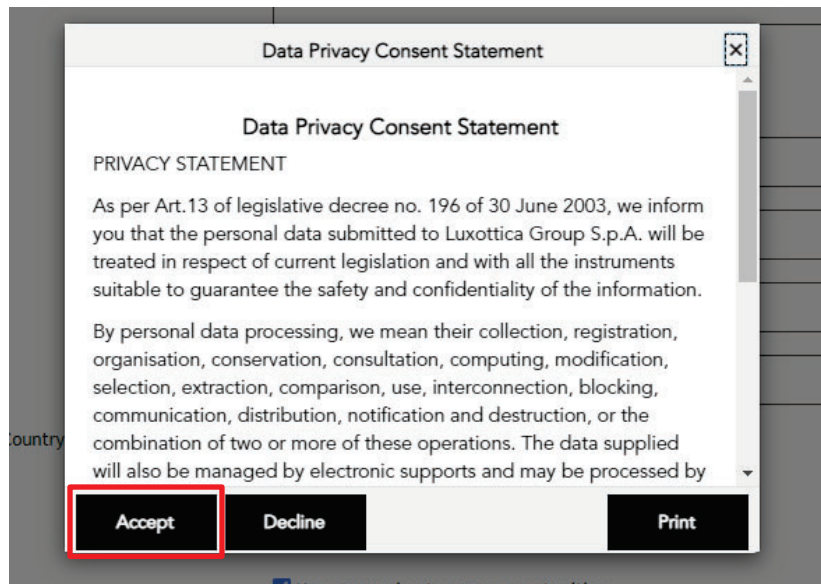
Country/Region of Residence:\*

Notification: ☒ Receive new job posting notifications

☒ Hear more about career opportunities

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

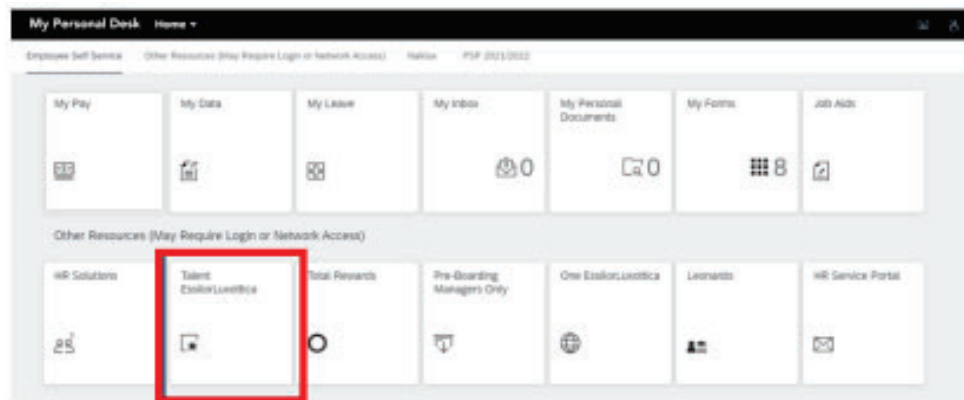
**Apply**



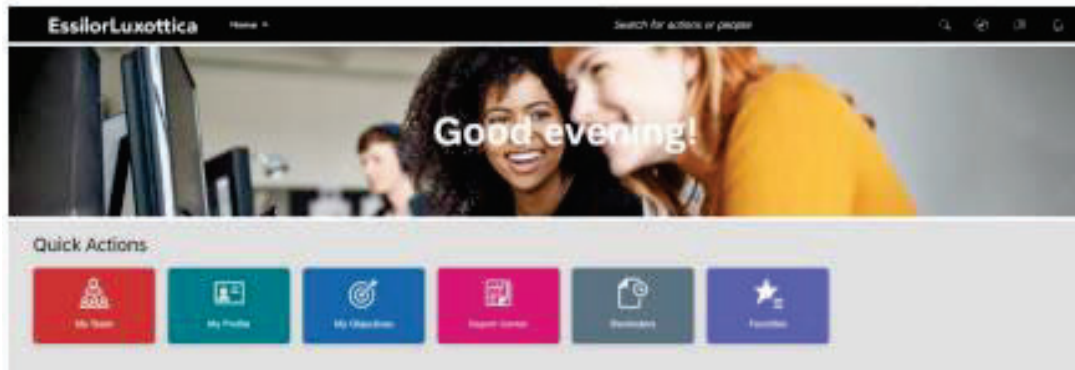
- Once they accept the Data Privacy – Submit by clicking apply!

## How to Apply – Internal Candidate

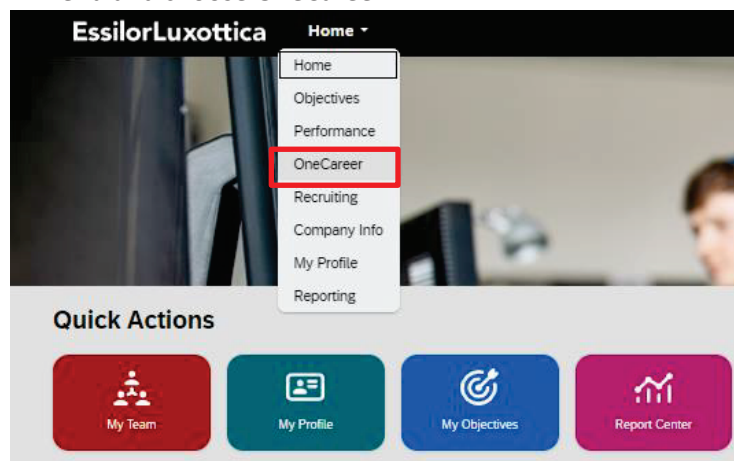
- **OPTION 1:** Applying from the internal careers site
  - o Log in into MPD: <https://logon.luxottica.com/> (Use your EL ID and password) – the website is available from laptop and mobile
  - o Choose **Talent EssilorLuxottica** from the list:



- 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**:

The screenshot shows the EssilorLuxottica job portal. On the left, there are search filters for 'All', 'Job Function', and 'Seniority'. On the right, a job listing for 'RxO - Manufacturing Team Lead (Manufacturing)' is displayed, including details like Date (Mar 2, 2023), Brand (Essilor and Subsidiaries), Location (Sioux City, IA, US, 51111), Requisition ID (797210), and Position/Full Time. An 'Apply now' button is highlighted in a red box.

- **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:

The screenshot shows the 'My Personal Desk' dashboard. It includes sections for 'My Pay', 'My Data', 'My Leave', 'My Inbox', 'My Personal Documents', 'My Forms', and 'Job Aids'. Below these, there is a section for 'Other Resources (May Require Login or Network Access)' which includes 'Talent EssilorLuxottica' (highlighted in a red box), 'Total Rewards', 'Pre-Boarding Managers Only', 'One EssilorLuxottica', 'Leonardo', and 'HR Service Portal'.

- 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!**

The screenshot shows the job listing page for 'RxO - Manufacturing Team Lead (Manufacturing)'. It includes details like Date (Mar 2, 2023), Brand (Essilor and Subsidiaries), Location (Sioux City, IA, US, 51111), Requisition ID (797210), and Position/Full Time. An 'Apply now' button is highlighted in a red box.

- **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](#)

The screenshot shows the application form with two main sections: 'Resume/CV' and 'Cover Letter'. Each section has an 'Upload a Resume' or 'Attach a Cover Letter' button with a plus icon.

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](mailto: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](mailto: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](http://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](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.

○ **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](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.

- **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      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 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!

<div> <div>Correspondence</div> <div> <div>Send Email</div> </div> </div>	
<div> <div>Sender: LUXtalent Admin</div> <div>Thank you for applying!</div> </div>	<div> <div>Date: 07/02/2023</div> <div>Type: Email</div> </div>
<div> <div>Sender: LUXtalent Admin</div> <div>Action Required: Accept Offer Online</div> </div>	<div> <div>Date: 07/17/2023</div> <div>Type: Email</div> </div>
<div> <div>Sender: LUXtalent Admin</div> <div>Congratulations!</div> </div>	<div> <div>Date: 07/17/2023</div> <div>Type: Email</div> </div>
<div> <div>Offer Letter</div> <div> <div>Congratulations on your offer!</div> <div> <div>Author:</div> <div>Send Mode:</div> <div>Offer Extended On:</div> </div> </div> </div>	
<div> <div>Erin Sammon</div> <div>email as pdf</div> <div>07/17/2023</div> </div>	

- **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](mailto: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"



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

The screenshot displays the "Short URL" generation interface. It features a dropdown menu for the Short URL provider, currently set to "Bitly". To the right of this dropdown is a button labeled "Generate Short URL", which is highlighted with a red rectangular box. Below the dropdown, the "Generated Short URL" is shown as "https://bit.ly/45i3naL". To the right of this URL is a button labeled "Copy URL". At the bottom, there is a button labeled "Generate QR Code", which is also highlighted with a red rectangular box.

- 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.

