

Pre-boarding

[Posting Open Roles](#) | [Applying](#) | [Interviewing](#) | [Hiring](#) | [Pre-employment Screening](#) | **Pre-boarding**

After all Pre-employment Screening has been successfully completed and the Candidate status changed 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.

This phase of the process consists of Initiating the Pre-boarding Process, Completing the Pre-boarding Packet, Finalizing the Candidate's Pre-boarding Information, Preparing for New Hire Arrival and Closing the Requisition.

Process Overview

Click to jump to a process



Note: Pre-employment Screening and Pre-boarding are two very distinct processes. The Candidate must successfully complete the Pre-employment Screening process before Pre-boarding can begin.

Note: This PDF is interactive. Click the icons in the process to go to the start of the process. Click the Home button in the toolbar to move back to the first page.

Click to jump to a process



C Completing the Pre-boarding Packet

Completing the Pre-boarding Packet

Click to jump to a process



As a Store Hiring Manager/Recruiter, it's important to be familiar with the process Candidates follow to complete the Pre-boarding Packet. Candidates may present you with questions about completing the Pre-boarding Packet, need their passwords reset, or email invitations re-sent. For questions about Equifax Pre-boarding Packet creation, completion, or management, email preboarding@luxotticaretail.com or call 877-589-8253 (513-765-2256 outside US).

If your New Hire is coded as a new hire or re-hire, they will receive an email which contains a link and password to the Equifax Pre-boarding system. By clicking the link, the new hire will be directed to log in and complete their new hire paperwork online. This information should be completed as soon as possible to avoid delay in Lux ID creation/reactivation.

Internal candidates will not receive a Pre-boarding Packet. After being placed in Preboard status in Talent Luxottica, the current manager must process the internal candidate as a transfer in HR Central. Additionally, the new manager must process the pay change in HR Central. For questions about how to process transfers in HR Central, call 866-431-8484.

Note: Any delay in completing the Pre-boarding information will result in delay of Lux ID creation (new hire) or re-activation (re-hire). Allow at least 24 hours from the Candidate's completion of their portion of the paperwork to their start date.

WHAT

1. New Hire Accesses Pre-boarding Packet:

HOW

Below is the link that is provided in the welcome email, leading the New Hire to log in to the electronic Pre-boarding system.

Dear Mr. Springston,

Welcome to Luxottica, the leader in premium fashion, luxury and sports eyewear. We are pleased to inform you that your pre-employment screening process has successfully completed.

In order to expedite the onboarding process and to promote our culture of zero waste, we have created this system to allow you to electronically complete your new hire document prior to your start date. Please click on the link below to begin the new hire process.

Please configure your web browser to allow pop-ups for this site. You may need to turn your pop-up blocker off. This system performs best in Internet Explorer.

Use the following Login ID and Password for authentication.

Login ID: login1234

Password: welcome

<https://tabs.com/EmployeeCenter.default.aspx>

C Completing the Pre-boarding Packet

Click to jump to a process



WHAT

2. New Hire Logs In:

HOW

- a. Enter your Login ID and password provided in the email.
- b. Click **Log In**.

This site provides access to your Pre-Boarding Packet.

To begin, enter your User ID and Password.

* Required field

* Login ID:

* Password:

Log In

3. New Hire Updates Their Default Password:

- a. Enter a new password in the New Password field and Confirm New Password fields.
- b. Click **Continue**.

Our system indicates that you have not created your personal password. Before you are able to use the O your personal password.

Create Password

* New Password: (Between 8 - 15 characters)

* Confirm New Password:

Continue >

4. New Hire Starts the Pre-boarding Packet:

Click **Get Started**.

Instructions

Welcome to Luxottica. Congratulations! You've joined a team with a common goal: **helping the world see**. As a global leader in vision care and eyewear, Luxottica is proud to have you.

We can't wait for you to start! Welcome to our company!

As a condition of employment, you must complete all the documents listed in your packet. If you need to leave the Pre-Boarding system before you have completed all the required documents, the Pre-Boarding system will remember which documents you have completed. You can begin with the next document on the list when you return. The Pre-Boarding information should be completed as soon as possible in order to avoid any delay in your start date.

You can print documents at any time by clicking the printer icon on the Summary tab.

All documents will be printed in Adobe Acrobat format. You must have Adobe Acrobat Reader to access these files. If the files don't display on your computer, download Acrobat Reader from the Adobe website. It's free and it's easy. Click the Get Adobe Reader button below.

If you need any additional assistance contact preboarding@luxotticaretail.com or call 1-877-589-8253.

Get Started >

C Completing the Pre-boarding Packet

Click to jump to a process



WHAT

5. New Hire Completes All Electronic Forms:

- Complete all required fields (preceded by a red asterisk) on each electronic form or follow the on-screen instructions.
- Verify the information by entering Your Initials.
- Click **Save and Continue** to submit each form and continue to the next.

Note: The new hire should not click Social Security Number Applied For if they have a valid Social Security Number.

Personal Information

Please ensure all information is accurate as it will be used to populate subsequent forms and information. You will not be able to make any changes to the information once you click 'Save and Continue.'

Social Security Number Applied For (Do NOT Check if you have a valid Social Security Number.)

*Social Security Number a.

*Confirm Social Security Number

*First Name

Middle Initial

*Last Name

*Street Address

Apt

*Zip code

*City

*State

*Telephone

Email Address

*Date of Birth

By electronically signing this document below, you:

- Agree that your initials, in conjunction with your personal password that you used to gain access to the system, will identify that record or transaction as yours.
- Agree that because an electronic record or transaction undertaken with your password will be attributed to you, it is essential that you keep it secure. You also agree that you will not disclose your password to another person.
- Understand that a record or signature may not be denied legal effect or enforceability solely because it is in electronic form.
- Attest that the information you have provided is correct to the best of your knowledge, and understand that such information may be used to auto-fill other required documentation.

*Your Initials:(First initial of first name and last name) b.

< Previous Form Cancel and Return to Summary Save and Continue > c.

If your new hire has forgotten their password or deleted the invitation email, you can reset the password in the pre-boarding system. To reset the password or resend the invitation, use the instructions beginning on page 8.

Click to jump to a process



Finalizing the Candidate's Pre-boarding Information

SHM/R Finalizing the Candidate's Pre-boarding Information

Click to jump to a process



As a Store Hiring Manager/Recruiter, it's your responsibility to make sure the New Hire completes their Pre-boarding documents as soon as possible to avoid any delay in the New Hire's start date. **New Hires cannot start until this process is complete and a Lux ID has been assigned.**

Prior to day one: Ensure all the New Hire's Pre-boarding information is complete.

Day one: In the U.S. and Puerto Rico, complete Section 2 of the I-9 (and E-Verify if applicable). The I-9 must be completed within three days. If the new hire does not present proper documentation to complete the I-9 within three days, you will need to terminate his/her employment immediately.

Manage the new hire's packet & verify all forms are complete.

WHAT

1. Log on to HR Central:

HOW

- a. Enter your LUX ID and network password.
- b. Click **Log On**



2. Access Pre-boarding:

Click the **Pre-boarding Managers Only** tile.



SHMR Finalizing the Candidate's Pre-boarding Information

Click to jump to a process



WHAT

3. Log In to Pre-boarding:

HOW

- a. Enter your LUX ID and network password.
- b. Click **Log On**

webManager Login

Log in to Equifax

Username

Password

Log In

Please log in.

4. Find the New Hire:

- 1) Click **Lookup**
- 2) Enter the first letter of the first name, and first letter of the last name OR last four digits of the Social Security Number, then click enter. (You do not need the SSN to search).
- 3) Click **View**.

COMPLIANCE CENTER

Privacy Policy → Logout →

Welcome: [Name]

Luxottica Retail North America

ACTIVE DIVISION Luxottica Retail North America

Current Filter Settings

Lookup

Filter Off

Last 4 of SSN

First Name * Last Name * **View**

* = partial values acceptable

webManager Menu

- Lookup**
- Workflow Summary
- I-9 Management
- Settings

Note: If do not see your new hire listed & it has been more than 2 hours after placing them into Preboard status in Talent Lux, contact preboarding@luxotticaretail.com.

If your new hire will be starting day one in a training store location contact preboarding@luxotticaretail.com with the training store number so the training manager has permission to complete the new hire's preboarding information on day one.

SHMR Finalizing the Candidate's Pre-boarding Information

Click to jump to a process



WHAT

5. Verify Documents Are Complete:

HOW

Be sure the Workflow state is listed as **“Documents Complete – Waiting on section 2 of the I-9”** in the US and **“Hired”** in Canada.

COMPLIANCE CENTER Privacy Policy Logout Welcome:

Luxottica Retail North America ACTIVE DIVISION Luxottica Retail North America

Current Filter Settings **Lookup**

Filter Off

webManager Menu

- Lookup
- Workflow Summary
- Create Packet
- User Management
- Tasks
- I-9 Management
- Exports
- Import/Export Logs

Last 4 of SSN

First Name * Last Name *

* = partial values acceptable

Name	Social Security Number	Location	Position	Creation Date	Start Date	State
Jackie Taylor	xxx-xx-4477	004548	Sunglass Hut Standard	10/31/2016 01:50 PM	11/05/2016	Documents Complete - Waiting on Section 2 of I9
Vince Walker	xxx-xx-1169	M50602	ATL Warehouse Standard	08/31/2016 04:20 PM	09/07/2016	Hired
Paula Benson		005135	Sunglass Hut	11/03/2016 07:50 PM		Filling Out Employment Forms

SHMR Finalizing the Candidate's Pre-boarding Information

Click to jump to a process



WHAT

Reset Password and Resend Email Invitation:

If your new hire locks themselves out of their packet, or says they did not receive the email invitation, you are able to reset their password and resend the email invitation as manager self-service instead of having to contact preboarding.

HOW

Open the packet details by clicking on the name of the New Hire.

Name	Social Security Number	Location	Position	Creation Date	Start Date	State
Jackie Taylor	xxx-xx-4477	004548 Sunglass Hut	Standard	10/31/2016 01:50 PM	11/05/2016	Documents Complete - Waiting on Section 2 of 19
Vince Walker	xxx-xx-1169	M50602 ATL Warehouse	Standard	08/31/2016 04:20 PM	09/07/2016	Hired
Paula Benson		005135 Sunglass Hut		11/03/2016 07:50 PM		Filling Out Employment Forms

Click **Resend Invitation** if the new hire has not received the invitation email or they deleted the email.

Click **Reset Password** then **Resend Invitation** if the new hire has been locked out of the pre-boarding system

Luxottica Retail North America ACTIVE DIVISION Luxottica Retail North America

Current Filter Settings **Summary**

Filter Off [Return to Lookup](#)

webManager Menu

- Lookup
- Workflow Summary
- I-9 Management

- Settings

Packet Information	Documents	Tasks	Notes	Workflow History	Activities
Reference ID	██████				Reset Password
Login ID	██████				Resend Invitation
Social Security Number	██████				Cancel Packet
Full Name	██████				
Street Address	████████████████				
Telephone Number	████████				
E-mail Address	██████████████				
Location	000722 LensCrafters				
Position	Standard				
Hire Type	Retail				
Start Date	3/6/2017				
Work State	NY				
Creation Date	2/22/2017 11:50 AM				
Created By					
Workflow State	Filling Out Employment Forms				

SHMR Finalizing the Candidate's Pre-boarding Information

Click to jump to a process



Confirm employee was hired in HR Central and Retrieve Luxottica ID. This is how you retrieve a LUX ID.

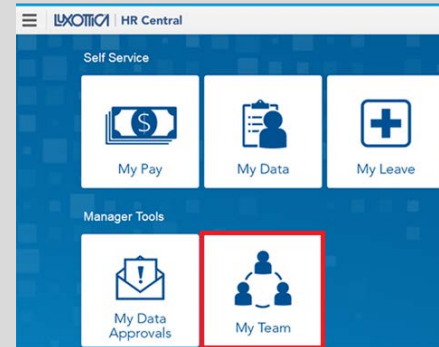
WHAT

1. Go to HR Central My Team:

2. Find your candidate on Future Hires List or in Direct Reports:

HOW

- a. Enter your LUX ID and network password.
- b. Click **Log On**
- c. Click **My Team** under the Manager Tools section.



A list will appear with all of your direct reports and their Luxottica ID numbers. Confirm your employee is listed and record his/her Luxottica ID for use on Day 1. If the new hire's start date is in the future, click on Future Hires List.



EMPLOYEE NAME	Lux ID	Position	Manager
John Smith	8000001	General Manager 4	Ireland, IKathy
Lydia Eresbeck	8000002	Eyewear Consultant	Ireland, IKathy
Samantha Title	8000003	General Manager 3	Ireland, IKathy
Toni Braxley	8000004	Certified Technician	Ireland, IKathy
Kristen Abbott	8000005	General Manager 3	Ireland, IKathy

Note: If your New Hire has completed all Pre-boarding documents, and you do not see the New Hire's name listed within 24 hours, contact Talent Luxottica Support at TalentLuxottica@luxotticaretail.com or 1-877-589-8253 (inside US)/1-513-765-2256 (outside US).



Finalizing the Candidate's Pre-boarding Information

Click to jump to a process



Complete Section 2 of the I-9.

Note: The I-9 is not required in Canada.

WHAT

1. Log on to HR Central:

HOW

Enter your LUX ID and network password. Click **Log On**



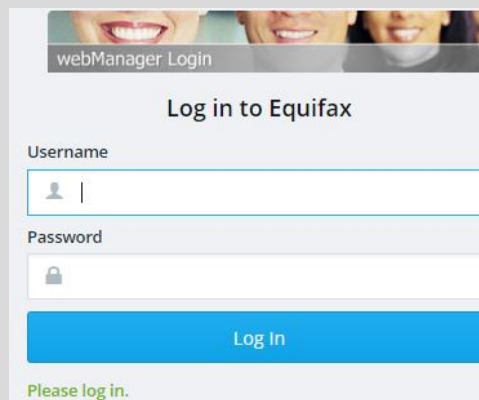
2. Access Pre-boarding:

Click the **Pre-boarding Managers Only** tile.



3. Log In to Pre-boarding:

- a. Enter your LUX ID and network password.
- b. Click **Log In**



a.

b.



Finalizing the Candidate's Pre-boarding Information

Click to jump to a process



WHAT

4. Find the New Hire:

HOW

- 1) Click **Lookup**
- 2) Enter the first letter of the first name, and first letter of the last name OR last four digits of the Social Security Number, then click enter. (You do not need the SSN to search).
- 3) Click **View**.

COMPLIANCE CENTER Privacy Policy → Logout → Welcome: _____

Luxottica Retail North America **ACTIVE DIVISION** Luxottica Retail North America

Current Filter Settings: **Lookup**

Filter Off

webManager Menu

- Lookup**
- Workflow Summary
- I-9 Management
- Settings

Last 4 of SSN

First Name * Last Name * **View**

* = partial values acceptable

5. Open the Packet Details:

Click the name of the New Hire.

COMPLIANCE CENTER Privacy Policy → Logout → Welcome: _____

Luxottica Retail North America **ACTIVE DIVISION** Luxottica Retail North America

Current Filter Settings: **Lookup**

Filter Off

webManager Menu

- Lookup**
- Workflow Summary
- Create Packet
- User Management
- Tasks
- I-9 Management
- Exports
- Import/Export Logs

Last 4 of SSN

First Name * Last Name * **View**

* = partial values acceptable

Name	Social Security Number	Location Position	Creation Date Start Date	State
Jackie Taylor	xxx-xx-4477	004548 Sunglass Hut Standard	10/31/2016 01:50 PM 11/05/2016	Documents Complete - Waiting on Section 2 of I9
Vince Walker	xxx-xx-1169	M50602 ATL Warehouse Standard	08/31/2016 04:20 PM 09/07/2016	Hired
Paula Benson		005135 Sunglass Hut	11/03/2016 07:50 PM	Filling Out Employment Forms

SHMR Finalizing the Candidate's Pre-boarding Information

Click to jump to a process



WHAT

6. Access New Hire's I-9:

HOW

Click on the **Complete I-9** button.

Packet Information	Documents	Tasks	Notes	Workflow History	Activities
Reference ID	1548122569				Edit Hire Packet
Login ID	333333				Reset Password
Social Security Number	XXX-XX-2525				Resend Invitation
Full Name	Jackie Taylor				Complete I-9
Street Address	123 Main Street Somewhere, OH 45454				Cancel Packet

Note: If the New Hire terminates before completing the I-9 (e.g., does not report for work), you must still document this in the Pre-boarding system by selecting the radio button **Employee Terminated before completing I-9**.

Note: Screen images may vary depending on documents presented. The below screen capture is a common combination of Driver's License and Social Security Card. Your actions may vary based on documents presented.

7. Verify Acceptable Documents:

- Select the radio button that corresponds to the types of documents the New Hire has provided.
- Click **Continue**.

Select the set of document(s) presented by the employee:

The employee must prove their identity and authorization to work in the United States by presenting to the employer either 1 List A -OR- 1 List B and 1 List C document.

A receipt indicating that an individual has applied for an initial Employment Authorization Document (Form I-766) or for an extension of an expiring Form I-766 is NOT ACCEPTABLE proof of employment authorization for Form I-9. Receipts are NEVER ACCEPTABLE if employment lasts fewer than three business days.

Documents presented are based on selection of citizenship status. A full list of documents is available in the Form I-9 instructions, which are accessible in Help (Knowledge Base). If the employee has incorrectly listed his citizenship status in Section 1, the employee will need to correct the error by updating Section 1 or completing a new I-9.

List A

List A proves identity AND work authorization:

Receipt (e.g., replacement) [What's This?](#)

List B and C **a.**

List B proves identity:

Receipt (e.g., replacement) [What's This?](#)

List C proves work authorization:

Receipt (e.g., replacement) [What's This?](#)

Employee terminated before completing I-9

b.

SHMR Finalizing the Candidate's Pre-boarding Information

Click to jump to a process



8. 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 that the number in the system matches 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 completed, have the New Hire contact HR Central at 1-866-431-8484 to update the employee record with the correct SSN.

a. Examine the document(s) presented by the employee and record the issuing authority, document number, and document expiration date, if any.

b. Click **Continue**.

9. Sign the I-9:

a. Verify the accuracy of the New Hire's information, then click the checkbox to the left of the statement "I have read and agree with the certification statement above."

b. Click **Continue**.

Employer Electronic Signature [\(English | Español\)](#)

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States. **The employee's first day of employment (mm/dd/yyyy): 10/1/2016**

I also attest to the following:

- I understand the employee's work authorization may be verified electronically with the United States government.
- If the employee's work authorization is verified with the United States government, I authorize my Section 2 electronic signature to be automatically applied to the documents provided to the employee should the employee contest/not contest the verification results.
- I am not using government verifications for pre-screening purposes or discriminating against any employee who receives a tentative nonconfirmation response.

a. I have read and agree with the certification statement above.

Back Cancel Continue b.

SHMR Finalizing the Candidate's Pre-boarding Information

Click to jump to a process



WHAT

10. Confirm Successful Completion of I-9:

- a. Confirm the I-9 was successfully added. If in an E-Verify state, click on **view case details** or follow any additional instructions farther down on the page.

HOW

Employee Detail

! The I-9 was successfully added. a.

Name: Oakley RXO-nonexempt

Employee Detail

! E-Verify
Current Status: Employment Authorized. a.
This E-Verify case requires further action. Click [view case details](#) to review the case and take the appropriate action.
Name: Test Employee

! E-Verify
Current Status: Photo Matching a.
This E-Verify case requires further action. Click [view case details](#) to review the case and take the appropriate action.

Note: If sent to E-Verify, E-Verify will return a response within 5-10 seconds and display the Employee Detail page with his/her E-Verify status in the banner. In most cases E-Verify returns a response of Employment Authorization.

Other statuses that E-Verify may return include Initial Verification Not Processed, SSA or DHS Tentative Non-Confirmation, SSA or DHS Case Incomplete or Photo Match. See the [E-Verify Job Aid](#) for details on how to proceed should any of these other statuses appear.

E-Verify is only required in Alabama, Arizona, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, and Utah, as well as for positions within the corporate office and all RxO/DC facilities.

11. Verify the New Hire's workflow state is **Hired**:

- 1) Repeat steps 11-14 to return to the new hire's pre-boarding packet.
- 2) Verify that the workflow state shows as **Hired**.

Luxottica Retail North America ACTIVE DIVISION Luxottica Retail North America

Current Filter Settings Filter Off

webManager Menu Lookup

Workflow Summary I-9 Management Settings

Lookup

Last 4 of SSN

First Name * Last Name * View

* = partial values acceptable

Name	Social Security Number	Location Position	Creation Date	Start Date	State
		005220 LensCrafters Standard	10/18/2016 03:30 AM	10/24/2016	Hired



General FAQs:

When does the New Hire need to complete their Pre-boarding packet? The New Hire needs to complete the packet as soon as possible, prior to their first day.

What do I have to do after the New Hire completes his or her portion of the compliance packet? Prior to the first day, you should log into HR Central to confirm that all Pre-boarding documents have been completed and a Luxottica ID has been generated. On the New Hire's first day, complete Section 2 of the I-9 (if in US).

I can't find the packet I created for a new employee. What do I do? In the Pre-boarding system, use **Lookup** to search by the employee's name.

What if the employee doesn't have one of the documents on the list to validate his/her identity? Presenting the document(s) that are included in List A, B or C is a legal requirement. If the employee does not have one of these documents, please contact preboarding@luxotticaretail.com for guidance.

Do I need to submit copies of the document(s) that the employee presents to validate his/her identity? Only submit copies of document(s) if the employee presents a List A document and you are in an E-Verify state or location (AL, AZ, GA, LA, MS, NC, SC, TN, and UT, as well as positions within the corporate office and all RxO/DC facilities). In such cases, you will be prompted to submit a copy in the Pre-boarding system via a file upload or new I-9 document photo app. Additional detail on document submission and the I-9 Anywhere Mobile Application is provided in the E-Verify job aid and I-9 Anywhere Mobile Application job aid. For additional assistance with I-9 and E-Verify contact preboarding@luxotticaretail.com.

How long do I have to complete the I-9? The I-9 MUST be completed within three days of the New Hires' start date. If the New Hire does not present proper documentation to complete the I-9 within three days, you will need to terminate his/her employment immediately.

Do I need to click the "receipt" boxes on Section 2 to indicate that I have seen the documents? No! The receipt boxes are used when the person doesn't have the actual passport, driver's license or Social Security Card, but has been issued a receipt for them. Only use the receipt box if the individual shows you a receipt for one of the documents.

How do I know that I am done with the process? You have closed the New Hire's E-Verify case (if applicable) and the **Workflow State** has updated to **Hired** on the New Hire's **Summary** page.

What is E-Verify? E-Verify is a program run by the federal government to ensure that employers are only hiring employees who are eligible to work in the U.S. E-Verify is only required in Alabama, Arizona, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, and Utah, as well as positions within the corporate office and all RxO/DC facilities. Please see E-Verify job aid for additional information.

Who should I contact if I need help with Pre-boarding? For technical issues, please contact TalentLuxottica@luxotticaretail.com or 1-877-589-8253 (inside US)/1-513-765-2256 (outside US). For more substantive questions, please contact preboarding@luxotticaretail.com.

Click to jump to a process



Preparing for New Hire Arrival



Preparing for New Hire Arrival

Click to jump to a process



Note: Brands differ their processes on how to prepare for the arrival of a New Hire. Please follow your brand’s specific onboarding preparation steps.

Note: If the New Hire will be starting at a different store than their home store contact Preboarding@luxotticaretail.com

Note: EyeNet users must still create the New Hire profile within the POS after a Luxottica Employee ID is created in HR Central (After entering in the SSN/SIN the assigned Lux ID will pop up).

Ciao! users can view Luxottica Employee IDs in Ciao! or HR Central.

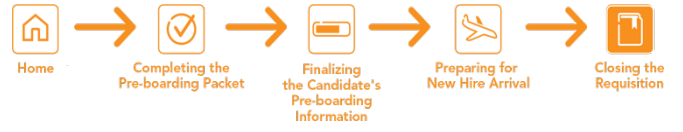
WHAT

New hire withdraws before starting or is a no show 1st day:

HOW

-
- Close out I-9 by checking box “Employee terminated before completing I-9” (HR Central > Preboarding Managers Only > Lookup by Name. Click on “Complete I-9” button. (page 15 in this document)
- Ciao! Stores – Terminate employee via Associate Management. Confirm it processed correctly in HR Central.
- EyeNet Stores – have Regional/District manager terminate in HR Central, My Team
- Retail Pro stores – terminate employee directly in HR Central, My Team

Click to jump to a process



Closing the Requisition



While you should be dispositioning candidates in “real-time,” before you cancel or mark a requisition Filled, make sure that any remaining candidates are dispositioned appropriately. Besides the new hires that will remain in Pre-Board status, all other candidates must be in a Reject or Candidate Withdrew status at requisition closure.

WHAT

1. Go to the Candidates screen. Click the number in the Candidates column to go directly to the Candidate list.

2. Click on View All Candidates.

3. All Candidates that have a “New” tag in the “New” Column may be mass dispositioned as “Rejected – Not Reviewed.” Check the boxes next to their names.

HOW

44 Current Internal Requisitions Average Days Open 177

Filter Options Display Options

Hiring Manager	Current Step	Currently With	Due	Candidates	Active Candidates
Hiring Manager1 smith			03/30/2016	1	1
Hiring Manager1 smith	Create Requisition	Gulnaz Rakhimova SAP	03/31/2016	3	3

Oakley - Sales Consultant (8256) [View Details](#)

Job Postings (0) Candidate Search Requisition Status: Open Hiring Manager: Pablo Nieves Lugo Age: 60d

Talent Pipeline Hide Talent Pipeline [View active candidates \(57\)](#) View all candidates (58)

Forwarded 0 Invited To Apply 0 New Application 43 Eligibility Review 0 Interview 0 Offer 0 Pre-Employment 1

Candidates: View active candidates (57)

Action 0 selected Highlight Candidate Enter Applicant Name

Name	New	Status	Rating	Source	Candidate Source	Phone Number	Last
[Redacted]		Preboard	N/A	Corporate: Default Site	Corporate: Default Site	[Redacted]	11/
[Redacted]		New Application	N/A	Recruiting Marketing: Indeed	Recruiting Marketing: Indeed	[Redacted]	10/

Candidates: View all candidates (8)

Action 4 selected

Name	New	Status
[Redacted]		1st interview
[Redacted]		Preboard
[Redacted]		New Application
[Redacted]	New	New Application
[Redacted]	New	New Application
[Redacted]	New	New Application
[Redacted]	New	New Application
[Redacted]	New	New Application

Items per page 10 Page 1 of 1



WHAT

4. Click on the Action menu above, and select **Disqualify Candidate**.

HOW

Candidates : View all candidates (8)

Action 4 selected

- ✓ Advance Candidate
- Disqualify Candidate**
- Move Candidate
- Email Candidate
- Invite to Apply
- Print or Save
- Forward To Colleague
- Forward To Requisitions
- View Resume

Name	New	Status
[Redacted]		1st interview
[Redacted]		Preboard
[Redacted]		New Application
[Redacted]	New	New Application
[Redacted]		New Application
[Redacted]	New	New Application
[Redacted]	New	New Application
[Redacted]	New	New Application

Items per page 10 Page 1 of 1

5. A pop up box appears.

- Select **Reject (Email)**
- Select **Not Reviewed**
- Select **Apply Updates**

Disqualify Candidate

Candidates

Items

Select status to move candidate(s) to:

Reject (Email)

Sub Item:

Not Reviewed

- Select -

Not Reviewed

Former Employee Not Eligible for Rehire

Does Not Meet Basic Qualifications

Requisition Cancelled

Cancel **Apply Updates**

6. All other candidates that are not in **PreBoard**, **Candidate Withdrew**, or **Reject** status must be dispositioned individually.

All Active candidates without the “New” tag must be dispositioned individually. Open each application and disposition appropriately.

Name	New	Status
[Redacted]		New Application
[Redacted]		New Application
[Redacted]		New Application
[Redacted]		New Application
[Redacted]		1st interview
[Redacted]		1st interview



After the New Hire's first day, close the Requisition. Be sure to look back at the Talent Pipeline and **disposition any remaining Candidates.**

WHAT

1. Access the Recruiting Page:

2. Choose the Job Requisition:

3. Change the Requisition Status:

5. Close the Job Requisition.

HOW

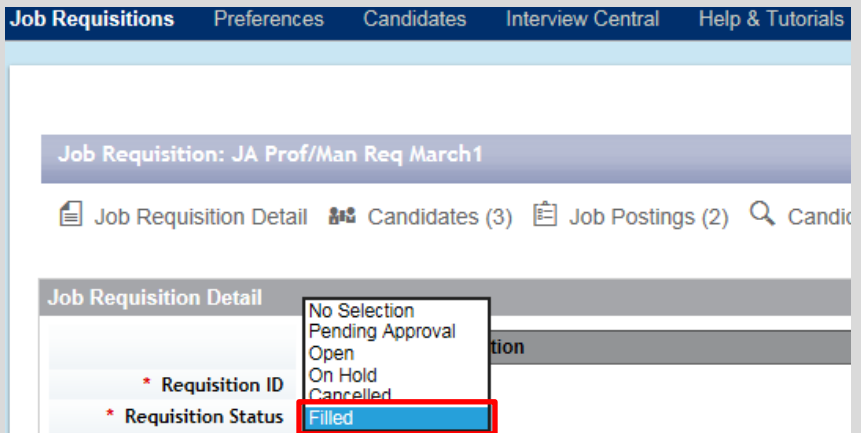
Select **Recruiting** from the drop-down menu in the top left corner.



Click on the **Job Title** for the requisition that you wish to close to open the Job Requisition Details Form.

Select	Job Title	Requisition ID
All	Sunglass Hut - Sales Consultant	16598
	LensCrafters - EyeWear Consultant	16597
	Sunglass Hut - Sales Supervisor	16596
	Sunglass Hut - Store Manager 1	16594
	Sunglass Hut - Sales Consultant	16593

The job requisition detail appears. Select **Filled** from the Requisition Status drop-down menu.



Scroll to the bottom right of the page and click **Close Job Requisition.**

