

# Our Recruiting Process for Stores

As a world leader in eyewear and eye care, we hire thousands of employees every year. This at-a-glance view of Luxottica’s recruiting process provides you – our hiring professionals – with the steps you'll need to follow to recruit great talent, achieve Luxottica’s goals for compliance, and deliver a consistent, online experience to employees and external Candidates. Talent Luxottica–Recruiting: providing a hiring experience Candidates expect from Luxottica!

## Talent Luxottica—Recruiting Portal

 POSTING OPEN ROLES	 APPLYING - INTERNAL	 INTERVIEWING	 HIRING	 PRE-EMPLOYMENT SCREENING	 PRE-BOARDING
Time: 45 minutes*	Time: 10-30 minutes*	Time: Brand/function specific	Time: Jobs post for a minimum of 5 business days	Time: Average 2-4 days after Candidate completes paperwork	Time: Pre-start completion: Store/RxO hrly 1 day, corporate/field 5 business days
Creating a Requisition Who: Requisition Creator	Managing Your Talent Luxottica Profile Who: Candidate	Preparing for the Interview Who: Store Hiring Manager/Recruiter	Reviewing and Dispositioning Candidates Who: Store Hiring Manager/Recruiter	Initiating Pre-employment Screening Who: Store Hiring Manager/Recruiter	Initiating the Pre-boarding Process Who: Store Hiring Manager/Recruiter
Approving a Requisition Who: Approver	Determining Eligibility Who: Candidate	Conducting the Interview Who: Store Hiring Manager/Recruiter	Creating an Offer Who: Store Hiring Manager/Recruiter	Completing Pre-employment Screening Who: Candidate	Completing the Pre-boarding Packet Who: Candidate
Posting a Requisition Who: Store Hiring Manager/Recruiter	Applying for a Position Who: Candidate	Evaluating the Interview Who: Store Hiring Manager/Recruiter	Approving an Offer Who: Approver	Verifying Eligibility/Screening Results Who: Store Hiring Manager/Recruiter	Finalizing the Candidate's Pre-boarding Information Who: Store Hiring Manager/Recruiter
		Providing Feedback Who: Store Hiring Manager/Recruiter	Extending an Offer Who: Store Hiring Manager/Recruiter	Note: Disposition/assign a disposition code as needed	Preparing for New Hire Arrival Who: Store Hiring Manager/Recruiter
		Note: Disposition/assign a disposition code as needed	Accepting an Offer Online Who: Candidate		Closing the Job Requisition Who: Store Hiring Manager/Recruiter
			Note: Disposition/assign a disposition code as needed		

### Explanation of Roles

- Store Hiring Manager/Recruiter: Manager/supervisor for the open role
- Requisition Creator: Creates requisitions for posting/review/approval
- Approver: Approves requisition requests and offers
- Candidate: Internal employees and external people who apply for jobs at Luxottica
- Additional learning sources are available on Talent Luxottica

\*Timeframes above reflect system-specific tasks and exclude waiting times for actions, approvals and acceptances

For general questions, contact your HR Business Partner.  
For questions about how to use Talent Luxottica, please call Store Systems Support or email TalentLuxottica@luxotticaretail.com.