

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®

Recruit. Learn. Grow.

Talent Luxottica—Recruiting Portal



POSTING OPEN ROLES

Time: 45 minutes*

Creating a Requisition
Who: Requisition Creator

Approving a Requisition
Who: Approver

Posting a Requisition
Who: Store Hiring Manager/Recruiter

APPLYING - INTERNAL

Time: 10-30 minutes*

Managing Your Talent Luxottica Profile
Who: Candidate

Determining Eligibility
Who: Candidate

Applying for a Position
Who: Candidate

INTERVIEWING

Time: Brand/function specific

Preparing for the Interview
Who: Store Hiring Manager/Recruiter

Conducting the Interview
Who: Store Hiring Manager/Recruiter

Evaluating the Interview
Who: Store Hiring Manager/Recruiter

Providing Feedback
Who: Store Hiring Manager/Recruiter

Note: Disposition/assign a disposition code as needed

HIRING

Time: Jobs post for a minimum of 5 business days

Reviewing and Dispositioning Candidates
Who: Store Hiring Manager/Recruiter

Creating an Offer
Who: Store Hiring Manager/Recruiter

Approving an Offer
Who: Approver

Extending an Offer
Who: Store Hiring Manager/Recruiter

Accepting an Offer Online
Who: Candidate

Note: Disposition/assign a disposition code as needed

PRE-EMPLOYMENT SCREENING

Time: Average 2-4 days after Candidate completes paperwork

Initiating Pre-employment Screening
Who: Store Hiring Manager/Recruiter

Completing Pre-employment Screening
Who: Candidate

Verifying Eligibility/Screening Results
Who: Store Hiring Manager/Recruiter

Note: Disposition/assign a disposition code as needed

PRE-BOARDING

Time: Pre-start completion: Store/RxO hrly 1 day, corporate/field 5 business days

Initiating the Pre-boarding Process
Who: Store Hiring Manager/Recruiter

Completing the Pre-boarding Packet
Who: Candidate

Finalizing the Candidate's Pre-boarding Information
Who: Store Hiring Manager/Recruiter

Preparing for New Hire Arrival
Who: Store Hiring Manager/Recruiter

Closing the Job Requisition
Who: Store Hiring Manager/Recruiter

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.