

Introduction

When extending an offer to a Candidate applying for an Advanced Job Requisition, or for any role in Canada, you will need to create an offer letter outlining the specifics of the position. Sending an offer involves moving the Candidate through the Talent Pipeline, selecting the appropriate template for the offer letter, and distributing the offer letter via e-mail.

WHAT

1. Change Candidate Status to Offer Extended:

HOW

Select **Offer** from the Candidate Status and **Offer Extended** from the Candidate Sub-Status drop down menu.

Click **Save**.

2. Access Offer letter Editor:

From the **Take Action** drop-down menu, select **Offer Letter**.

Sending An Offer letter

Note: The content of the offer letter will automatically populate once a template is selected.

WHAT

3. Customize OfferLetter:

NEXT STEPS

Select Country, Language and Template from the appropriate drop-down menus.

[[Highlighted text]] in brackets will automatically populate at the next step.

Bold Red Text indicates that the recruiter needs to manually edit. Scroll through the offer letter and make required edits.

Offer Letter

Country: Canada

Language: English US (English US)

Template: Canada External (hourly)

Subject: Congratulations on your offer!

6. Hours of Work. You will be employed with the Company as a [choose one: full time / regular part-time / casual part-time Employee]. Your regular work evenings, weekends or public holidays. The Company reserves the right to change your days of work, duration and hours from time to time in or during the shifts you are scheduled and that a failure to work when required may result in the termination of your employment for cause.

7. Compensation:

(i) Hourly Wage. You will be paid an hourly wage of [[JOB_OFFER_DETAIL_CUSTOM28]] per hour, or a portion of each hour worked, less necessary Company shall periodically review your hourly wage. Any increase shall be made in the absolute discretion of the Company.

body p

Reset Template

4. Save or Continue to Next Step:

Click **Save as Draft**, or **Next Step** after completing all required edits. To see the draft letter, follow the same process to get to the Offer Letter and the draft offer letter will be visible.

Reset Template

Attach a document

Cancel Save As Draft Preview Next Step

5. Send Offer Letter as PDF Attachment:

Review the preview of the offer letter that appears. At the bottom of the screen, select **Back** if you need to revise further, **Email as PDF attachment** if ready to send to the candidate.

Luxottica

Documents 0 attached

Back Cancel Print Online Offer Verbal Offer Email as text Email as PDF attachment

Sending An Offer letter

Note: The content of the e-mail will automatically populate once a template is selected.

5. Select Email Template:

Select Language and Template from drop-down menus.
Choose **Offer Letter Cover Letter** as the email template.
Click **Next**.

Email Offer Letter as PDF Attachment

Candidates:

Language:

Template:

Email templates provides specific subject and message content, but are editable.

Subject: Congratulations on your offer!

Attached Offer: Offer Letter

Message:

Font: Size:

[TODAY]

Dear **[CANDIDATE_FIRST_NAME]**,

At Luxottica, we help the world see. We are pleased to offer you the opportunity to do the same in the position of **[JOB_REQ_TITLE]** at **[JOB_REQUISITION_CUSTOM2]**.

Details of your offer are attached.

Sincerely,
[RECRUITER_FULL_NAME]

Documents 0 attached

6. Send Offer letter:

Verify the email cover letter is correct and click **Send**.

Email Offer Letter as PDF Attachment

From:

To:

Date: March 3, 2017

Subject: Congratulations on your offer!

Attached Offer: Offer Letter

March 3, 2017

Dear Nicholas,

At Luxottica, we help the world see. We are pleased to offer you the opportunity to do the same in the position of Sunglass Hut-Dummy TEST Req at Sunglass Hut!

Details of your offer are attached.

Sincerely,

Documents 0 attached

For more information

For more information regarding the Hiring process and moving Candidates through the Talent Pipeline, contact your Human Resources Business Partner.