



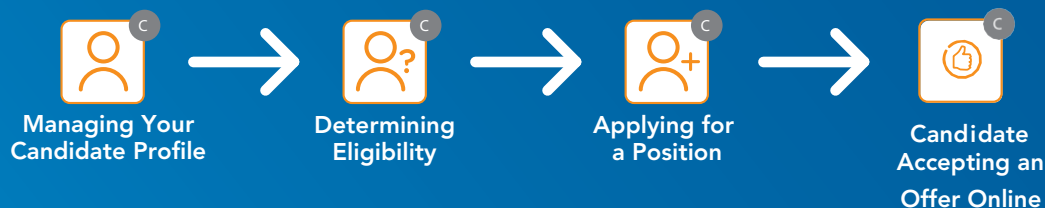
Applying (Internal)

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

As a Luxottica employee, you will have the opportunity to pursue positions within the Company provided that you are eligible for transfer. After a Job Requisition has been posted, the internal application process includes Managing Your Candidate Profile, Determining Eligibility for Transfer and Applying for a Position. A Candidate not eligible for transfer will not be reviewed.

Process Overview

Click to jump to a process



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

Click to jump to a process



Managing Your Candidate Profile



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C Managing Your Candidate Profile

To manage your Candidate Profile log in to Talent Luxottica and select Careers from the home drop-down menu.

WHAT

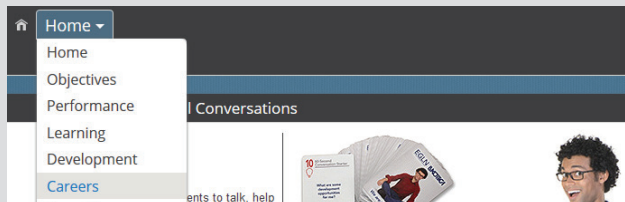
HOW

1. Log In:

Log in to Talent Luxottica.

2. Access the Career Opportunities Homepage:

Select **Careers** from the Home drop-down menu.



3. Navigate to the Candidate Profile

Click **My Candidate Profile** from the top navigation.



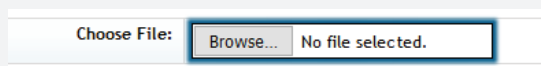
4. Accept the Privacy Statement:

Click **Accept** in the Data Privacy Consent Statement window.

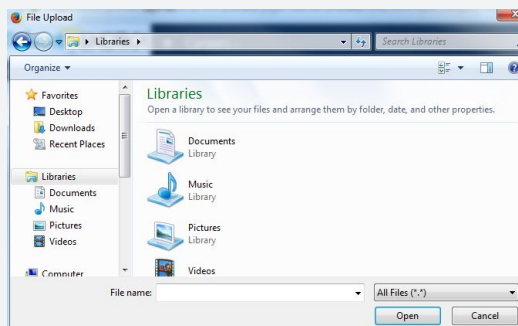


5. Upload Résumé:

You will be prompted to upload your resume. Click **Browse**.



Locate, select resume, and click **Open**. After choosing file, click **Upload**.





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Note: A résumé is not essential to creating a Candidate Profile, but you will need one to apply to open positions.

WHAT

6. Enter in Phone Number:

HOW

Enter in your Phone Number.

☒ **Your resume has been uploaded and organized for better searching.**
Take a look at the information below in case we made a mistake or missing something. To delete all the info, just Click "Cancel" above.

My Name

* Phone:

Email: my.email@luxottica.com

Dear candidate, Thank you for your interest in our company. In this section, applied to a specific opening the information you provide here is available would also be interested in other positions you can fill in (or complete) you, a match to a vacancy with your profile and preferences. Please note that by worldwide. Your Recruiting Team

My Resume
Last Updated: 03/08/2017

Your Cover Letter is not on file.
[Click here to attach your Cover Letter](#)

7. Complete My Candidate Profile

a. Verify all information is correct in the following sections:

- Current Work Experience
- Previous Luxottica Work Experience
- Previous Work Experience(s)
- Education
- Certification(s) and License(s)
- Native Language
- Other Languages
- Documents
- More Information Sections

b. Click **Save**.

My Name Save Cancel Delete Profile Print Preview

☒ **Your resume has been uploaded and organized for better searching.**
Take a look at the information below in case we made a mistake or missing something. To delete all the info, just Click "Cancel" above.

My Name

* Phone:

Email: my.email@luxottica.com

Dear candidate, Thank you for your interest in our company. In this section you have the possibility to add more details about your profile. Please be aware that if you have applied to a specific opening the information you provide here is available to the reviewers of your application. If you do not find any specific open position now or if you would also be interested in other positions you can fill in (or complete) your profile and save it thus making it available to our recruiters who may contact you in case there is a match to a vacancy with your profile and preferences. Please note that by filling/completing your Profile below you hereby agree that your data is available to the recruiters worldwide. Your Recruiting Team

My Resume
Last Updated: 03/08/2017

Your Cover Letter is not on file.
[Click here to attach your Cover Letter](#)

Data Privacy Statement

> Current Work Experience	+ Add	> Documents
> Previous Luxottica Work Experience	+ Add	> More Information
> Previous Work Experience(s)	+ Add	
> Education	+ Add	
> Certifications and Licenses	+ Add	
> Native Language	+ Add	
> Other Languages	+ Add	

Click to jump to a process



Home



Managing Your
Candidate Profile



Determining
Eligibility



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a Position



Candidate Accepting
an Offer Online

Determining Eligibility



Eligibility Guidelines

Prior to applying for an alternative position within Luxottica, you must first confirm that you are eligible for transfer and speak to your current manager about your interest in the position. Store Transfer Resumes are no longer required. Detailed eligibility guidelines are in your employee handbook.

Note: Exceptions to eligibility guidelines may be made based on operational needs. Luxottica also reserves the right to involuntarily transfer Candidates between locations.



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Managing Your
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Determining
Eligibility



Applying for
a Position



Candidate Accepting
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Applying for a Position



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C Applying for a Position

WHAT

1. Log In:

2. Access the Career Opportunities Homepage:

3. Access Job Search:

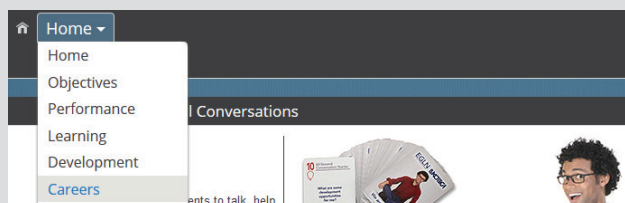
4. Search for Jobs:

5. Choose Open Position:

HOW

Log in to Talent Luxottica.

Select **Careers** from the Home drop-down menu.



Click **Job Search** from the top navigation.



Enter search information and select **View Jobs**.

Career Opportunities

Search for Openings

Keywords:

☐ Exact Match

☒ in job title

☐ in job title or description

Job Language:

Posted within the last: days

Requisition Number:

Distance is within: miles of

postal code:

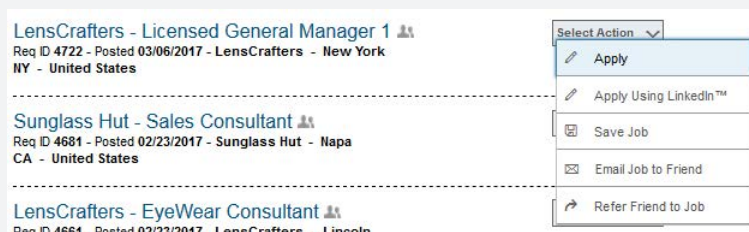
Posting Country:

External Brand:

Internal Function:

8 Jobs match the selections

Select **Apply** from the Select Action drop-down menu.





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Note: Some information will populate from your Candidate Profile. Verify that all information is current and correct. If you need to update any information, refer to the Managing Your Candidate Profile section for information.

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HOW

6. Verify your Candidate Profile Information is correct::

Make any updates needed to your candidate profile, then click **Next**.

My Candidate Profile

My Name

My Name
* Phone: (513) 455-5555
Email: my.email@luxottica.com

My Resume
Last Updated: 03/08/2017
Your Cover Letter is not on file.
Click here to attach your Cover Letter.

Data Privacy Statement

Current Work Experience
There are no items in this section.

Previous Luxottica Work Experience
There are no items in this section.

Previous Work Experience(s)
There are no items in this section.

Education
There are no items in this section.

Documents
There are no items in this section.

More Information
* Luxottica may contact me regarding other positions: Yes

Next

7. Complete the Application Form (part 1):

Notify your current manager of any position that you apply for before submitting your application. An email will be sent to notify your manager of your application when it is complete.

- Verify your name, email and phone number are correct to ensure you can be contacted.
- Verify your resume is populated.
- Complete all fields in the Employment Information section.

Application Form

Upon request and consistent with applicable laws, Luxottica will provide reasonable accommodations to individuals at 1-866-431-8484.

Luxottica is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, marital status, pregnancy (including unlawful discrimination on the basis of a legally protected pregnancy or maternity leave).

a.

* First Name: John
Middle Name:
* Last Name: Smith
* Email: JSmith@luxotticaretail.com
* Primary Phone: 5555555555
Secondary Phone:

b.

Resume/CV
John Smith's Resume Update
Last Updated: 06/08/2016

Cover Letter
Your Cover Letter is not on file.
Click here to attach your Cover Letter

c.

What is your desired annual salary?

* What is your current Supervisor's Name?

* Have you notified your Supervisor of your interest in this position? No Selection

* Are you 18 years of age or older? No Selection

* If hired, can you furnish proof that you are authorized to work in the United States? No Selection



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8. Complete the Application Form (part 2):

9. Complete the Application Form (part 3):

10. Application Sent:

HOW

Complete the Required and Voluntary Information.

a. Enter eSignature and Today's Date.

b. Click **Apply**.

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

¹ Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Maryland Applicants: UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST, AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

Massachusetts Applicants: It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

Rhode Island Applicants: Luxottica is subject to Chapters 29-38 of Title 28 of the General Laws of Rhode Island and is therefore covered by the state's workers' compensation law.

My e-signature

If Luxottica offers you a position, you will be required to accept and/or acknowledge a number of agreements as a condition of your employment. These agreements include, but are not limited to the Luxottica Group Code of Ethics, Confidential Information and Non-Solicitation Agreement, Inventions Agreement, Dispute Resolution Agreement, Release for Use of Livelihood, Voice, and Name Agreement, and Electronic Protected Health (ePHI) Agreement. If you would like to review any of these agreements at this time, please contact the Luxottica HR Solutions Group at 1-866-431-8484. Please note that you will be given the opportunity to opt-out of the Dispute Resolution Agreement within 30 days of receipt of the Dispute Resolution Agreement. Please read each of the following carefully before signing below.

- I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment with Luxottica, and that the answers given by me on this application are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment with Luxottica shall be grounds for rejection of this application or for immediate discharge if I am employed by Luxottica, regardless of the time elapsed before discovery.
- I hereby authorize Luxottica to thoroughly investigate my references, work record, education and other matters related to my suitability for employment that I have disclosed on this application. I further authorize the references that I have listed to disclose to Luxottica any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Luxottica, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.
- I understand that nothing contained in this application or otherwise conveyed by Luxottica during any interview that may be granted or during my employment, if hired, is intended to create an employment contract between Luxottica and myself for a definite duration. I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Luxottica, and that no promises or representations contrary to the foregoing are binding on Luxottica unless made in writing and signed by myself and Luxottica's designated representative.
- I understand that any offer of employment is contingent upon the successful completion of both a background check and, if applicable to the position for which I am submitting this application, a drug screen test.

Please Enter in your full Name

* Today's Date

b. [Apply](#) [Back](#) [Save](#) [Cancel](#)

The Application Sent page confirms that your application has been sent.

Job Search **Job Applications** **Saved Jobs** **My Candidate Profile** **Saved Applications** **Referral Tracking**

Apply LensCrafters - Sales Supervisor - E2E (3101)

Application Sent

Your application has been sent. Thank you!

Note: You can go back into Talent Luxottica–Careers to view your status. Simply click **Job Applications** at the top of the page.

Click to jump to a process



Home



Managing Your
Candidate Profile



Determining
Eligibility



Applying for
a Position



Candidate Accepting
an Offer Online

Candidate Accepting an Offer Online

Candidate Accepting an Offer Online (Internal)

Click to jump to a process



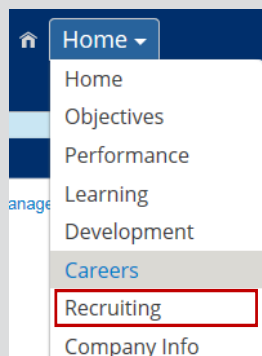
After an Internal candidate has verbally accepted a job, it is his/her responsibility to log back in to Talent Luxottica and accept the offer.

WHAT

HOW

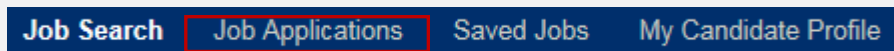
1. Internal Candidate Accesses the Careers Page:

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



2. Candidate Locates Their Job Application:

Click on **Job Applications** on the Career Page.



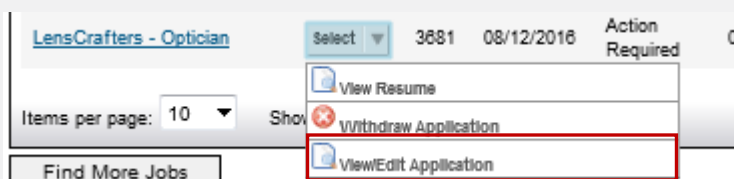
3. Candidate Responds to Required Action:

Find the Job Requisition that indicates Action Required.

Job Title ▲	Actions	Req ID	Date Applied	Status	Status Date
Administrator Development & Licensing (Coordinator)	Select ▼	882	03/15/2016	Process Complete	03/15/2016
LensCrafters - Optician	Select ▼	3681	08/12/2016	Action Required	08/12/2016
Jackson Store Field	Select ▼	921	03/16/2016	Under Review	03/28/2016

4. Candidate Views the Application:

In the Actions drop-down menu for the Requisition, select **View/Edit Application**.



5. Candidate Electronically Accepts Offer and Enters Required Information:

Select **Yes** and enter Social Security Number and Date of Birth. Click the **Update** button.