

## Introduction

In addition to completing the job application, applying for open positions as an internal Candidate involves notifying your current manager of your intent to apply and letting them determine whether you are eligible for the transfer.

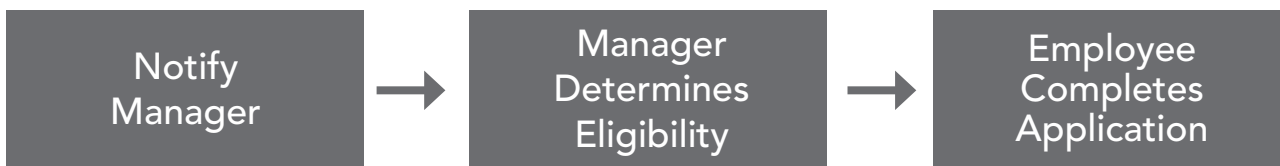
## Notifying Your Manager

You are required to notify your current manager of any position you intend to apply for prior to submitting an application. This is best done through a face-to-face meeting or phone call. After you apply, an email will be sent alerting your current manager that your application has been completed.

## Determining Transfer Eligibility

Unique transfer eligibility guidelines exist depending on your role within Luxottica. It is your responsibility as a potential Candidate to verify the specific hiring and transfer protocols for your brand before applying. Your manager determines final eligibility for transfer. Please refer to your employee handbook for transfer eligibility guidelines.

## Process Snapshot



### For more information

For more information about the application process and how to complete the Application Form, refer to the Applying iPDF.