



Applying (External)

Applying

As a candidate, you will have the opportunity to pursue positions with Luxottica provided that you are new to the company, or eligible for re-hire if you are a former associate.

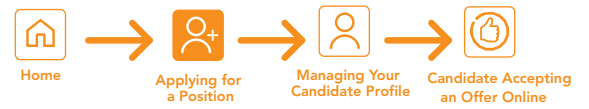
After a Job Requisition has been posted, the application process includes Managing Your Candidate Profile and Applying for a Position.

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



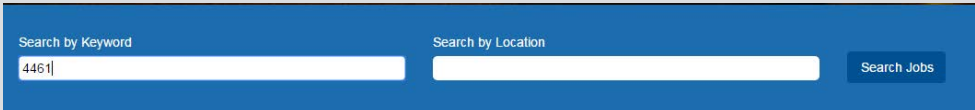
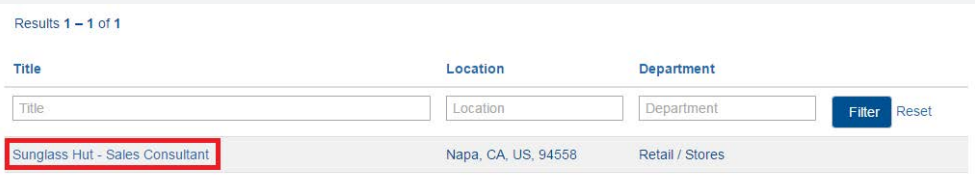

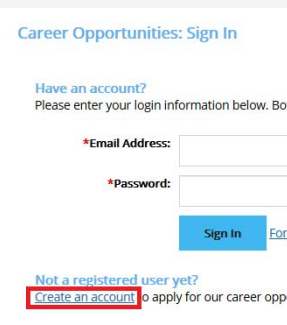
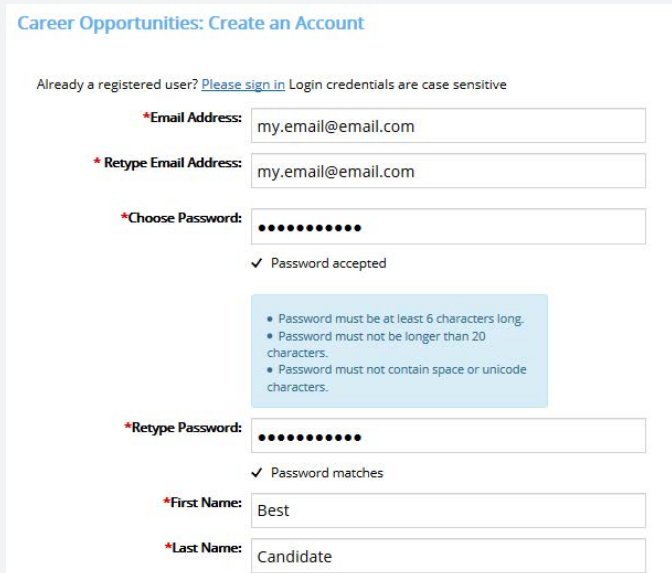
c Applying for a Position

C Applying for a Position



WHAT

HOW

1. Log In:	Go to Jobs.Luxottica.com .
2. Search for Openings:	<p>Store numbers and Requisitions IDs can be used as keywords to search for job openings. Enter in any keywords and/or location (city name, state, or postal code), then click Search Jobs.</p> 
3. Select an Opening:	<p>Click on the job title to view more details and apply.</p> 
4. Apply:	<p>Click Apply now then Apply Now.</p> 
5. Create an account:	<p>Click on Create an account. Enter in your email, password, and name.</p> <div>   </div>

C Applying for a Position



Note: A résumé is not essential to creating a Candidate Profile, but may be beneficial.

WHAT

HOW

6. Accept the Privacy Statement:

a) Select Country, then click on link to Read and Accept the Data Privacy Statement.

c) Click **Create Account**

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

7. Upload Résumé (optional):

a) Click **Upload a Resume**.

b) Locate, select resume, and click **Open**.

8. Complete My Candidate Profile:

Verify all information is correct in the following sections. Items with * are required.

- Profile Information
- Current Work Experience
- Previous Work Experience(s)
- Education
- Certification(s) and License(s)
- Native Language
- Other Languages

C Applying for a Position



Note: Some information will populate if you already have an existing Candidate Profile. Verify that all information is current and correct before submitting your application.

WHAT

HOW

9. Complete the Job Specific Information:	<p>Complete the Required and Voluntary Information.</p> <div><div>▼ Job-Specific Information</div><div>Upon request and consistent with applicable laws, Luxottica will provide reasonable accommodation, please contact the Luxottica HR Solution</div><div>Luxottica is an Equal Opportunity Employer. All qualified applicants regardless of race, ethnicity, sex, sexual orientation, gender identity or expression, citizenship, veteran or military status, genetic information or any other characteristics protected by law</div><div>Employment Information</div></div>
10. Sign & Submit Application:	<div><div>a. Enter eSignature and Today's Date.</div><div>b. Click Submit.</div></div> <div><div><div><div>* Please Enter in your full Name</div><div>a. <input type="text"/></div></div><div><div>* Today's Date</div><div><input type="text" value="MM/DD/YYYY"/> </div></div></div><div><div>View Profile</div><div>Save</div><div>b. Submit</div></div></div>
11. Application Sent:	<p>The Application Sent page confirms that your application has been sent.</p> <div><div>Your application has been sent. Thank you!</div><div><div>Back to Job Listing</div><div>View Profile</div></div></div>

Click to jump to a process



Managing Your Candidate Profile



Home

Applying for
a PositionManaging Your
Candidate ProfileCandidate Accepting
an Offer Online

C Managing Your Candidate Profile

To manage your Candidate Profile log in to jobs.luxottica.com then click **View Profile**.

WHAT

1. Log In:

HOW

Go to **Jobs.Luxottica.com**. Click **View Profile**.



2. Enter your original sign in email & password:

Note: the original email used to create your account will remain your login email address, even if you have changed your correspondence email.

Enter your email address & password, then click **Sign In**.

Career Opportunities: Sign In

Have an account?
Please enter your login information below. Both your username and password are case sensitive.

***Email Address:**

***Password:**

Sign In [Forgot your password?](#)

Not a registered user yet?
[Create an account](#) to apply for our career opportunities.

4. Open profile section:

Click the arrow to expand the section you wish to edit.

Candidate Profile

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

[+ Expand all sections](#) [- Collapse all sections](#)

- My Documents
- Profile Information**
- Search Options and Privacy
- Jobs Applied (7)

5. Update Information:

Update your information, then click **Save**.

- Previous Work Experience(s)
- Education
- Certifications and Licenses
- Native Language
- Other Languages

Save

Click to jump to a process



Home



Applying for
a Position



Managing Your
Candidate Profile



Candidate Accepting
an Offer Online

Candidate Accepting an Offer Online

Candidate Accepting an Offer Online (External)



Home

Applying for
a PositionManaging Your
Candidate ProfileCandidate Accepting
an Offer Online

After a candidate has verbally accepted a job, it is his/her responsibility to log back in to Jobs.Luxottica.com and accept the job offer online in the system.

WHAT

HOW

1. Log In:

Go to Jobs.Luxottica.com. Click [View Profile](#).



2. Enter your original sign in email & password:

Note: the original email used to create your account will remain your login email address, even if you have changed your correspondence email.

Enter your email address & password, then click [Sign In](#).

Career Opportunities: Sign In

Have an account?
Please enter your login information below. Both your username and password are case sensitive.

*Email Address:

*Password:

[Sign In](#) [Forgot your password?](#)

Not a registered user yet?
[Create an account](#) to apply for our career opportunities.

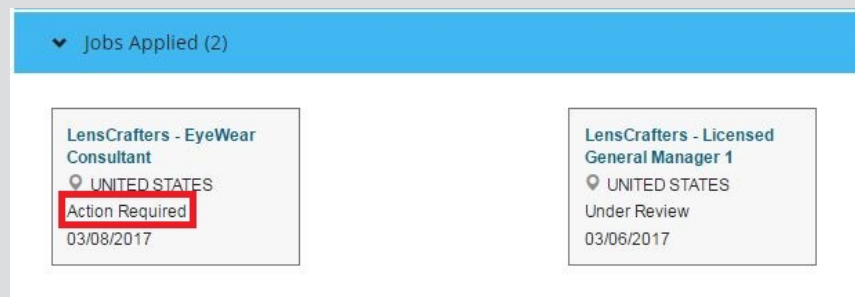
3. Open Jobs Applied:

Click the arrow next to Jobs Applied to expand the section:

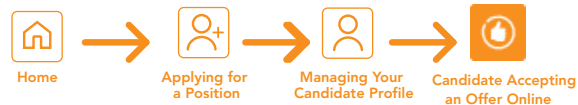


4. Select Job:

Click on the job that says Action Required.



C Candidate Accepting an Offer Online (External)



After a candidate has verbally accepted a job, it is his/her responsibility to log back in to Jobs.Luxottica.com and accept the job offer online in the system.

WHAT

5. Expand Job Specific Information:

HOW

Click on the arrow to expand Job-Specific Information.

6. Candidate Electronically Accepts Offer and Enters Required Information:

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