

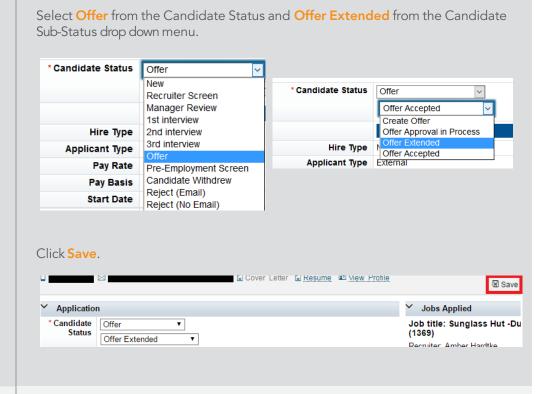
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Introduction

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.

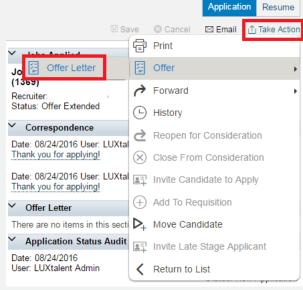
WHAT HOW

1. Change Candidate Status to Offer Extended:



2. Access Offer letter Editor:

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



Version 1.2





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

WHAT NEXT STEPS 3. Customize OfferLetter: 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. 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]. work evenings, weekends or public holidays. The Company reserves the right to change your days of work, duration and hours from time to 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]] pe hour, or a portion of each hour worked, less necessary te discretion of the Company Company shall periodically review your hourly w Reset Template 4. Save or Continue to Next Click Save as Draft, or Next Step after completing all required edits. To see Step: 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 Save As Draft Next Step Cancel Preview 5. Send Offer Letter as PDF Review the preview of the offer letter that appears. At the bottom of the screen, Attachment: select Back if you need to revise further, Email as PDF attachment if ready to send to the candidate. Luxottica Documents 0 attached Email as PDF attachmen Cancel



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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-downmenus. Choose Offer Letter Cover Letter as the email template. Click Next. Email Offer Letter as PDF Attachment Candidates: Language: English US (English US) ▼ Template: Offer Letter Cover Letter Email templates provides specific subject and message content, but are editable. Subject: Congratulations on your offer! Attached Offer: Offer Letter Message: [a] | □ | □ | □ | □ | □ | B I U | □ □ □ □ | % % at 1 | % 6 Source - Size - ■ ■ | :::-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 [IJOB_REQ_TITLE]] Details of your offer are attached Sincerely, [[RECRUITER_FULL_NAME]] Reset Template Documents 0 attached Next 6. Send Offerletter: 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 Hutl 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.

Back Send