

Introduction

At Luxottica, it is of strategic importance to hire people who are able to lead our Company in the present as well as in the future. Good hires strengthen our talent pool, helping us to deliver the results needed to support our growth. Hiring the right people impacts the achievement of our business goals.

Finding people with certain characteristics will help us reinforce our culture of being Imaginative, Passionate, Entrepreneurial and Simple & Fast.

One of the primary goals of the interview process is to gather the information needed to accurately evaluate the Candidate. This involves asking strategic questions.

Stage of Process	
Prepare:	Prior to the interview, review the Candidate's résumé; determine which behaviors/competencies you will assess.
Conduct:	During the interview, be focused. Listen to what the person says and how they say it. Observe what goes on during the interview. Ask probing questions to get a complete answer.
Evaluate:	After all interviews are complete, debrief with other people who have interviewed the Candidate(s) to select the best person for the job.

The Candidate experience/interview process should focus on the Candidate's job related competencies. There are certain questions and behaviors that are not appropriate during a job interview. Use this reference table for navigating legal compliance questions:

Category	Can Ask	Can't Ask (examples)
Age	If Candidate is over 18	<ul style="list-style-type: none"> • Date of birth; age • Date of high school graduation
Race, ethnicity, color or country of national origin or birth place	Do not ask any questions pertaining to this category.	<ul style="list-style-type: none"> • Color of skin, eyes, hair, etc. that would determine national origin • Reference to an accent in speech to determine national origin • Inquiries about any foreign addresses included on application materials
Gender or sex	Do not ask any questions pertaining to this category.	<ul style="list-style-type: none"> • Are you comfortable working for a female boss? • Sex of the Candidate
Religion	Confirm they are available on days, hours or shifts to be worked.	<ul style="list-style-type: none"> • Will you need personal time for particular religious holidays?
Disability	Can Candidate perform the essential functions of the job?	<ul style="list-style-type: none"> • Do you have any disabilities? • Have you been on Workers' Compensation? • Do you have any serious illnesses?
Marital or family status; pregnancy	Do not ask any questions pertaining to this category.	<ul style="list-style-type: none"> • How old are your children? • What does your spouse do for a living?

For more information

For more information about the interview process, question types and behaviors/competencies, consult with your Human Resources Business Partner.