



## Approving Requisitions and Job Offers

**Posting Open Roles** | Applying | Interviewing | **Hiring** | Pre-employment Screening | Pre-boarding

The hiring process has Approvers taking action in two important places: the Job Requisition and the Job Offer. At each of these steps, it is the Approver's responsibility to verify information and to be timely. The same person may or may not be the one to approve both the Requisition and the Offer.

### Process Overview

Click to jump to a process



Approving a  
Requisition



Approving  
an Offer

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.



Home



Approving a  
Requisition



Approving  
an Offer

## A Approving a Requisition

# A Approving a Requisition

Click to jump to a process



Home



Approving a Requisition



Approving an Offer

After a Requisition has been created, it must be approved before it can be posted for potential Candidates to see.

To get started, locate the Job Requisition.

**Note:** Be sure to verify important information such as the Job Code, Department ID/Cost Center, Pre-screening Account Package and header/description/footer.

## WHAT

## HOW

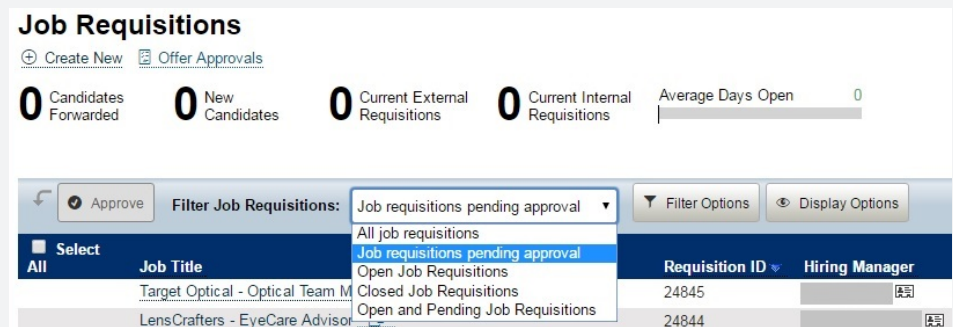
### 1. Access the Recruiting page:

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



### 2. Find your Job Requisition:

Select **Job Requisitions Pending Approval** from the Filter Job Requisitions drop-down list.



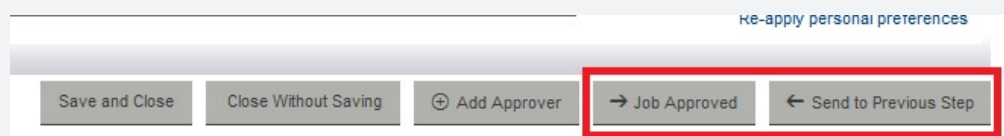
### 3. Choose the Job Requisition to approve:

Click on the job title of the specific Requisition you want to approve. Requisitions with a box to the left of the title are waiting for approval.



### 4. Approve or reject the Job Requisition:

Review the requisition for accuracy. At the bottom of the page click **Job Approved** to approve the Requisition. If any information is incorrect, you may edit yourself, or click **Send to Previous Step** and have the Requisition Creator edit then re-send for approval to open.





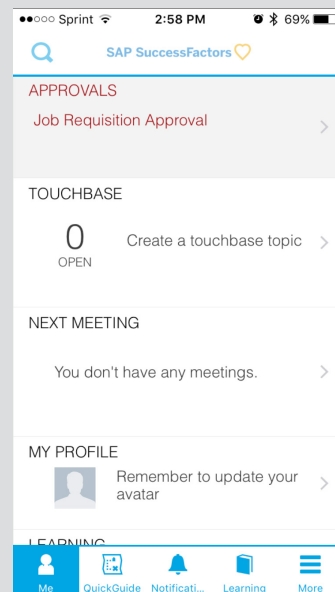
Note: Alternatively, you can approve Requisitions through the SAP SuccessFactors Mobile Application.

## WHAT

### 1. Find Job Requisitions in Need of Approval:

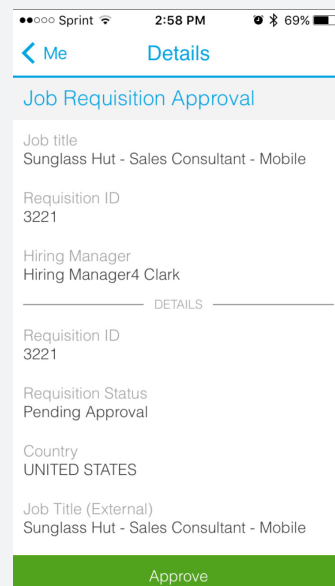
## HOW

Select **Job Requisition Approval** at the top of your screen.



### 2. Approve the Requisition:

Review the information, scroll to the bottom of the page and then select **Approve**.





Home



Approving a  
Requisition



Approving  
an Offer

## A Approving an Offer



After a Candidate has completed the interview process and a hiring decision has been made, the Store Hiring Manager/Recruiter will create an Offer in Talent Luxottica that must be approved before it can be extended to the Candidate.

To get started, locate the Offer in Talent Luxottica–Recruiting.

## WHAT

## HOW

### 1. Access the Recruiting page:

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



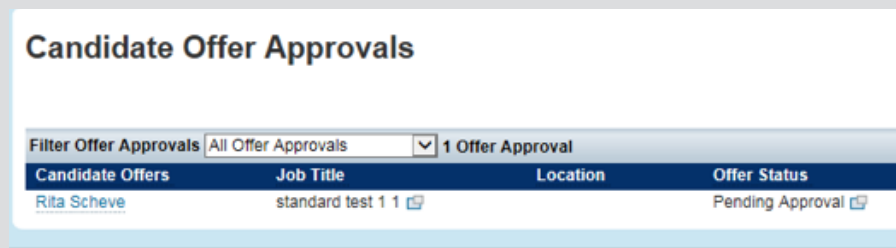
### 2. Find Offer Approvals:

Click **Offer Approvals** at the top of the page.



### 3. Find your Candidate:

Click on the name of the Candidate to review and approve the offer.





## WHAT

### 4. Approve the Offer:

## HOW

Review the information, scroll to the bottom of the page, enter any comments and then click **Approve**.

Approvers: Version 1	
Status	Pending Approval
Current Approver	Rita Scheve
Comment	<input type="text"/>

### 5. Confirm Approval:

Click **Yes**.

**Confirmation** ✕

☒ You are approving this offer detail. Do you want to continue?



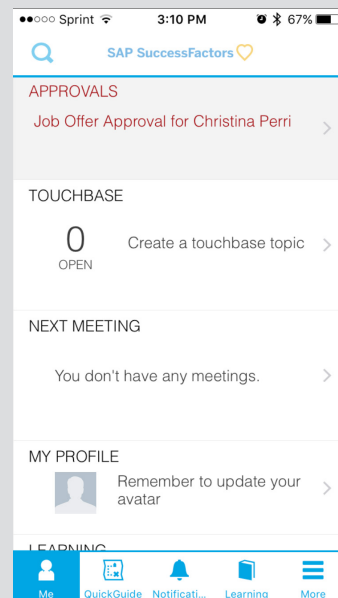
Note: Alternatively, you can approve Requisitions through the SAP SuccessFactors Mobile Application.

## WHAT

## HOW

### 1. Find Offer Approvals:

Select **Approvals** at the top of your screen.



### 2. Approve the Offer:

Review the information, scroll to the bottom of the page and then select **Approve**.

