

## Deloitte Switzerland Alumni Referral Programme

As we continue to establish Deloitte as the leading professional services and business advisory firm, attracting quality people will always be essential. Referrals are a key recruitment strategy for Deloitte, and as an alumnus, you're one of our best sources for top-notch recommendations and referrals. We invite you to refer your friends for one of the many exciting job opportunities we have at Deloitte, and if we hire your candidate, we will award you between CHF 1,000 – 4,500 depending on the grade.

At Deloitte, our purpose is to make an impact that matters to colleagues, clients and society as a whole and as an alumnus, you know the skills and mind-set needed to be successful at Deloitte Switzerland. We look forward to receiving your referrals.

### Eligibility

#### You're eligible if:

You are an alumnus of any Deloitte member firm, live or work in Switzerland and are registered with the Deloitte Switzerland Alumni Network.

#### You're ineligible if:

You are currently employed by a company that is a current audit client of Deloitte or you are currently employed by a company that is identified as a Restricted Entity.

#### Am I eligible for a fee if my referee has previously worked at Deloitte?

Yes, if the candidate has left Deloitte Switzerland more than one year ago.

### Referral Process

#### How do I make a referral?

Please send us an email to [referral@deloitte.ch](mailto:referral@deloitte.ch) with the following information:

- Full name of the referred candidate
- Email address
- Electronic version of their CV
- Job title and reference code for open positions or "for the pipeline" for future opportunities

#### Will you keep me up-to-date with my referee's progress?

If your candidate accepts our offer, we will let you know once the agreement has been finalised. For GDPR reasons, we are not allowed to update you on where your referred candidate stands in the recruitment process.

#### When and how is the referral fee paid?

The referral fee will be paid after your candidate passes his or her probation period. Payments will be made via bank transfer and you will need to provide us with your bank details in order to transfer the fee.

#### Is there a limit to the number of referrals I can submit?

No, in fact, we encourage you to submit as many suitable candidates as possible.

#### Will contract, temporary, internship or seasonal employees be considered as referrals?

We highly appreciate referrals for these positions, but unfortunately, there is no referral fee involved.

#### What else do I need to know?

- If your referral is referred to a part time role, your fee will be pro-rated in line with their working hours.
- The firm reserves the right to refuse payment at its discretion and to change or discontinue the referral scheme at any time.

### Referral Fees

Grades Deloitte Consulting AG	Grades Deloitte AG / Deloitte SA	Referral Fee
Executive Assistant, Analyst, Consultant	Executive Assistant, (Senior) Assistant, (Senior) Consultant, Client Service Administrator	1,000 CHF
Senior Consultant	Assistant Manager	1,500 CHF
Manager	Manager	2,500 CHF
Senior Manager or Director	Senior Manager or Director	3,500 CHF
Partner	Partner	4,500 CHF

If you need additional guidance or have any further questions regarding the Deloitte Switzerland Alumni Referral Programme, do not hesitate to email us at [referral@deloitte.ch](mailto:referral@deloitte.ch).