

**FUTURE IS WHAT
YOU MAKE OF IT**



HAYS Working for
your tomorrow

**SUCCESS IS A MATTER OF ATTITUDE
IT'S UP TO YOU**

Starting as a trainee at Hays (Schweiz) AG





HAYS – RECRUITING EXPERTS WORLDWIDE

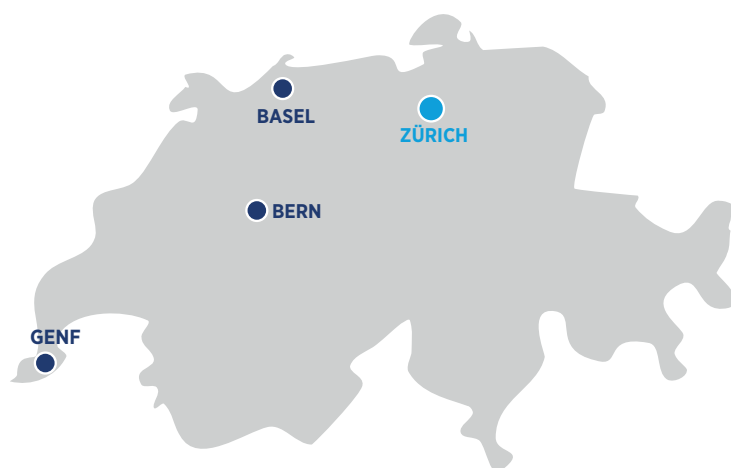
As a recruitment company, we know how important the motivation of employees is to the company's success. We expect a lot – but offer you a lot in return. We are the leading expert for specialist recruitment services worldwide. We cooperate with more than 3,300 companies in Germany, Austria and Switzerland and have the biggest talent pool in the region with more than 450,000 candidates.

Flat hierarchies, a good working atmosphere and an open communication define our corporate culture. We provide the right environment for each of our employees to fully develop their personal strengths. With us, success is a matter of attitude. It's up to you!

AT YOUR DOORSTEP AND IN EVERY METROPOLIS IN THE WORLD

Hays continues to grow. At our 257 locations worldwide, we find the right experts for global players, hidden champions and traditional medium-sized companies. We are constantly opening new locations in Germany, Austria and Switzerland to provide our customers with the best possible support in every region.

We have four offices in Switzerland:



RECRUITMENT SERVICES – MORE THAN JUST HIRING TEMPORARY STAFF

We offer our experts three different contract types, so there are different trainee positions for each contract type. But be careful, there is a risk of confusion! You will not be hired as an expert in the respective contract type but you will support the experts that are hired for the respective contract type.

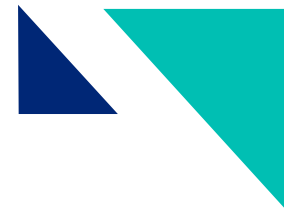


Placement of experts in projects (TEMP/CONTRACTING): You will place the experts who are employed with Hays in projects at our customers. You support the candidates and establish lasting relationships. However, not all experts are employed with us: we also recruit freelancers on project basis – a rising trend. Thus, you are responsible for finding the right experts for the respective projects.



Placement of experts in permanent positions (PERM): You are in charge of finding the right candidates to be directly placed in permanent positions at the customers. Only if you know your customers and candidates perfectly well, you can be sure that the match will lead to a long-term relationship.





POSITIONS FOR YOUR START AT HAYS

Start after your graduation and directly assume a lot of responsibility in our trainee positions. There are two possibilities:

Start as a trainee in the TEMP/CONTRACTING area and learn how to place experts in projects during your first months. Afterwards, you will be introduced to sales tasks. Our goal is for you to take up the role as Account Manager after your traineeship.

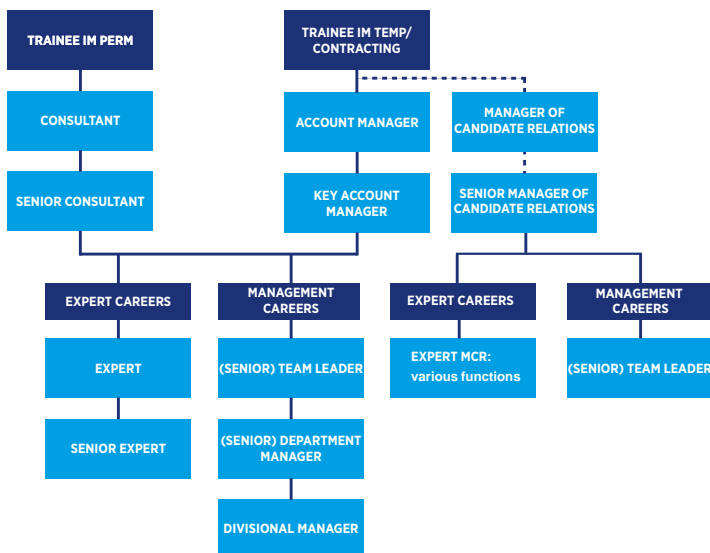
If you **start as a trainee in the PERM area**, you will be introduced to the recruiting of experts in the first six months. Then you will take up a 360° function as a Consultant and support both customers (sales) and experts (recruiting).

Apart from that, you can also directly start as an Account Manager, Manager of Candidate Relations or Consultant – depending on your experience! The following chart demonstrates what the positions have in common and what differentiates them.

	Trainee TEMP/ CONTRACTING	Account Manager (180° function)	Manager of Candidate Relations (180° function)	Trainee PERM	Consultant (360° function)
Customer contact/ Customer akquisition	✓	✓	✗	✗	✓
Expert contact/ recruiting	✓	✗	✓	✓	✓
Placements in projects	✓	✓	✓	✗	✗
Placements in perma- nent positions	✗	✗	✗	✓	✓

YOUR WAY TO HAYS – YOUR WAY AT HAYS

We stand for integrated personnel development. Sounds complicated, but in fact it isn't. You will gradually develop your skills, acquire expert knowledge and become more and more skillful in dealing with customers and candidates. The chart demonstrates the career paths you can take after you have finished your 6-month traineeship:



EXPLORE THE WORLD OF HAYS!

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