



## Terms & Conditions for Personnel Search Standard (see [www.pks-personal.com](http://www.pks-personal.com))

### General Information

The work of **PKS Personal- & Kaderselektion AG** (hereinafter referred to as PKS) is based on the success of verbal or written customer orders. PKS specializes in the recruitment and selection of experts and executives. It can be distinguished between personnel search by customer order (refer to Personnel Search Premium, Executive Search, mandates) and personnel placement on application (refer to Personnel Search Standard and Advanced). In both cases, the Terms & Conditions of PKS represent an integral part of the cooperation. The client agrees to accept the Terms & Conditions listed and to fulfill the obligations given below as soon as a person, who has verifiably been recruited by PKS, enters into an employment contract with the client.

### Scope of Services

- Collection of information
- Incorporation of job profile
- Incorporation of requirement profile
- Publication of profile on [www.pks-personal.ch](http://www.pks-personal.ch) (free of charge)
- Publication of profile on renowned job portals (free of charge)
- Selection and recruitment of applicants
- Execution of structured interviews and preparation of evaluation reports
- Obtaining of references

The fee for the **Personnel Search Standard** service provided by PKS Personal- & Kaderselektion AG can be calculated as a percentage of the first year's salary of the recruited candidate. The annual salary consists of the gross salary plus an extra month's pay and possible bonuses, commissions, earnings from profit-sharing, etc. In case of a success-based compensation system, the target salary is the determining factor. Depending on the income, the calculations amount to the following:

### Calculations

Annual salary	Percentage rate excl. VAT
up to CHF 50'000	12%
between CHF 50'001 and 70'000	14%
between CHF 70'001 and 90'000	16%

### What is the guarantee?

If a work contract, for whichever reasons, is terminated during the probation period, PKS guarantees to provide a replacement. In case a replacement cannot be provided, PKS reserves the right to refund the recruitment fee as follows:

Termination	Refund
1st month	50%
2nd month	25%
3rd month	10%



The publication of job ads on general job portals is free of charge. From experience we can say that we reach the goal quickly with this well-trying, practical approach. Offering potential analyses, assessments and ads in print media is not always appropriate considering the costs and the normal requirements and salaries of such positions. We will be happy to assist you should the need for advanced personnel services arise.

#### **Protection Clause**

If a client employs a candidate suggested by PKS within 12 months upon presentation of the application, PKS has the right to retroactively claim the fee.

#### **Discretion and Privacy Protection**

All information provided by the client is treated with the necessary confidentiality and is passed on to the candidates only as desired by the client. At the same time, the client is obligated to keep all records and information about the candidates presented by PKS strictly confidential and, in particular, not to obtain any references or further information without prior consultation of PKS.

#### **Invoicing**

The fees are not invoiced until the **start of the employment**, upon written completion and contract signing.

#### **Jurisdiction and Applicable Law**

Possible disputes resulting from these Terms & Conditions shall be definitely and finally settled by a single judge of the civil court of Basel-Stadt / Switzerland. The canton of Basel-Stadt is the approving authority for personnel recruitment activities.

Valid as of December 1, 2007.